***A black background with yellow text

Description automatically generated 2024 Spring Meeting***

***May 7-9, 2024***

***(Pre-Meeting Sessions and Events May 6, 2024)***

***Meeting Registration Form***

**RESEARCH & DEVELOPMENT ASSOCIATES FOR MILITARY FOOD & PACKAGING SYSTEMS, INC.**

**16607 Blanco Rd., Ste 1103 San Antonio, TX 78232 TEL: 210-493-8024 Corporate Email: rda@militaryfood.org**

SALUTATION : (Dr., Mr., Ms., LTC, COL, etc.) :

NAME

NAME FOR BADGE (Jim, Sue, etc.):

TITLE:

ORGANIZATION:

STREET:

CITY     STATE:       ZIP:

TEL:      CELL:

EMAIL ADDRESS FOR MEETING ROSTER:

EMAIL ADDRESS FOR MEETING CONFIRMATION:

Is this your first R&DA meeting?

Will you attend the Banquet Dinner on Wed.?

Number of Attendees:

(*For Meal Count*)

Please list any special services: (accessibility, dietary, or other needs

***FULL MEETING REGISTRATION FEES:***

Payment Payment

Received Received

By Apr. 15th After Apr. 15th

Industrial/Individual

Members (2024 dues paid) $1199.00 $1319.00 =

Non‑Member’s $1399.00 $1519.00 =

1st Time Company Attendee $1099.00 $1219.00 =

Federal Government $0.00 $ 0.00 =

Military Challenge Coin $25.00/ea. $30.00/ea. =

***DISCOUNTS:***

Other       □ **= -**     **\_**

***SPOUSE/GUESTS:***

NAME OF SPOUSE FOR BADGE:

TEL:       EMAIL

***(Complimentary admission to the Welcoming Reception and Hospitality Reception only. Admission to other meeting sessions and events is not included. Anyone consulting with, or employed by, an organization eligible for membership with R&DA is not eligible for this fee.***  ***If you plan on participating in the spouse/guest meals, please indicate below)***

* Spouse/Guest Meals $299.00 =\_     \_

***(There are no refunds or credit for meals received after April 15, 2024)***

T**OTAL AMOUNT**  =      \_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Credit Card No:*** | ***Exp. Date:*** | ***Name on Card:*** | ***Signature:*** | ***CVV/CVC*** |

 Credit Card Payment  Check Payment  PayPal Payment (https://www.militaryfood.org/spring-meeting)

Please return the registration form, along with payment (US funds or Credit Card). **Make check payments to R&DA, 16607 Blanco Rd., Ste. 1103, San Antonio, TX 78232. You may also submit your payment via PayPal https://www.militaryfood.org/spring-meeting.** Electronic receipts will be provided in your registration confirmation email. Registration fees will be refunded if written cancellation is received by April 15, 2024, minus a $100 service fee. There are no refunds on cancellations received after April 15, 2024, due to pre-payment requirements. NOTE: Attendees with special needs (accessibility, dietary or other needs) should make this known to R&DA at the time of registration.

***HOTEL RESERVATION INFORMATION***

A building with trees and mountains in the background

Description automatically generatedThe Westin La Paloma is holding a block of rooms at the industry room rate of $175 per night (plus applicable taxes) and the government/state rate of $120 per night (plus applicable taxes). **The special room rate will be available until April 19, 2024,** or until the group block is sold-out, whichever comes first. **All hotel reservations must be made through the R&DA hotel link at** **<https://www.militaryfood.org/spring-meeting>**. The hotel will send a room confirmation that will include your reservation number.

**GENERAL PROGRAM OF EVENTS**

*Program subject to change*

**Pre-Meeting Sessions & Events - Monday, May 6, 2024**

1:00 p.m. – 5:00 p.m. Registration & Information Desk

1:00 p.m. – 5:00 p.m. Tabletop Exhibits – *must be set-up by 12:30 pm*

3:30 p.m. – 4:30 p.m. R&DA’s Boot Camp 101- Government/Military Marketplace

6:00 p.m. – 6:30 p.m. **Newcomers'** Orientation Workshop

6:30 p.m. – 8:30 p.m.Networking Welcoming Reception

**Tuesday, May 7, 2024**

7:30 a.m. – 8:30 a.m. Breakfast

7:30 a.m. – 3:30 p.m. Registration & Information Desk

7:30 a.m. – 2:30 p.m. Tabletop Spaces – *must be set-up by 7:30 am*

8:30 a.m. – 3:30 p.m. General Sessions

* Keynote Address
* Military Service Updates
* Combat Feeding Science & Technology Work Group
* Rations Workgroup Session

12:00 p.m. – 1:30 p.m. Networking Luncheon

1:30 p.m. – 4:00 p.m. Breakout Sessions/One-On One Meeting Sessions

6:30 p.m. – 8:30 p.m. R&DA Hospitality Reception

**Wednesday, May 8, 2024**

7:30 a.m. – 8:30 a.m. Breakfast

7:30 a.m. – 2:30 p.m. Registration & Information Desk

7:30 a.m. – 2:30 p.m. Tabletop Spaces – *must be set-up by 7:30 am*

8:30 a.m. – 3:30 p.m. General Sessions

* Industry Leadership Speaker
* Military Assistance Program Updates
* ACES Updates
* Subsistence Vendor Workgroup

12:00 p.m. – 1:30 p.m. Chef -N- Lunch

1:30 p.m. – 4:00 p.m. Breakout Sessions/One-On One Meeting Sessions

6:30 p.m. – 9:00 p.m. Awards Banquet

**Thursday, May 9, 2024**

7:00 a.m. – 8:30 a.m. Breakfast

8:30 a.m. – 12:00 p.m. Breakout Sessions *(to be determined)*

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| ***IMPORTANT INFORMATION FOR ATTENDEES*** |

**ACCOMMODATIONS:** The R&DA 2024 Spring Meeting will be held at the Westin La Paloma in Tucson, AZ. The Westin La Paloma Hotel is located at 3800 East Sunrise Dr., Tucson, AZ 85718, Tel. 520-742.6000.

