



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4700 KING STREET
ALEXANDRIA VA 22302-4418

CFSC-FP

JUN -5 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Community Service (ACS) Worldwide Directors' Conference,
17-22 August 2003

1. The Annual ACS Director's Conference is scheduled 17-22 August 2003. The theme of this year's conference is "ACS and Volunteers: Forging Ahead". The purpose of the conference is to provide ACS Directors and ACS Volunteer Supervisors essential information on key issues needed to ensure their success in effectively delivering services in our changing environment. In addition, this training will provide an opportunity for ACS Directors and their Volunteer Supervisors to network and foster an atmosphere for building a dynamic corps of volunteers. The draft agenda is at enclosure 1.
2. The conference will be held at the Royal Sonesta Hotel, 300 Bourbon Street, New Orleans, Louisiana 70130-22313. The US Army Community and Family Support Center will pay hotel costs for ACS Directors. All other attendees will pay their own way for the conference. ACS Directors will automatically be registered for the hotel when they register on-line for the conference. All other attendees must call the Royal Sonesta Hotel at 504-586-0300 or 1-800-Sonesta and identify themselves with the Department of Army - ACS Worldwide Conference. The room rate is \$89.00 per night plus a \$2.00 per room per night occupancy tax. The LA tax exempt form for Hotel Lodging is located on the registration form. All attendees should print the LA tax exempt form, fill it out and bring it with them. Attendees making a reservation directly with the hotel will be asked to confirm their reservation with a credit card.
3. Attendees are responsible for making their own travel arrangements to the conference. Airport Shuttle is the official transportation company providing shuttle service for the City of New Orleans to and from the airport. Upon arrival at the airport, guests can purchase tickets for \$10 each way from the Airport Shuttle information desks. These desks are staffed 24 hours a day by informed, responsive tourism personnel who sell shuttle tickets, answer travel-related questions and offer helpful visitor information about events throughout the city. Passenger vans arrive at and depart from the airport every 10 minutes.
4. There will be an \$85.00 registration fee included on your hotel bill. The registration fee covers the recognition dinner on Tuesday evening, August 19 and breaks. To be reimbursed for the \$85.00 registration fee, you must include the amount in the remarks section of your orders.

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5. Attendees for the New ACS Directors Training should plan to arrive in time to attend the training scheduled for Sunday 17 August 2003 from 1300-1700. Installation ACS Directors should plan to arrive on 17 August 2003. IMA Region ACS Directors should plan to stay through Saturday 23 August 2003 to attend the ACS IPR meeting scheduled for Saturday 23 August 2003. Attendees traveling from outside the Continental United States may arrive one day in advance of the stated arrival dates. The group conference rate will be available for three days prior to and following the conference dates.

6. Hotel reservations must be made by 17 July 2003 to receive the conference rate. All attendees should register for the Conference on line at the conference website: <http://www.jrtc-polk.army.mil/ACSCConference>. Please provide questions or comments to be addressed by USCFSC ACS staff during the ACS Program Roundtables when registering. On-site conference registration will begin on Sunday 17 August from 1500-1900 at the Royal Sonesta Hotel and continue on Monday 18 August from 0730-0830.

7. Military personnel are encouraged to wear Class B uniform. Civilians are encouraged to wear business casual for meetings and appropriate business attire for the recognition dinner.

8. The U.S. Community and Family Support Center point of contact for the conference is Holly Gifford, DSN 761-7407 or commercial (703) 681-7407, e-mail: holly.gifford@cfsc.army.mil.

Encl


DELORES F. JOHNSON
Director, Family Programs

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