

**Creating New
Possibilities**

Convention 2012



January 18-20, 2012
Frontier Airlines Center - Milwaukee, Wisconsin

General Information for Accepted Presenters



State Education Convention

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General Information for Accepted Presenters

Moderator/Primary Contact

- The maximum number of presenters is six (6). If your presentation features more than three (3) presenters, please be mindful of your session's length. We suggest limiting the number of presenters if possible.
- Presenters are required to arrive at their presentation rooms at least fifteen (15) minutes prior to the start of their sessions.
- The primary presenter should be the session moderator. It is the moderator's responsibility to provide introductions and make sure that the session starts and ends on time.

Expenses and Travel

- Your school district or organization will be responsible for all arrangements and expenses necessary for participation in this convention program.
- If you are driving in for the day, allow extra time for parking.

Audio/Visual Equipment and Room Set-Up

- Each room will have a head table, lectern, screen and skirted table or cart for your audio/visual equipment (laptop, projector, etc.). Microphones will be provided in rooms large enough to require them. The audience will be seated theater style.
- Presenters with sessions on Friday must contact the Hilton Milwaukee City Center Audio/Visual Department at 414-390-1818 for audio/visual arrangements.

Presenters are responsible for bringing or ordering a laptop and projector. The WASB does not provide laptops or projectors at the convention. If presenters choose to order a laptop or projector from the facility, an order form for United Visual is included at the end of this packet. Please note, if a projector is ordered on-site, the cost from United Visual is \$450.

Registration

- All presenters must be 1) district staff; 2) CESA staff; 3) school board members; 4) students; or 5) unpaid, volunteer community partners. All presenters other than students, unpaid community partners, and classroom teachers must register and pay for the convention to participate.
- If presenters are students, unpaid community partners, or classroom teachers, they will be issued a SINGLE-DAY PASS so they can present at the session. Please see the section on State Education Guest Passes and submit a request for guests according to these guidelines.
- All presenters may pick up their badges or guest passes at the registration area in the lobby of the third floor of the Frontier Airlines Center.

You may pick up your badges at the times listed below. All badges are filed alphabetically by last name.

Tuesday, January 17	8 am – 5 pm
Wednesday, January 18	8 am – 5 pm
Thursday, January 19	8 am – 4 pm

Presentation Hand-Outs

- We are again providing an online site where attendees will be able to access and print hand-outs.
 - **Deadline:** December 16, 2011
 - **Submit to:** Amy Qualmann aqualmann@wasb.org
 - **Preferred Format:** PDF Document
 - **Acceptable Format:** Microsoft Word, Microsoft Excel or PowerPoint
- Registered attendees will be provided a Web link to access the files approximately five (5) days prior to the convention. Files will remain online until January 2013.
- In addition, we ask that each Idea Exchange or Meet the Expert presenter bring 75-100 copies of your presentation (more if you like). Please bring ample supply of your business cards or provide contact information during your presentation so that interested participants may follow-up with you after the convention.
- After your presentation, you may take remaining handouts to the Bookstore on the third floor of the Frontier Airlines Center where we will have a table available for you to place the handouts.

State Education Convention Guest Pass Requests for School Districts

(Those who attend as representatives of exhibit hall vendors are admitted according to the exhibitor contract.)

The State Education Convention is designed for school district personnel and school board members who are members of WASB, WASDA and WASBO. Participation is limited to registered attendees, and pre-designated staff of paid exhibitors and sponsors. Limited requests for guest passes are considered based on these guidelines:

Single-Event Guest Passes are limited and provided for the following reasons:

1. To allow family members or co-workers to attend a general session where a school board member, district administrator, business official, or student(s) is recognized for service or achievement. Note: To attend the meal where the Superintendent of the Year or the Business Official of the Year is speaking, meal tickets must be purchased.
2. To accommodate a person who, because of a significant connection that he or she has to a presenter or school district, wishes to observe a single education session or break-out.

These people will be given a "pass," but not a name badge. If they purchase tickets for a meal, the tickets will be required for entry into a luncheon or breakfast. The pass does not allow attendance at any other events.

