



Logistics Officer Association Guidance Symposium Guidance (G-1)

1. Purpose: This LOA G covers the annual LOA Symposium. It provides guidance on attendance, compensated positions, National Board responsibilities and protocol.

2. Attendance. The Symposium offers a forum where Logisticians at all levels of leadership can collaborate to discuss challenges of operating in a dynamic global defense environment and brainstorm solutions to overcome them.

a. **Dress Code.** A member on official duty (funded or permissive TDY) is representing his/her Service and should be in duty uniform for all meetings in accordance with the military member's current service policy. For a member on leave or a normal day off, duty uniform or civilian clothes are appropriate. Those who choose to wear civilian attire for symposium proceedings should wear business casual, slacks and shirt with collar (open collar is acceptable). Business casual civilian attire, or duty uniform of the day, is appropriate for the evening receptions.

b. **Symposium Registration Fees.** The Executive Board will coordinate symposium fees each year with the event contractor. All efforts will be made to keep symposium fees as low as possible in order to encourage maximum attendance.

3. Compensated Positions. In order to provide a world-class event, personnel in various positions need to work before, during and after the Symposium. The following positions will receive travel, per diem, lodging and symposium fees paid by LOA:

- Executive Board Members
- Board of Advisors
- Chief Operating Officer
- Chief Learning Officer
- Symposium Director
- Symposium Co-Director
- Chapter Ambassador
- Membership Officer
- Public Affairs Officer
- Editor ER

Other key positions such as the LOA University Dean and Volunteer Coordinator should be from the local area where the symposium is held. For these members, the symposium fee will be waived. Any modification to this compensation guidance must be approved the Executive Board.



Logistics Officer Association Guidance Symposium Guidance (G-1)

4. National Board Responsibilities:

a. President. Appoints Symposium Director and Co-Director, approves the symposium agenda, serves as the Emcee and oversees the general session script.

b. Vice President. Oversees the award and scholarship programs presented during the symposium, is responsible for approving gifts for the guest speakers and symposium workers; coordinates with the Symposium Directors on the feedback program; MCs the award ceremony and oversees the script.

c. Chief Financial Officer. Provides the projected symposium budget to the President and oversees all financial obligations with the Symposium Director.

d. Chief Information Officer. Coordinates communication with the membership, is responsible for obtaining and uploading all presentations and videos from the symposium to the LOA website. Coordinates social network marketing in conjunction with the COO and PAO. Oversees all social network activities and coordinates with the Symposium Directors, Board of Advisors, and Executive Board as necessary; researches, develops and leads the appropriate method to effectively administer an effective social network communication strategy, responsible for pushing symposium events to the appropriate network communication medium; establishes and manages the symposium feedback program. CIO activities are supported by the Public Affairs Officer and Editor, Exceptional Release.

e. Chief Operating Officer. Oversees compliance with contracts, budgets, expenditures, corporate membership requirements and exhibitor/industry commitments with event staff, event marketing, and event sales team. Performs other duties as directed by the Executive Board. Responsible for pushing symposium events to the appropriate network communication medium to highlight industry and corporate members; and coordinates with the Chief Information Officer as necessary on social network activities. COO activities are supported by the Membership Officer, Public Affairs Officer and Editor, Exceptional Release.

f. Chief Learning Officer. Serves as member of the National Board and LOA's learning strategist and architect; provides strategic oversight for the learning framework and the means to make learning, in all its aspects, available to the members seeking to advance their knowledge, understanding, and command of logistics disciplines; oversees annual Symposium LOA University planning and provides guidance to LOA University Dean. Works in coordination with COO and Event Staff to ensure corporate partners and industry sponsorship requirements are met.



Logistics Officer Association Guidance Symposium Guidance (G-1)

g. Ambassadors. Lead Chapter engagement activities and support; provide strategic and operational oversight for all chapter engagement activities; and responsible for planning and execution of the annual Chapter Presidents Meeting. Chapter Presidents Meeting is supported by the Membership Officer and Executive Board.

h. Symposium Director. Serves as the main conduit between the Executive Board and the symposium Staff, oversees the entire symposium planning and execution, manages the symposium feedback program for the Vice President. Sends requests for speakers, thank you notes for all GO/SES and other special DV symposium attendees and any other correspondence as directed on behalf of the President.

i. Symposium Co-Director. Develops the agenda, publishes the final agenda, coordinates with all main stage and breakout speakers until the briefings have been loaded onto the AV system for presentation, coordinates with Event Coordinator to ensure the latest slides are loaded and presentable for both main stage and breakouts, ensures speaker gifts, if necessary, are available during all breakout sessions, drafts all executive correspondences to include: requests for speaking, thank you notes for all GO/SES and other special DV symposium attendees, etc., for Symposium Director.

j. LOA University Dean. Provides quality education and training opportunities from the nation's top institutions and subject matter experts during the LOA National Symposium, assesses training and education recommendations from Chapters, solicits and coordinates with learning institutions for course offerings, drafts and signs agreements with participating institutions in coordination with the Executive Board, develops the course schedule and integrates with symposium agenda, and coordinates with Event Coordinator for classrooms and audiovisual requirements. Works in coordination with COO and Event Staff to ensure corporate partners and industry sponsorship requirements are met.

k. Protocol Lead. Oversees all protocol activities to include the Exhibit Hall DV Tours and DV Escorts and coordinates with the Symposium Directors and Executive Board as necessary. Once a speaker "accepts", the Protocol Lead works with the speaker/their office on ensuring they receive the agenda, understand uniform requirements and what they are invited/expected to attend (i.e. Stars and Bars Luncheon, GO Tours, Senior Logistics Ladies Dinner, etc.) as well as their travel info to pass to the Volunteer Coordinator. Coordinates with the Volunteer Coordinator to fill all manpower requirements and matches the Escort Officer with a DV.



