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To:	NWF Affiliate Presidents/Chairs, Executive Directors, Representatives and Alternate Representatives
Cc:	NWF Board of Directors and NWF Directors of Conservation Partnerships
From:	Bill Houston, Chair, NWF Board of Directors
Date:	February 14, 2020
Re:	2020 National Wildlife Federation Annual Meeting: Important Documents, Registration and Lodging Information

Greetings from Maine! The National Wildlife Federation 84th Annual Meeting will be held June 10-13, 2020 at the Asilomar Conference Grounds and State Park in Pacific Grove, California. Important meeting materials and information are available online at affiliates.nwf.org/annual-meeting/ to begin your preparations. Additional information about the 2020 Annual Meeting, including the important deadlines for submitting your completed documents as well as registration, travel and lodging details are provided below. Mark your calendar now and join us for this annual opportunity to advance wildlife conservation and participate in shaping the conservation policy and leadership of the National Wildlife Federation.

The theme of this year's Annual Meeting is *One Future. Indivisible*. It operates at multiple levels:

- The future will be shaped by how we address the three interlocking, indivisible crises: wildlife declines, climate change, and loss of outdoor experiences by children and adults.
- Wildlife and people are inextricably linked – indivisible. When we save wildlife, we save ourselves.
- So too are we as an organization, inextricably linked to each other in our common purpose to ensure wildlife thrive in a rapidly changing world. By embracing our differences, welcoming new perspectives, and searching for common ground, our Federation becomes indivisible.
- In this time of toxic polarization, division and partisanship, wildlife conservation unites our country—enabling us to reach toward the aspiration of becoming one nation, indivisible.

Through the joint efforts of affiliate leaders and the national organization -- One Federation, indivisible -- we are just the organization to make that happen. And this annual meeting is just the place. We will explore conservation policy issues; learn from each other how to maintain and improve the health of our organizations; and map out strategies on growing the constituencies that engage in wildlife conservation.

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Agenda. The Annual Meeting Agenda can be accessed at affiliates.nwf.org/annual-meeting/.

Important Documents and Deadlines. Please carefully review the documents listed below. All documents can be accessed at affiliates.nwf.org/annual-meeting/.

- Annual Meeting Primer: Outlines the governance requirements of the NWF Annual Meeting and clarifies affiliate procedures and deadlines leading up to and at the meeting. Deadline for submitting proposed Bylaws Amendments is **April 14, 2020, preferably before March 15, 2020**.
- Credentials Form and Financial Aid Memorandum of Understanding (MOU): **ACTION NEEDED. A CUSTOMIZED MOU IS ATTACHED** to this emailing. The **ATTACHED** personalized form should be completed, signed, and returned by **March 15, 2020**. A sample form is posted for reference only.
- Call for Proposed Conservation Resolutions and Submission Form: **ACTION NEEDED. Requested by March 15, 2020; Final due date April 14, 2020**.
- Call for Nominations and Nomination Form: **ACTION NEEDED. Requested by March 15, 2020; Final due date May 14, 2020**.
- NWF Conservation Resolutions – Importance and Process
- Guidelines for the Role of the NWF Affiliate Representative
- Affiliate Capacity Building Fundraiser Donation Form. **Donations are requested no later than May 15.**

Please coordinate with your President or Chair to ensure that all documentation requested is submitted to NWF, including your 2020 Credentials Form and Financial Aid MOU.

Affiliate Chief Executives Pre-Meeting

A gathering exclusively for Affiliate Chief Executives (e.g., CEO, president, executive director, or in the case of no paid chief executive, the board chair) will be held prior to the Annual Meeting on Wednesday, June 10 from 10:00 a.m. to 4:00 p.m. at Asilomar Conference Grounds in Pacific Grove, California. Reflecting feedback from our last meeting, this year's pre-meeting session will be focused on a single topic: fundraising. We will take a deep dive with an outside consultant to help you identify and implement strategies to amplify your affiliate's revenue. In addition to the dedicated time on June 10, additional sessions specifically targeting Affiliate Chief Executives and other executive leadership will be scheduled throughout the remaining three days of the Annual Meeting. Each affiliate is encouraged to send the chief executive as one of its delegation, to attend both the ACE pre-meeting and full Annual Meeting. Further details will be provided.

Annual Meeting Preview

Arrival and Departure. The Annual Meeting begins Wednesday evening, June 10, with the New Attendee Orientation at 4:15 p.m. An evening dinner and welcome celebration follows, starting at 6:00 p.m. The Annual Meeting will conclude Saturday afternoon, June 13, at 3:00 p.m. Departures can be planned on Saturday evening or anytime on Sunday, June 14.