**REGISTRATION & FEES:** Discounted registration rates are a member benefit, and you must be a member in good standing of R&DA at the time of registration to receive the discount. **To check your membership status please contact admin@militaryfood.org**. Details on membership are posted on the R&DA website at http://www.militaryfood.org/membership. Discounted rates are eligible only for “first time” attendees. **R&DA will send a meeting confirmation to the email provided on your registration form** **when payment is received and processed**. Registration provides access to all events including receptions, meals, all sessions regardless of topic, tabletop exhibits, breakout sessions, and banquet. R&DA Meeting fees received after April 15, 2024, will not receive the early registration discount. ***Electronic receipts will be provided in your registration confirmation email.***

**SPECIAL NEEDS:** Persons with disabilities or special needs, including any type of food restriction or allergy should indicate that request on the registration form or send a description of any services needed to [jcook@militaryfood.org](mailto:hqs@militaryfood.org) ***before April 15, 2024***.

**ROOM RESERVATION METHOD:** The Westin La Paloma is holding a block of rooms at the industry room rate of $175 per night (plus applicable taxes) and a government/state rate of $120 per night (plus applicable taxes). **The special room rate will be available until April 19, 2024,** or until the group block is sold-out, whichever comes first. **All hotel reservations must be made through the R&DA hotel link at https://www.militaryfood.org/spring-meeting**. The hotel will send a room confirmation that will include your reservation number. After the cut-off date, these rooms will be sold from $285-$459 per night. Based on availability, attendees can reserve rooms three (3) days before and (3) days after the meeting dates at the group rate. ***Please make your reservations early as we will sell out of all rooms under our negotiated room block.***  Check-in time is 4:00pm and check-out is 11:00am. Hotel cancellations made less than 72 hours prior may result in a penalty for up to two nights lodging cost.

**TRANSPORTATION:** The nearest convenient airport is Tucson International Airport (TUS) which is about 16 miles from the hotel. Uber***/***Lyft, taxi, airport shuttle services and rental cars are the best way to get to the hotel. Complimentary self-parking is available. For further information, please contact the Concierge at 520-742.6000.

**PROGRAM MATERIALS: The program materials will be available on the *Meeting Attendee Resources* webpage https://www.militaryfood.org/meeting-attendee-resources**  **after April 22, 2024. Program materials will also be provided in a hard-copy format onsite in your attendee packet. Members will receive access to briefings/presentations 7-10 days after the conference on the Members Only website page at** [**https://www.militaryfood.org/membersonly**](https://www.militaryfood.org/membersonly)**.**

**CODE OF CONDUCT: R&DA is committed to providing a professional, collegial, safe, supportive, and respectful meeting environment, regardless of a person’s race, color, ethnicity, national origin, citizenship status, age, religion, disability, status, gender, gender identity, sexual orientation, genetic information, physical appearance, or other characteristic (“personal characteristics”). R&DA expects individuals to uphold the professional and educational purposes of R&DA and its events by respecting the rights, privacy, safety, and dignity of all persons. R&DA expects individuals to exercise professionalism, consideration and respect in their speech and actions. R&DA expects individuals to refrain from harassing speech and other harassing behavior.**

**DRESS CODE:** Appropriate dress for this conference is business casual for civilians and class B uniform or uniform of the day for military personnel. Dress code suggestion for the evening banquet on Wednesday is semi-formal for civilians and ceremonial uniform for military personnel.

**SPONSORSHIP OPPORTUNITIES:** Increase your brand exposure by taking advantage of one or more of the sponsorship or advertising opportunities provided at R&DA’s Spring Meeting. Please visit our webpage at <https://www.militaryfood.org/spring-meeting> or contact Jan Cook at jcook@militaryfood.org for further details.

**MILITARY CHALLENGE COINS:** R&DA is offering Military Challenge Coins for $25.00/ea. for prepurchase by April 15th. The coins will be sold on a first-come, first-serve basis. Prepaid coins will be placed in attendee packets. After April 15th there will be a limited number of coins held for sale at R&DA’s registration desk during the 2024 Spring Meeting for $30.00/ea.

 

**Side 1 Side 2**

**PAYMENT POLICY:** Registration fees may be charged to American Express, MasterCard, VISA, or Discover. Make checks for registration payable to R&DA in U.S. dollars, drawn on a U.S. bank. Registration fees are payable upon receipt, and full payment must be received in a timely manner to gain entry to the 2024 Spring Meeting. **If check payments are not received before the first day of check-in on Monday, May 6th then a credit card payment must be provided and will be processed onsite.**

**CANCELLATIONS:** Registration fees will be refunded if written cancellation is received by April 15th, minus a $100 service fee. **There are no refunds on cancellations received after April 15th due to pre-payment requirements**. Substitutions may be made but please contact R&DA of the name change as soon as possible. Refunds are non-transferrable and cannot be applied to any future service, conference, or event.