General Information for Accepted Presenters

Single-Day Guest Passes are limited and provided for the following reasons:

1. To allow teachers, unpaid community members or unpaid school district volunteers, who are presenters as part of a scheduled Idea Exchange or Special Issues Forum education session, to attend the convention for a single day.

These guests will receive a name badge which can be picked-up at the conference registration booth on the day of the presentation. It will state his/her name and the day the badge is valid. The badge will gain this person entry into the exhibit hall and any other event that does not require a separate registration fee (pre-conference clinics or meals.)

If participants wish to participate on additional days or if they wish to purchase meals, attend clinics, etc., the full conference registration fee and/or event fee must be paid.

To complete the GUEST PASS REQUEST, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of person making request:_____

Telephone:_____ Email:_____

Name of person for whom pass is intended:_____

School District:_____

• **Single-Event Pass:** Name of event, date, time:

• **Single-Day Pass:** State the event in which you are a participant:

Submit request to: Sheri Krause, Director of Communications, at skrause@wasb.org.

Requests must be received by December 30, 2011 The WASB reserves the right to honor or decline any request for guest passes at its sole discretion.

Convention Hotels

The following hotels in downtown Milwaukee are offering discounted rates to convention attendees. Be sure to mention WASB and the State Education Convention when making reservations.

Ambassador Hotel

2308 W. Wisconsin Avenue
Milwaukee, Wisconsin 53233
414-345-5000

Doubletree Hotel Milwaukee City Center

611 West Wisconsin Avenue
Milwaukee, Wisconsin 53203
414-273-2950

Intercontinental Milwaukee

139 East Kilbourn Avenue
Milwaukee, Wisconsin 53202
414-276-8686

Best Western Inn Towne Hotel

710 North Old World Third Street
Milwaukee, Wisconsin 53203
414-224-8400

Hilton Milwaukee City Center

509 West Wisconsin Avenue
Milwaukee, Wisconsin 53203
414-271-7250

***Courtyard Marriott Milwaukee
Downtown***

300 West Michigan Street
Milwaukee, Wisconsin 53203
414-291-4122

Hampton Inn and Suites

176 Wisconsin Avenue
Milwaukee, Wisconsin 53233
1-888-271-4556

Hyatt Regency Milwaukee

333 West Kilbourn Avenue
Milwaukee, Wisconsin 53203
414-276-1234

Ramada City Centre

633 West Michigan Street
Milwaukee, Wisconsin 53203
414-272-8410

FAQ's

Minimum Stay: The Hyatt Regency, Hilton Milwaukee City Center and Doubletree Hotel require a three night stay.

Extended Stay: The hotels offer the convention rates two days prior and two days after the convention dates. Plan some fun weekend activities!

Skywalk: The Hyatt Regency and the Hilton Hotel have skywalks open to the convention center.

Reservations: Make your reservations directly with the hotels. To receive the special rate, be sure to mention that you are attending the State Education Convention when you call for reservations. Hotels in the downtown area fill up fast, so it's important to book a room as soon as possible.

Related Books or Publications

If you plan to reference a book or publication in your presentation, please provide Sheri Krause (skrause@wasb.org) with the title and author name by Friday, Nov. 18, so we may make every effort to include copies in our WASB bookstore for purchase.

