

**Logistics Officer Association Guidance**  
**G1**  
**Conference**

**Dress Code:** If the member is on official duty (funded or permissive TDY), they are representing the Air Force and should be in duty uniform for the meetings they attend. The duty uniform can be any combination of blues. Those who choose to wear civilian attire for the conference proceedings should wear business casual, slacks and shirt with collar (open collar is acceptable), but no jeans or T-shirts. If the member is on leave, from the local area, or on a normal day off, the duty uniform or civilian clothes are appropriate. Casual civilian attire, or duty uniform of the day, is appropriate for the evening reception/social mixer. \*Dress for the Banquet is service dress blues or civilian business suit as appropriate.

**Attendees:** Individuals permitted to attend LOA's Annual National Conference are:

- a. Current LOA members in good standing
- b. Speakers invited by the Executive Board
- c. Industry Partners and exhibitors attending in support of a paid exhibitor's booth

**Membership Dues:** Members must have their dues paid before attending the conference. Dues should be sent in time for the dues to arrive, and be posted, prior to the conference. Dues may also be paid at the conference, as well as paying next year's dues if the member desires. These dues paid at the conference are separate from the conference registration fees and only update the membership status.

**Conference Registration Fees:** The Executive Board will establish the conference fees each year to help offset the cost of the conference. All effort will be made to keep the conference fees as low as possible. The intent is to keep fees low to encourage maximum attendance.

**Conference Budget:**

- a. The Executive Board: shall pay the majority of the conference bills. The Host Chapter will only be responsible for low cost incidental items and shall be reimbursed at the conference upon presentation of receipts.
- b. The Host Chapter: If the Host Chapter would like to add an event, the full cost and details of that proposed event shall be submitted to the Executive board. The Executive Board must approve any proposals.

**Host Chapter Compensation:** For hosting the conference, the Host Chapter will be paid \$2000 total from the final conference profits. Host Chapter may request \$1000 "seed money" prior to the conference for planning expenses.

**\*\*\*THIS IS THE MOST IMPORTANT INFORMATION IN YOUR PLANNING PROCESS.  
PLEASE READ IT CAREFULLY \*\*\***

**1. Registration:**

This is a high man power area but primarily executionary -- except for your main lead all others will only be required for training a couple day prior to the conference and during the conference. For the conference you will need 4-5 persons each day to man the reg desks.

**2. Protocol** (Plan on 20–25 volunteers depending upon number of DV's)

**DV Treatment**

Main stage speakers; 3 and 4-Star General Officer (GO) and equivalent Senior Executive Service (SES) attendees; and former A4/7 [DCS Logistics, IL, A4, etc.] will be provided an escort and driver if desired. All Active Duty GO's and SES's will be provided an escort and afforded use of a side meeting room and reserved seating during main stage presentations. Retired 3 and 4-Star GO's and SES equivalents will be provided an escort and afforded the appropriate respect and privilege including an opportunity for reserved seating if desired. Other retired GO's and SES's (1-2 Star and equivalent) will be tracked and afforded the

appropriate respect and privilege including an opportunity for reserved seating if desired. All active duty and retired GO's and SES's are welcome to attend the Stars and Bars Luncheon (or whatever venue is called). Special participants – such as local politicians or celebrities – will be afforded treatment appropriate to their status and situation. Local Protocol Offices may be approached for assistance.

## **Escort Officers**

**Selection:** The LOA website will elicit Escort Officer volunteers approximately two months prior to the National Conference. Escort Officers may be any rank however, the use of company grade officers is encouraged. Throughout the years, DVs have expressed favor with this practice and this allows company grade officers' direct exposure to senior officers. Escort Officers must be able to arrive at the conference for training prior to the arrival of their assigned DV. An Escort Officer volunteer must provide contact info (e-mail and phone) as well as arrival and billeting information to the National Conference Protocol Lead.

**Training:** A short overview of duties will be provided via e-mail by the Protocol Lead upon selection. Upon arrival at conference location review/confirm arrival/departure details on master schedule in Command Post, become familiar with conference layout, staging of the DV (if a speaker), emergency procedures, and transportation pick-up and drop-off locations. Finally the Escort Officer, Protocol, and Transportation Leads should review details of the DV's travel itinerary and transportation needs to ensure all have same information.

**Duties:** When the Escort Officer is notified of their selection and matched with a DV, then the Escort Officer initiates communication with the DV point of contact (e.g. executive officer, administrative assistant, etc.). Important information to provide and obtain during initial contact includes:

- Exchange of contact info
- DV's travel itinerary (dates and mode of transportation)
- Hotel preference
- Conference plans (golf, banquet, etc.)
- Special travel or dietary requirements

This information is important as it forms the basis of Protocol's DV Matrix. Once the information is obtained or changes please provide to the Protocol Lead via e-mail within 48 hours. Uniform for all Escort Officers is Service Dress whenever on duty with DV.

