



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES

MARYLAND FEDERATION

P.O. Box 1643, Bowie, MD 20717

DR. GARY ROUNDTREE SR.
PRESIDENT

EDWARD HOLLAND
1st VICE PRESIDENT
LEGISLATION

ED REED
2nd VICE PRESIDENT
MEMBERSHIP

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SECRETARY

JEANETTE BROWN
TREASURER

RON BOWERS
PAST PRESIDENT

DAN MCGRATH
PAST PRESIDENT

DR. GARY ROUNDTREE SR.
PAST PRESIDENT

TO: Executive Committee, Federation Committee Chairs, Chapter Presidents and Secretaries

FROM: Dr. Gary Roundtree, Sr., PhD, President

SUBJECT: Official Conference Call – 47th Maryland Federation Biennial Conference
THEME: LISTEN * ENGAGE * CONNECT

DATE: March 9, 2025

Special Note: Please read this conference Call Letter very carefully and provide all information requested. Also, please note the contacts specified in the letter and respond to them as appropriate. The Registration and Banquet Reservation Forms are provided as separate attachments to the Call Letter email.

INTRODUCTION AND OVERVIEW

The Maryland Federation of NARFE will conduct its 47th Biennial Conference **Sunday, May 4 through Wednesday, May 7, 2025**, at the ALOFT OCEAN CITY, located at 4501 Coastal Highway, Ocean City, MD 21842. General phone number is 443-373-0800. Reservation phone number appears later in this Call Letter. Special discount rates have been obtained from the Aloft Hotel to allow participants to fully enjoy the facility while fulfilling their responsibilities.

The purpose of the Biennial Conference is to install the elected officers for the next two years; to present speakers on educational topics appropriate to our organization; and to exchange views with senior NARFE and Maryland State officials on issues related to the protection and enhancement of current and retired Federal employees' earned benefits. It is the Maryland Federation's Annual Membership Meeting.

There will be three breakfasts, a President’s Breakfast for chapter presidents or their alternates, two lunches, and one reception, and one dinner with entertainment on Tuesday evening, May 6.

We have invited exceptional speakers to present topics of current interest to members and expect lively discussions on innovations that can help the Federation excel. In addition, workshops will be offered for attendees to participate in.

TENTATIVE SCHEDULE

Executive Committee Meeting	Sunday, May 4	1:00p.m. – 3:00p.m.
Reception	Sunday, May 4	5:00p.m. – 7:00p.m.
Registration / Banquet Ticket Pick-up	Sunday, May 4	3:00p.m. – 5:00p.m.
	Monday, May 5	8:00a.m. – 9:00a.m.
	Tuesday, May 6	8:30a.m. – 9:00a.m.
	Wednesday, May 7	8:30a.m. – 9:00a.m.
Conference Sessions / Workshops	Monday, May 5	9:00a.m. – 4:30p.m.
	Tuesday, May 6	9:00a.m. – 4:30p.m.
	Wednesday, May 7	9:00a.m. – 12:00p.m.
Presidents’ Breakfast (FOR PRESIDENTS ONLY / NO ALTERNATES)	Tuesday, May 6	7:30a.m. – 8:45a.m.
Banquet	Tuesday, May 6	6:00p.m. – 9:00p.m.
Swearing-In of New Officers	Wednesday, May 7	10:00a.m.
Attendee Lunches	Monday, May 5	12:00p.m. – 1:00p.m.
	Tuesday, May 6	12:00p.m. – 1:00p.m.
Vendors / Exhibits Set-up	Sunday, May 4	2:30p.m. – 5:00p.m.
Vendors / Exhibits OPEN	Monday, May 5	8:30a.m. – 5:00p.m.
“ “	Tuesday, May 6	8:30a.m. – 5:00p.m.

SUMMARY OF DEADLINES

- April 18** **Registration checks must be received by Federation Treasurer Jeanette Brown with a copy of the completed Registration Form.**
- April 18** **Deadline for Room Reservations at Aloft Hotel**
- April 20** **Banquet checks must be received by Federation Treasurer Jeanette Brown with a copy of the completed Banquet Reservation Form.**

April 20

LAST DAY to cancel and receive a refund for registration and banquet.

HOTEL

Individuals must make hotel reservations **by April 18, 2025**, after which the special NARFE/MD conference discounted rate may not be available. Reservations received after that date will be provided on a space available basis at prevailing rates.

Guest Room Accommodations: Run of House \$99, Queen Bayview \$119, King Bay View \$147, plus associated taxes, for NARFE/MD attendees and vendors. Hotel check-in time is after 4 p.m. on the day of arrival. Hotel check out time is before 11 a.m. on the day of departure.

Method of Reservation/Cut-Off Date: Reservations must be made **by April 18, 2025**. Contact Marriott Reservations at: 888-236-2427 on or before **April 18, 2025**, and identify yourself as part of the NARFE Biennial Spring Conference 2025 group staying at the Aloft Ocean City, located at 4501 Coastal Highway, Ocean City, MD 21842. Guests will be required to provide a deposit equal to the first night's accommodation plus tax, at the time the reservation is made to guarantee their reservation.

Incidentals charged to your hotel room (such as phone calls, purchase of items at the hotel store, etc.) must be paid prior to leaving the hotel. The Treasurer will only pay the \$119 room rate and taxes associated with your stay at the hotel and in accordance with the reimbursement policy for those covered/listed.