General Information for Accepted Presenters

Milwaukee Downtown Map



Floor Plans - Hilton Milwaukee City Center 4th Floor



General Information for Accepted Presenters

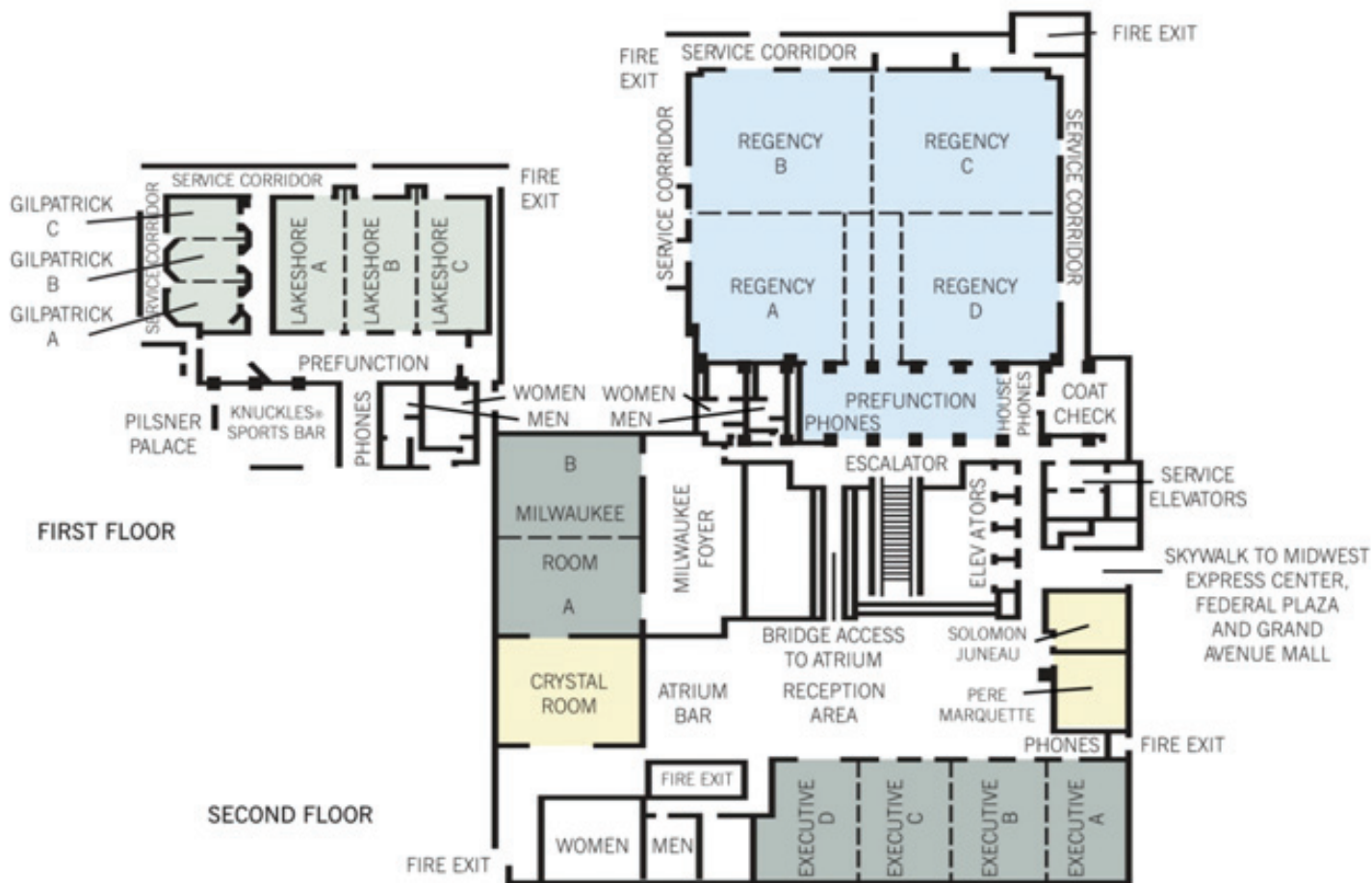
Floor Plans - Hilton Milwaukee City Center 5th Floor