Logistics Officer Association Guidance Symposium Guidance (G-1)

l. Volunteer Coordinator. Oversees all volunteer activities and coordinates with the Symposium Directors and Executive Board as necessary. Solicits volunteers to fill positions at least three months prior to the symposium. Assigns the volunteer based upon their request, experience and needs for the symposium. Provides volunteer contact information to the appropriate team lead at least two months prior to the symposium. Maintains a volunteer reserve list to fill vacancies as they develop.

m. Event Coordinator (Contracted). Oversees all contracted activities to include: Symposium and Hotel Contracts; Symposium Meeting Space; Exhibit Area; Break out space; Green Room; Audio and Visual, Food and Beverage; Registration; Security; Special Events; Seating Organization; and Breakout/Signage Management. Coordinates with the Symposium Directors and Executive Board as necessary. Fills all contracted positions and coordinates with the Volunteer Coordinator to advise on position requirements.

n. Back Stage Director. Responsible for all preparation activities for main stage speakers to include personnel introducing main stage speakers. Provides a rule of engagement to the Speaker Introducer.

o. Script Writer. Coordinates with back stage director to ensure main stage **technical** scripts are prepared prior to symposium. Coordinates with Vice President for awards luncheon script. Provides a script to the Speaker Introducer.

p. President's Aide. Supports the President throughout the symposium. Guides the president to particular functions, supports script writing, note-taking, thank you notes, taskers, etc.

q. Public Affairs Officer. Responsible for all interaction with national, regional, and local media outlets. Develops Press Media Kit. Coordinates activities with CIO, COO, and Event Power. Conducts interviews of senior leaders and keynote speakers.

r. Editor, Exceptional Release. Supports Chapter President's meeting and conducts meetings with Field Team in attendance on content and production schedule. Meets with senior leaders to discuss article submission ideas.

s. Membership Officer. Support Chapter President's meeting and conducts meetings with chapter presidents and senior leaders/advisors on implementing membership activities. Supports COO on industry membership and renewals.



Logistics Officer Association Guidance Symposium Guidance (G-1)

5. Protocol Information/Volunteers.

a. The following criteria are utilized to determine support from Protocol: Main stage speakers, 3 and 4-Star General Officer (GO) and equivalent Senior Executive Service (SES) attendees; and former A4/7 will be provided an escort. All Active Duty GO's and SES's will be provided an escort and afforded use of a side meeting room if available. 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 retired and active duty GO's and SES's are welcome to attend the Stars and Bars Luncheon (or similar event). Special participants – such as local politicians or celebrities – will be afforded treatment appropriate to their status and situation.

b. Protocol Lead in conjunction with the event coordinator develops a DV folder and distributes contents to the DV Escorts. The contents of the DV Folder include the following:

1. DV Biography
2. Master DV Matrix with all DV Itineraries
3. LOA Symposium Agenda
4. Key Contact Information (phone numbers, etc.)
5. Maps (Symposium Venue, Vendor Booth map, local area, etc.)
6. Local Area Information (attractions, restaurants, etc.)
7. DV Escort Training Info and Briefings
8. Checklists (DV Escort Duty Summary, Room Inspection, etc.)

c. DV Escorts. Escort Officers may be officer or civilian. The use of company grade officers and junior civilians is encouraged. Escort Officers must be able to arrive at the symposium for training prior to the arrival of their assigned DV and provide arrival and billeting information to the Protocol Lead. Uniform for all Escort Officers in the military is the same as the symposium requirement. Escorts should come from the nearest local LOA Chapter. When 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.). The following information must be provided to the Protocol Lead:

1. Exchange of contact information
2. DV's travel itinerary (dates and mode of transportation)
3. Hotel preference
4. Symposium plans (golf, luncheon, etc.)
5. Special travel or dietary requirements



Logistics Officer Association Guidance Symposium Guidance (G-1)

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

e. Escort Officers will ensure Protocol Lead and Event Coordinator is 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. At first opportunity, the Escort Officer should pick up the DV's Symposium Registration Package and have the material (nametag and symposium materials). Escort Officers will meet the DV at the symposium arrival point. 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 symposium and their assigned seating area.

f. 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.

g. LOA is a non-federally entity and is not allowed to be the procurer of transportation for government officials.

h. Speaker Introducers. Exposing junior civilians and company grade officers as introducers allows them direct exposure to senior leaders. The Back-Stage Director and Script Writer provide a script and rules of engagement ahead of time to the Speaker Introducer. Speaker Introducers must be able to arrive at the symposium for training prior to the introduction. The Speaker Introducer must contact the Back-Stage Director and Script Writer immediately if unable to perform their duties.

//Signed//

SCOTT FIKE

President, Logistics Officer Association

Approved by the Executive Board, January 2020