



NCOA[®]

2025 FACT SHEET

- **SAVE THE DATE** - NCOA's Annual Conference and Vanguard Awards Tribute will be held July 15-18, 2025.
- The host hotel is the Sheraton Norfolk Waterside Hotel, 777 Waterside Drive, Norfolk, Virginia 23510.

Rate for single/double occupancy is \$110/night plus applicable taxes. This rate is available 3 days prior and 3 days following the Conference upon availability. All individual room reservations must be made directly with the hotel. Reservations can be made by calling (757) 622-6664. You **MUST** specify you are with the Non Commissioned Officers Association and request the conference rate.

To make hotel reservations online: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1722952579800&key=GRP&questreslink2=true&app=resvlink>

Reservations must be made prior to Friday, June 20 to guarantee the conference rate. Reservations made after June 20 will be subject to space/rate availability.

Check-in time at the hotel is 4:00 p.m., check-out time is 11:00 a.m. All reservations require a deposit of the first night's rate plus all applicable taxes. If cancellation is necessary, you must do so 24 hours prior to your scheduled arrival date or you will be charged for one night's room rate plus all applicable taxes. If you will be arriving after midnight, you will need to mention this when making your reservation.

Guests wishing to avoid an early check-out fee must advise the hotel of any change in their planned length of stay at/or before check-in.

- The hotel is located approximately 10 miles from the Norfolk Airport. Travel from the airport to the hotel can be accomplished via Rental Cars, Taxi, and ride app companies (Lyft, Uber) which are located in the Arrivals Terminal and are available 24/7. Average taxi cost is \$30, average Uber/Lyft cost is \$30.
- Self -parking at the Sheraton Norfolk Waterside Hotel is \$25 per day plus all applicable taxes. Valet parking is available for \$35 per day plus all applicable taxes.
- Basic Guestroom Wi-Fi is complimentary.
- Event registration fee is \$200 per person through May 31. On or after June 1 registration fee is \$225. Each registration fee provides the delegate the conference registration bag and one ticket to each of the following: the Opening Icebreaker, the Awards Luncheon, Vanguard Awards Banquet, and the Breakfast with the Boards. Registration is once again online - visit the [NCOA 2025 Conference](#) page on the NCOA website to register for the conference. Requests for refund of registration fees (minus a non-refundable \$50 administrative fee) must be submitted **in writing** prior to June 15.

Additional event tickets will be available at the NCOA Registration Table at the Sheraton Norfolk Waterside Hotel. Individual ticket prices will be: Opening Icebreaker - TBD, Awards Luncheon - TBD, Vanguard Banquet - \$90, Breakfast with the Boards - TBD.

- For those unable to attend the entire conference but who would like to attend events open to the public (Opening Ceremony, Senior Enlisted Panel, general info sessions, and the Annual Business Meetings), please [click here](#) to register and let us know you'll be joining us.
- Invitations have been issued for a variety of guest speakers. Additional information will be available on the NCOA website as speakers are confirmed.
- A Senior Enlisted Panel featuring the six senior service chiefs has been scheduled for Thursday, July 17.

The Senior Enlisted Panel as well as the various speaker presentations on July 16 and July 17 are open to all members, conference delegates, sponsors, exhibitors, retirees, veterans, Active Duty military, and DOD personnel. Paid conference registration is not required; however, we would appreciate you registering and letting us know you will be joining us - [click here to register](#).

- Dress for most events is casual business attire. Active duty military are asked to wear their uniform of the day during the Opening Ceremony and the Senior Enlisted Panel. The Opening Icebreaker will provide delegates the opportunity to re-connect with old friends and make new ones. Theme for the Icebreaker is *Celebrating America*, dress is casual (wear red, white, and blue). The Vanguard Banquet is formal/dinner dress for active military, optional semi-formal civilian attire for all others. Dress for the Breakfast with the Boards is travel casual. Knights of the Square Table will set dress requirements for all Knights' events.
- Chapters or individuals with resolutions to submit on subjects for consideration by the International Board of Directors and the general membership at the 2025 Annual Membership Business Meeting must submit the resolution not later than May 1 to Levi Sadr, NCOA Director of Government Affairs, via e-mail at lsadr@ncoausa.org.
- Individuals wishing to nominate a person for a position to be filled on NCOA's International Board of Directors must submit nomination packets not later than May 1. Nomination packages should contain a short biographical sketch that will be placed on the NCOA website, a head and shoulders photo, and information about the nominee's NCOA and community involvement. Nomination packets, or requests for more information, should be addressed to NCOA, Attn: Tina Kish, P.O. Box 33790, San Antonio, TX 78265 or via e-mail at tkish@ncoausa.org. Elections will take place Wednesday, July 16 at the Association's Annual Membership Business Meeting. Members must be present to cast a ballot.
- Auxiliary members wishing to nominate a person for a position to be filled on the International Auxiliary Board of Directors must submit nomination packets not later than May 1. Nomination packages should contain a short biographical sketch that will be placed on the NCOA website, a head and shoulders photo, and information about the nominee's NCOA/NCOA Auxiliary and community involvement. Nomination packets, or requests for more information, should be addressed to NCOA, Attn: Tina Kish, P.O. Box 33790, San Antonio, TX 78265 or via e-mail at tkish@ncoausa.org. Elections will take place Wednesday, July 16 at the Auxiliary's Annual Membership Business Meeting.