Escort Officers will ensure Protocol Lead and Command Post are continually informed of the DV's location and plans. To assist the Escort Officer, resources, such as a DV Folder, will be provided during on-site training [see Resources below]. At first opportunity, the Escort Officer should pick up the DV's Conference Registration Package and have the material (nametag and conference materials) ready to provide to their assigned DV during initial transportation to quarters. Escort Officers will meet the DV at their arrival point—either in the arrivals area (for commercial air travel) or at the aircraft for military airlift. (“Welcome to LOA 20XX” sign with the DV's name will be provided in the DV folder) **{tip: bring a bottle of water for DV}** In some instances, Maintenance Group Commanders and/or Wing Commanders may want to greet the DV along with the Escort Officer. However, it is the Escort Officer's responsibility to accompany the DV to their quarters. BEFORE check-in, the Escort Officer should ensure the DV quarters are acceptable by personally inspecting the room. Normally, one of the members of the LOA Executive Board will meet the DV at the check-in point. If the Escort Officer – or DV - has problems, key contact information is in the DV Folder.

When the DV is checked in, the Escort Officer should coordinate arrangements for the next event.

Escort Officers should volunteer to meet the DV at a designated time and then escort them to the conference and their assigned seating area. It's not uncommon for some DV's to “waive off” their Escort Officer after they are checked in. However, the Escort Officer should then offer to be of service if anything changes and check in with the DV periodically to inquire if “all is well”. Bottom Line for the Escort Officer: Know your DV's plans.

## **Resources Provided:**

DV Folder and contents

- “Welcome General (Mr or Mrs if SES) xxxx to LOA 20XX” sign

- DV Bio
- Master DV Matrix with all DV Itineraries
- LOA Conference Agenda
- Key Contact Information (phone numbers, etc.)
- Maps (Conference Venue, Vendor Booth map, local area)
- Local Area Info (attractions, restaurants, etc.)
- Escort Officer Training Info/Briefings
- Checklists (Escort Officer Duty Summary, Room Inspection)

### **Transportation:**

Vehicle and driver will be available for the Escort Officer to pick up the DV at their point of arrival, for the DV to attend the golf outing, and for departure. Other transportation requirements should be coordinated with Protocol and the Conference Transportation Lead. The Escort Officer is responsible to ensure transportation is scheduled/available for all requirements.

### **Other:**

The Escort Officer for the Keynote Speaker at the banquet will be provided approximately \$20 [depending upon local costs] in order to cover complimentary refreshments for the speaker before the banquet. All unused funds will be returned to the Command Post or LOA Treasurer the next morning. Any other needs should be requested through Conference Protocol.

### **3. Command Post / Security:**

Command Post is the central info base for the conference. You will need several people during conf hours. The overnight security is handled by an outside professional security firm. Plan on at least 10-15 persons for this area plus additional people for security. This includes door guards and badge checkers.

The goal of security is to ensure your guests are safe and free from hassle. As you know, the local AF OSI office keeps track of any local "threats" within their area of responsibility. It might not hurt to touch base with the OSI office on base and see if anything extraordinary needs to be done to ensure the conference attendees not being surprised/disturbed. Door and Badge Checkers: It may become necessary to hire a security firm. Occasionally a squadron will take on the security portion as a fundraiser. We paid will pay a group \$1000 for handling this portion.

### **4. Golf Tournament:**

The Golf Tournament has become very popular and usually sells out well in advance of the conference. When possible, the start needs to be "shot gun". Prizes may be collected for contests like closest to the pin etc. There is a Golf Tournament Sponsorship that is sold by Executive Director; this company will be the main sponsor. No other large banners may be displayed. No other sponsors may be mentioned. Small \$ amount sponsorship may be sold, but the overall tournament sponsor must remain the biggest billed sponsor. You will want to reserve the golf course as soon as possible.

### **5. Professional Tours:**

The purpose of the tours is to allow our members to see something they might not have a chance to see otherwise. We hope they will see something that will help them solve problems in their present/future jobs. Or, we hope they see something that rekindles their pride in serving in the best Air Force in the world. We recommend each bus conduct a "head count" before leaving on the tour and returning from the tour. (At one conference, we accidentally left someone behind when returning to the hotel.) Occasionally there are costs associated to certain tour venues, the host chapter will work those into their proposed budget.

## **Spouse Tours:**

This is optional to the Host Chapter, but the spouse tours have always been very popular.