Note: Attendees must register and sign up for the banquet through their chapter president and make their own hotel reservations. The Federation Treasurer will distribute a mileage reimbursement form for authorized drivers to provide the required information and a check will be mailed after the conference. Mileage will be reimbursed at 65.5 cents per mile. Persons covered/listed in the Federation Reimbursement Policy will be responsible for all hotel incidental charges other than their room charges. **Persons authorized to receive reimbursement should not include funds for registration and the banquet.**

Hotel Amenities: The Aloft Hotel is centrally located in Ocean City. The hotel amenities include complimentary Wi-Fi, hair dryer, coffee pot, indoor pool, fitness center, convenience store, laundry, wake up calls, and complimentary onsite parking. Pets welcome. The Aloft offers complimentary shuttle service from the hotel to the local downtown area for anyone who wishes to enjoy the sites and/or go to a restaurant.

REGISTRATION AND BANQUET

Chapter Presidents are to compile the list of chapter attendees (and any guests) on the Registration and Banquet Reservation Forms, which are included as separate attachments to the Conference Call email.

The **Registration Fee is \$65 per person** and includes the three breakfasts (Monday, Tuesday, and Wednesday), two lunches (Monday and Tuesday), and conference materials. **After the registration deadline of April 18, the fee will be \$70.**

The **Banquet Fee is \$60**. The dinner menu is included in the Banquet Reservation Form. Entertainment will be rendered during the banquet.

All checks must be made payable to: Maryland Federation Chapters-NARFE.

Chapter Presidents are to consolidate all associated Registration and Banquet checks and mail them to Treasurer Jeanette Brown, 5909 Cecil Avenue, Gwynn Oak, MD 21207-5011 in time for her to receive them by the associated deadlines (registration by April 18; banquet by April 20), along with a copy of the completed form. **All persons attending the Banquet must have a prepaid reservation** and will receive a ticket at the Conference Registration Table.

After the date of April 18, late registrants must submit registration forms along with a check for \$70 (includes the \$5 late registration fee) directly to Treasurer Jeanette Brown. If a Chapter President cannot attend the Conference, it is important that he/she designate an Alternate, and to identify that person on the chapter registration form.

Banquet reservations cannot be canceled after April 20.

CHAPTER REPRESENTATION

If a Chapter President is not able to attend the conference, he or she must designate an Alternate to vote on business that may come up during the conference and to address matters of importance to NARFE/MD members. Please let Secretary Melody Kebe know of any designated Alternates. The conference is also an opportunity to socialize with friends, but conference attendees have a duty to give priority to the business of the conference by attending each session and participating as appropriate.

The Conference Planning Committee also seeks your cooperation in getting the word out to your chapter via newsletters, emails, and chapter meetings. We urge you to forward this Conference Call to your key members so that they are aware of all details.

Policy on Reimbursement for Maryland Federation Biennial Conference

Many volunteers help to plan and conduct NARFE/MD's Biennial Conference. The Federation will pay for some or all the Conference-related expenses of individuals who participate in activities that are essential to the planning and operating of the Biennial Conference. The reimbursement policy is outlined below. The Federation President may authorize additional individuals to receive reimbursement on a case-by-case basis.

Three nights of lodging, Saturday through Tuesday, plus registration, banquet & mileage

- Executive Committee members
- Appointed members
- Host Chapter President
- Conference Planning Committee Co-Chairs
- Registration Chair

Two nights of lodging, Sunday and Monday, plus registration, banquet & mileage

- Sergeant at Arms
- Registration Committee members
- Ballot & Teller Chair & Committee members
- Biennial Conference Planning Committee
- Ways and Means Chair & Committee members
- Alzheimer's Committee Chair
- NARFE-PAC Chair
- MDNARFE-PAC Chair
- Assistant Sergeants at Arms
- Nominating Committee Chair & Committee members
- Resolutions Committee Chair & Committee Members
- Federation Photographer
- Chapter Presidents or Alternates
- Federation Committee Chairs & Co-Chairs
- Federal Legislative Committee Vice Chair
- State Legislative Committee Vice Chair
- Senate Leaders
- Congressional District Leaders

Carpooling is encouraged.

Note: Attendees must register and sign up for the banquet and make their own hotel reservations. The Federation Treasurer will distribute a form at the Conference for attendees to indicate address and covered expenses, and a check will be mailed after the conference.

Mileage will be reimbursed at 65.5 cents per mile and the hotel room will be paid the \$119 room rate plus applicable taxes for each reimbursable night in accordance with the policy. Covered attendees are responsible for any additional charges to their hotel bill.

Biennial Conference Points-of-Contact:

- President, Dr. Gary Roundtree <groundtreesr@comcast.net>
- Conference Chair, Larry Walton <lrwalto@yahoo.com>
- Treasurer, Jeanette Brown <bjeanette76@yahoo.com>
- Secretary, Melody Kebe <melodykebe@gmail.com>

**The Registration and Banquet Reservation Forms
are provided as separate attachments to the Conference Call email.**

DIRECTIONS TO HOTEL

Aloft Ocean City Hotel – 4501 Coastal Highway, Ocean City, Maryland

From Route 95 N or S, Washington DC Beltway

- 1. Take the US-50E exit towards Ocean City.**
- 2. Stay straight to go onto US-50E / Ocean Gateway.**
- 3. Right exit on to Route 90 toward North of 33rd St., Ocean City.**
- 4. Keep straight on MD-90.**
- 5. Turn right onto MD-528S/Coastal Highway.**
- 6. Turn right at 45th Street; the hotel sits back off the highway.**