FIFTH FLOOR



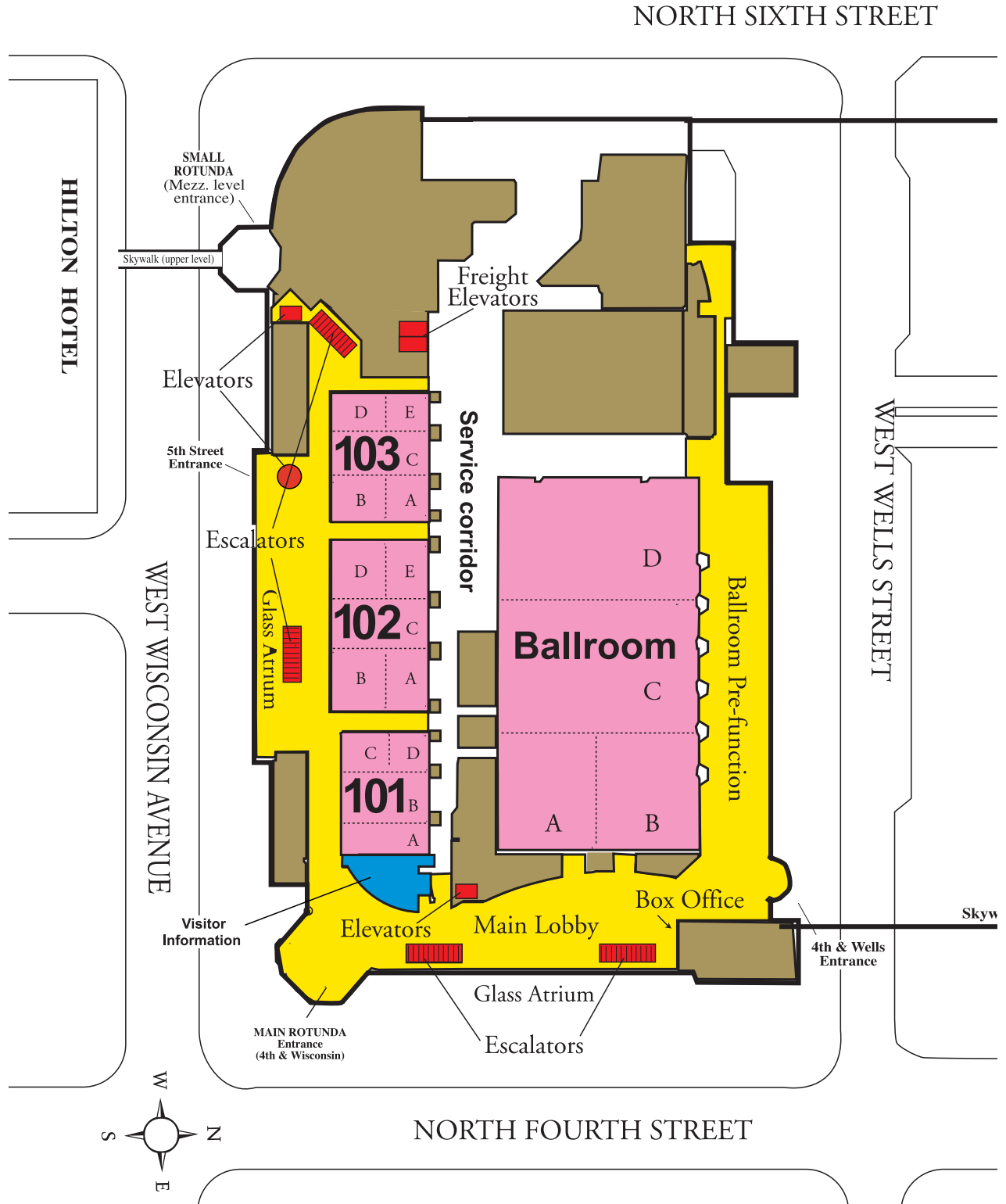
Floor Plans - Hyatt Regency Milwaukee 2nd Floor