New Attendee Welcome Session. All new representatives and alternate representatives should plan to attend this informative orientation session on Wednesday, June 10, from 4:15 p.m. to 5:30 p.m. All meeting attendees are welcome to join.

Welcome Reception. Join NWF's California affiliate, the Planning and Conservation League, for a fun evening at Asilomar Conference Grounds. The event is from 6:00 p.m. to 9:30 p.m. and includes a buffet dinner and cash bar.

Resolutions Committees. The Resolutions Committees will meet prior to the Annual Meeting via teleconference for discussion purposes only. The teleconferences will be scheduled in late May. The Resolutions Committees will hold in-person meetings at the Annual Meeting on Friday morning from 10:00 a.m. to 11:30 a.m. to deliberate on their assigned resolutions. Each committee will present its recommendations to the full delegation at the Resolutions General Session on Saturday.

Join the Affiliate Chief Executives One Federation call on Tuesday, February 18th at 3:00 p.m. EST to discuss the importance of policy resolutions and go over the 2020 affiliate resolutions process. **1-646-558-8656, 971574688#** Please review the attached document on the *Importance of NWF Resolutions*. NWF policy resolutions from previous years can be found at affiliates.nwf.org/policy-resolutions/.

Resolutions Committee Chairs and Vice Chairs Meeting. An orientation for the Resolutions Committee Chairs and Vice Chairs will be held in May via conference call. The date and conference phone number will be provided prior to the meeting. The Resolutions Committee Chairs and Vice Chairs will meet in person at the Annual Meeting on Thursday, June 11 at 5:15 p.m.

Learning Sessions. A full day of learning sessions and skills-building sessions are offered on Thursday, June 11. Sessions will focus on topics such as handling communication crises, innovating on climate policy, regenerative agriculture, conservation funding strategies, 21st century state wildlife agencies, building equity into education programming, board development, fundraising, and more.

Lightning Round. The popular Lightning Round will be held in conjunction with the Friday morning general session. Don't miss this high-energy and fun session where you will hear from several affiliates and NWF staff about recent successes and case histories highlighting lessons learned. Success stories may be an advocacy campaign, fundraising opportunity, or anything that caused you or your organization to learn something important.

Open Space. On Saturday afternoon, we'll reserve times for other topics of interest to affiliate leaders, such as issue workgroup meetings, regional convenings, and follow-up on particularly exciting sessions and discussions from earlier in the week.

NWF Board Candidates Reception and Affiliate Capacity Building Fundraiser. This informal event will be held Friday evening, June 12. Funds raised from the auction will directly support NWF affiliates and the critical on-the-ground conservation work they do. Donations are being collected now, so please consider making a contribution! Packages must be valued at $75+ (bundling items to meet this is welcome). Wondering what to donate? Just think of packages you would want to buy – previous auction items include hiking/hunting/fishing excursions, electronics, artisan-made goods, and outdoor gear. Not sure you have a donation? Ask friends, family members and colleagues. They can help support this vital program too. Enclosed with this mailing is the overview and donation form. For questions, please contact Charles Coats at coatsc@nwf.org or 703.438.6529. Contributions must be received no later than Friday, May 15, 2020.

Field Trips. You will have an opportunity during registration to sign up for one of the following outdoor educational experiences. More details about the field trips are available online at affiliates.nwf.org/annual-meeting/

- Asilomar Bird Hike | No fee | Capacity 40
- Point Lobos State Park Tour | No fee | Capacity 24
- Shopping and Aquarium in downtown Monterey and Cannery Row | Aquarium entrance fee $50 – pay on your own at the Aquarium | Capacity 46
- Bike Tour along 17-mile scenic coast | Fee $59 | Capacity 20
- Sea Kayaking in Monterey Bay National Marine Sanctuary | $40 | Capacity 46
- Whale Watching Boat Trip | Fee $45 | Capacity 46

Registration

Registration is now open for NWF's 84th Annual Meeting, June 10-13, 2020. Register at affiliates.nwf.org/annual-meeting/. Take advantage of reduced Early Bird rates during February 14 - April 13. Registration closes May 8. Early bird $150; standard registration $175.

Lodging

National Wildlife Federation 2020 Annual Meeting Location
Asilomar Conference Grounds and State Park
800 Asilomar Avenue, Pacific Grove, CA 93950-3704

Room Reservations. Use the following link https://book.passkey.com/event/50014794/owner/10793795/home to make your room reservation at Asilomar Conference Grounds. For assistance or questions, call Asilomar at 831.642.4219 or 831.642.4213 and identify yourself as a participant in the National Wildlife Federation Annual Meeting. See below for room rate and room types.

Room Block Expiration. Rooms are available at the conference rate until the room block sells out or on April 26, 2020. After this date, rooms will be subject to availability and you may not receive NWF's rate.