## **Areas handled by Executive Director**

- 1. Conference/Hotel Contracts:** The Hotel Contract is handled by the Executive Director.
- 2. Conference meeting space:** Conference meeting space is part of the hotel/conference space contract and negotiated by the Executive Director.
- 3. Exhibit Area:** Exhibit Area space is part of the hotel/conference contract and negotiated by the Executive Director.
- 4. Audio/visual support:** The AV contract is handled by the Executive Director.
- 5. Food and Beverage:** The food and Beverage contract is handled by the Executive Director.
- 6. Conference Breaks:** Conference breaks are set by the agenda developed by National LOA. The Host Chapter needs some method to inform conference attendees that the break is over and they should return to the conference hall - such as chimes, etc.

## **Conference Outline:**

**Meal functions: (Ice Breaker, Vendor's Reception, Lunches)** These are primarily handled by the Executive Director, however you will need security and manpower for the events.

**Conference Breaks:** Conference breaks are set by the agenda developed by National LOA. The Host Chapter needs some method to inform conference attendees that the break is over and they should return to the conference hall - such as chimes, etc.

**Session Planning:** When there is a guest speaker that has a question and answer period at the end of their speech, make sure you have at least two officers in the audience with intelligent questions. They do not have to ask them if other questions are being asked, but we do want at least two questions for each speaker.

**Briefings:** LOA National invites all speakers to the conference, and works with the speaker's staff to receive an advanced copy of the briefings. Many speakers are General Officers and are taking time out of their busy schedules to come speak at LOA. It is not wise to push them too hard for advanced copies of their briefings they may not have ready. The Host Chapter POC should work closely with the LOA National to ensure request for advanced speeches are sent to the speaker's staff in sufficient time for them to work it. We do not want more than one person calling the staffs of our speakers looking for speeches. The President of National LOA can grant permission for the Host Chapter POC to call if coordinated prior to the call. The Vice President of National LOA is responsible for obtaining gifts for the guest speakers.

**Conference Questionnaire:** The Host Chapter may be asked to produce a questionnaire that will be distributed at the general and breakout sessions as well as a questionnaire summarizing the entire conference. The Host Chapter will collect all questionnaires, tally the results and deliver them to the executive board within 1 month of the end of the conference.

**Booth Assignments:** Executive Director will be responsible for Exhibitor booth assignment and will tell the Exhibitors exactly what they receive for their booth payments. As well as what they would need to pay for while attending the conference. Executive Director of Marketing and PR will prepare a booth payment confirmation letter to be mailed out as a booth payment is received.

**Name tags/Badges:** As we do not have a nametag on our dress uniform, nametags are a must. LOA Executive Director will design the nametags.

**Conference Guest:** National LOA will pay for special guests. For example, a luncheon guest speaker will not be required to pay for his/her lunch. National LOA will identify Guest in advance, and handle their reservations.

**LOA Awards Banquet:** The evening event starts off with cocktails in the Exhibit Area. Chimes should call the members to the banquet room. The President of National LOA will welcome the guest. A member of the Host Chapter will present the invocation. Dinner will be served. The host chapter is responsible for the banquet presentation, however LOA National will supervise and assist as needed. There will be a 15-minute break between dinner and the formal part of the program. The President of National LOA will introduce the guest speaker. The guest speaker will present the address to the membership. The President of National LOA will present the guest speaker with a gift. Then, the President of National LOA will call each scholarship winner forward to receive his or her checks from the guest speaker. The Vice President of National LOA will read the names of each scholarship donor; they will come up to the stage for a photo. Lt Gen Zettler (if in attendance) will be called to the stage. The Lt Gen Zettler Award will be awarded. At the end of the scholarship and award presentations, the guest speaker will be seated. The President of National LOA will present significant contributors with a gift as the Vice President calls their names. The President of National LOA will provide closing remarks.

**Conference Meeting Room set up:** The preferred style is long tables in rows, from the front of the room to the back; however due to size constrictions theatre style is also acceptable. An isle in the middle of the room usually divides these rows. DVs, speakers, and General Officers should be seated within the first two rows. They should also have nameplate to designate their place. This will tell others that the seat is reserved and the DVs, speakers, and General Officers where we want them to sit.

**Mementos:** LOA National will pay for the coins and the registration gifts. In addition some host chapters like to give an additional memento from their chapter to the conference attendees. It is always nice to return home with something neat and have everyone say, "Where did you get that, and how can I get one?" Again, this is the Host Chapter's call about what they give out, and if they give anything. Your management of the allotted budget drives it all.

**Web Page:** The National LOA Web Page is the only authorized point of access for conference information on the Internet. The host chapter should send data to be posted on the National LOA Web to the Executive Director: [marta@loanational.org](mailto:marta@loanational.org)

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DOUG CATO, Colonel, USAF  
President, Logistics Officer Association

**Approved by the Executive Board, September 1999**

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