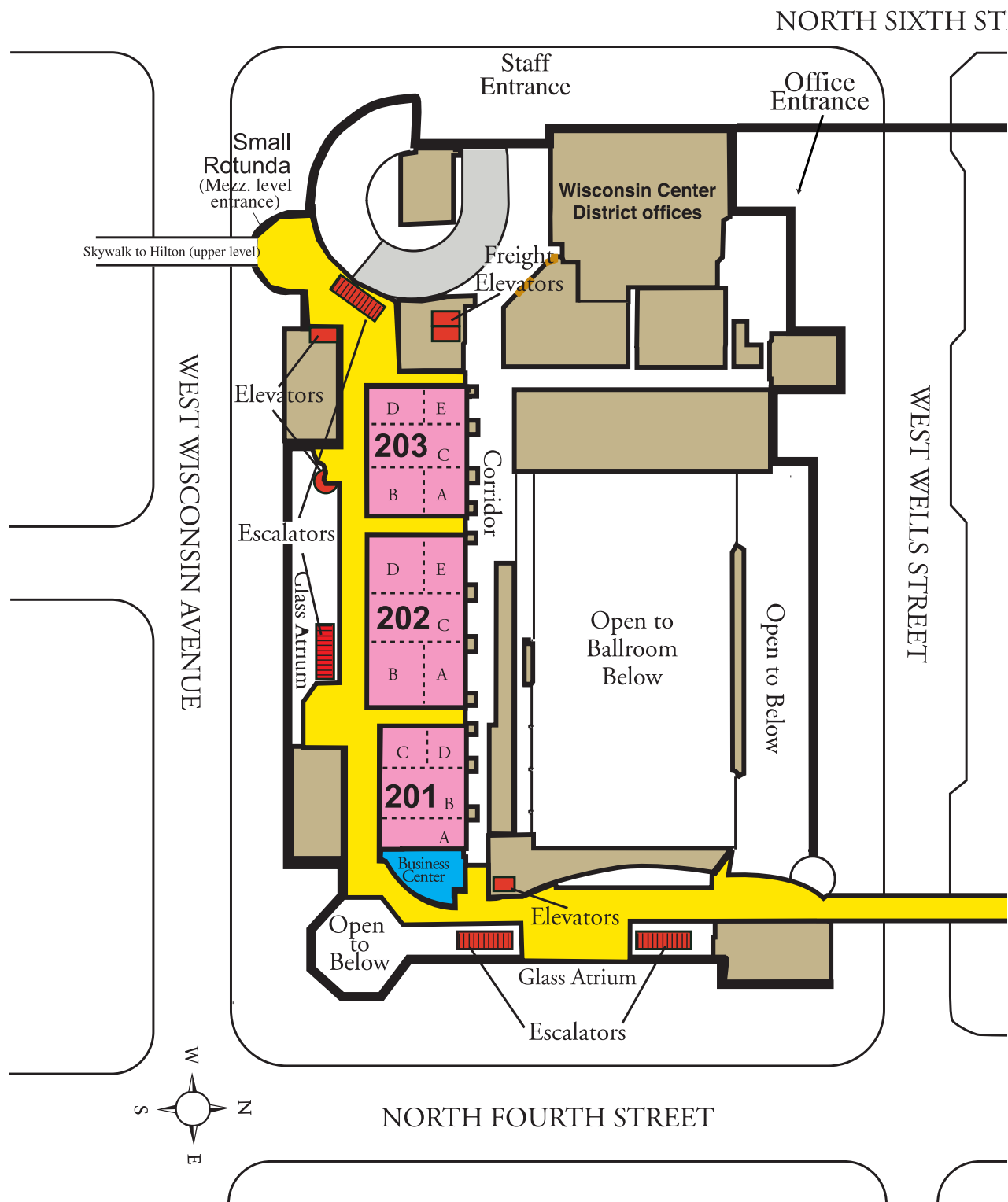
& ALL MEETING ROOMS, PHONES AND RESTROOMS ARE WHEELCHAIR ACCESSIBLE, PHONES ARE EQUIPPED FOR HEARING IMPAIRED

General Information for Accepted Presenters

Floor Plans - Frontier Airlines Center 1st Floor



Floor Plans - Frontier Airlines Center 2nd Floor Mezzanine Level



WISCONSIN CENTER DISTRICT AUDIO VISUAL REQUEST FORM

Equipment provided by: United Visual, Inc. 414-908-6180

At least fourteen (14) days prior to the move-in of the event, mail form and payment to Wisconsin Center District; Attn: Exhibitor Services; 400 W. Wisconsin Ave; Milwaukee, WI 53203, or fax orders to Exhibitor Services: Fax #: 414-908-6010. Phone #: 414-908-6180. E-mail any questions to: bswope@unitedvisual.com

COMPANY INFORMATION (Must match billing address of credit card)

Event _____ E-mail Address _____ Booth or Mtg Rm # _____


Company _____ Contact _____ Phone _____

Address _____ City _____

State _____ Zip _____ Install Date/Time _____ Remove Date/Time _____

Order Utilities separate: Electricity is not included in the rental equipment price.