Daily Room Rate. The conference room rate includes all taxes, $12 facility fee per person/per day, and a meal package, beginning with dinner on day of arrival and ending with lunch on your scheduled departure date. The conference room rate is applicable for the dates of Tuesday, June 9 to Saturday, June 13, and may be available prior or after depending upon availability.

Room type	**Room rate includes all taxes, facility fee, and three meals**
Single occupancy	$295.15 (one person in room; includes meals)
Double occupancy	Per person $197.94 (each of the two persons in room must make a reservation). Includes meals. Cost of $197.94 will be charged to each of the two guests' credit card. See "Roommate Request" below for more information on sharing a room.
Participant with Guest	$295.15 + $100.72 for an additional Adult = $395.87 (Total daily cost of $395.87 for one participant and one guest will be charged to the participant's credit card.)
Youth (3-12 years)	$71.51 per child. Includes meals.

100% Advance Payment. The total value (all nights) of your reservation is due at the time of booking. Your credit card will be charged the total value of your reservation within 24 hours of the booking.

Cancellation Policy. A service charge of $100 per person and per child will be deducted from all refunds for reservation cancellations that are received by May 8, 2020. Regrettably no refunds can be made for cancellations received on or after May 9, 2020. Any nights of a reservation that are cancelled on or after May 9 will be non-refundable.

Roommate Request. Each person sharing a room must make their own individual reservation with Asilomar. During the booking process, you will select ROOMMATE REQUEST to receive the double occupancy rate. You will have the opportunity to provide your roommate's name during the booking process. Requested roommate reservations must be received within 10 business days of each other or another person will be assigned by Asilomar staff.

If you select the "ROOMMATE REQUEST" category, Asilomar will make every attempt to place you in the occupancy type room you have selected either with your requested roommate or with another suitable participant until all possible partners are housed. If Asilomar is not able to find you a roommate for some or all nights or your requested roommate does not register or registers for some nights only, the appropriate rate will be applied and you will be charged for the difference.

If you select "ROOMMATE REQUEST" and do not name a specific person to room with, Asilomar will inform you of your assigned roommate when you arrive. You may also call Asilomar to inquire about the status of your assigned roommate. If no roommate can be found, Asilomar will notify the guest about a month prior to the arrival date. Asilomar only assigns roommates within the conference group. If you have any questions about roommate assistance, please email AsilomarSales@aramark.com.

Check in/Check out. Check in at 4pm or later. Check-out by 11am

Travel

Area Airports and distance to Asilomar Conference Grounds
Monterey Regional Airport (MRY) – 9 miles, 20 minute drive
San Jose International Airport (SJC) – 80 miles, 2 hour drive
San Francisco International Airport (SFO) – 100 miles, 2 hour 30 minute drive

Ground Transportation

Monterey Regional Airport taxicab service. Approximate fare $30 plus tip. A taxi coordinator is on site to assist you. No reservations are needed. For return trips to Monterey Airport, Asilomar front desk staff are happy to call a taxi for you on the day of your departure.

Ride App. Lyft and Uber operate at all three airports. Reservations must be made online.

Monterey Airbus provides shuttle service to Asilomar Conference Grounds from San Jose International Airport and San Francisco International Airport. Make your reservation online at www.montereyairbus.com or call 831-373-7777.
SFO to Asilomar - $67 one-way. Online discounted rate $62 one-way.
SJC to Asilomar - $57 one-way. Online discounted rate $52 one-way.

Rental cars are available at all three airports. See below for links to rental car information.
Monterey Regional Airport: https://www.montereyairport.com/carrental
San Jose International Airport: https://www.flysanjose.com/rental-cars
San Francisco International Airport: https://www.flysfo.com/to-from/rental-cars

Parking at Asilomar Conference Grounds is complimentary.

Affiliate Financial Assistance Procedure

NWF will again disburse funds via financial aid grants to affiliates who credential delegates to attend the NWF Annual Meeting. Grant amounts have been determined based on the following factors: 21-day advance roundtrip coach airfare estimates and the cost of shared lodging at the Asilomar Conference Grounds for 3 nights. Grant amounts are disclosed on the combined Credentials Form & Financial Aid Memorandum of Understanding (MOU) which is enclosed in this mailing.

These funds are intended to help offset costs for two delegates and are not guaranteed to cover all expenses. Please note that grant amounts will automatically be deducted by 50% if only one delegate attends and no funds shall be disbursed if no delegate attends. All financial assistance checks will be made payable to the affiliate organization and mailed to the organization's office address after the annual meeting.

Questions
Please contact Jessica Holmberg (703-438-6326 and holmbergj@nwf.org) with questions.

I look forward to seeing you in June!