Qty	Equipment Description	Advance Daily Rate	Advance Week Rate	Floor Daily Rate	Floor Week Rate	Amount
	50" XGA Plasma Display	\$475.00	\$1425.00	\$600.00	\$1800.00	
	42" XGA Plasma/LCD Display	\$325.00	\$975.00	\$425.00	\$1275.00	
	Plasma Mount/Floor Stand, (wall mount is client responsibility)	\$50.00	\$150.00	\$75.00	\$225.00	
	**32" LCD Flat Panel	\$250.00	\$750.00	\$300.00	\$900.00	
	**22" LCD Flat Panel	\$125.00	\$375.00	\$150.00	\$450.00	
	**27" TV Monitor	\$100.00	\$300.00	\$120.00	\$360.00	
	DVD Deck or DVD/VHS Combo	\$40.00	\$120.00	\$60.00	\$180.00	
	Laptop Computer- Confirm specs with UV	\$130.00	\$390.00	\$150.00	\$450.00	
	Desktop Computer w/ Monitor, Keyboard and Mouse	\$100.00	\$300.00	\$150.00	\$450.00	
	Distribution Amplifier(VGA or NTSC)	\$40.00	\$120.00	\$60.00	\$180.00	
	Wireless RF Remote with Laser Pointer	\$25.00	\$75.00	\$30.00	\$90.00	
	** XGA 3,000 Lumen LCD Projector	\$350.00	\$1050.00	\$450.00	\$1350.00	
	6' or 8' Tripod Screen	\$20.00	\$60.00	\$30.00	\$90.00	
	AV Cart with Skirt	\$20.00	\$60.00	\$30.00	\$90.00	
	Lighting Tree-(3) fixtures, Tree, Dimmer, Controller	\$175.00	\$525.00	\$200.00	\$600.00	
	Speaker Portable Powered-450 watt	\$75.00	\$225.00	\$100.00	\$300.00	
	Speaker Portable Powered-250 watt	\$55.00	\$165.00	\$65.00	\$195.00	
	--Microphone-Handheld w/ Stand	\$20.00	\$60.00	\$24.00	\$72.00	
	--Microphone- Wireless Lavalier or Handheld w/ stand	\$99.00	\$297.00	\$118.00	\$356.00	
	--Wireless Headset Microphone Elements	\$25.00	\$75.00	\$30.00	\$90.00	
	--CD Player	\$50.00	\$150.00	\$70.00	\$180.00	
	Easel	\$15.00	\$45.00	\$18.00	\$54.00	
	Cable TV Hookup	\$100.00	\$300.00	\$144.00	\$360.00	
	Technician Labor Rate per hour (4 hour minimum)	\$50.00	N/A	\$60.00	N/A	

	Volume discounts and many additional items are available: lighting, truss structures, and more, call United Visual for Quote.	Subtotal	
		15% Service Charge (Add to all Orders)	
		Subtotal	
		Tax of 5.6%	
PAYMENT INFORMATION - Visa, MC, Am Ex, Discover		Grand Total	

**AV Carts are supplied with Monitor and Projector orders. -- Sound System also needed.

Make checks payable to United Visual, Inc.; Attn: Exhibitor Services; 400 W Wisconsin Ave, Milwaukee, WI 53203.

Please indication Payment method: Cash, Check, Credit Card: Visa, MasterCard, American Express, Discover

Card Number _____ Exp. Date _____ V Code# _____ ***

***required 3/4 digit on back of card.

Full Name on Card _____	Authorized Signature _____	In-House _____	Initials _____ Date _____ Total \$ Received _____ Payment by: _____
Use only _____	Notes: _____		