



# General Information for Accepted Presenters

Wisconsin State Education  
Convention

JAN. 19-21, 2022

Wisconsin Center • Milwaukee

# General Information for Presenters

## Presentation Tips

---

- The audience will be seated theater style in most rooms.
- Make sure the text on your slides is large enough to be read by all attendees. Also, be mindful of text at the bottom of a slide – attendees seated at the back of a room may have difficulty seeing it.
- Use the microphone(s) provided. The inability to hear a speaker is a frequent attendee complaint.
- The convention app includes the capacity for attendees to leave feedback on each breakout session.
- We suggest limiting the number of presenters to three or fewer if possible.
- Presenters are expected to arrive at their presentation rooms at least 15 minutes early.
- The primary presenter should be the session moderator. It is the moderator's responsibility to provide introductions and make sure the session starts and ends on time.

## Audio/Visual Equipment and Room Set-Up

---

- Each room will have a head table, podium, microphone, screen and an AV cart for your projector. A VGA cable and single power cable are run from the podium to the AV cart so the laptop may remain at the podium.
  - Presenters are responsible for bringing or ordering a laptop and projector. (We strongly encourage presenters to label all cords and accessories for their equipment in case they are left behind.)
  - Due to the quantity needed, the WASB is unable to provide laptops and projectors to presenters. If presenters want to order a laptop or projector for a presentation, contact the Wisconsin Center's Conference Technologies, Inc. at 414-908-6190 or [productions@conferencetech.com](mailto:productions@conferencetech.com). Fees are:
    - Laptops: \$180 (ordered 30 days ahead of time); \$240 (ordered on site)
    - Projectors: \$315 (ordered 30 days ahead of time); \$420 (ordered on site)
  - If you are bringing your own projector, ensure that it is large enough to project the image sufficiently for all attendees.
  - Hard-wired internet is not available in the session rooms at the Wisconsin Center unless ordered. Wi-fi is available throughout the Wisconsin Center, but it is not recommended for presentations due to its limited capacity. Presenters may utilize a personal Wi-fi hot spot for their presentations or request a room be hard-wired. The hard-wired cost is \$250 per room per day (fee subject to change by the Wisconsin Center).
  - WASB staff attempt to check in with all presenters before sessions begin to help resolve any issues. If a staff person is not readily available, contact CTI for assistance. Their cards are displayed in each room with their contact information and they will assist in resolving minor issues at no cost.
  - Contact WASB Director of Communications Sheri Krause at [skrause@wasb.org](mailto:skrause@wasb.org) if you have any questions about the set up or to request hard-wired internet for your presentation room.
-

### Presentation Hand-Outs

---

- Submit your presentation handouts for attendees by logging into the speaker portal accessible via the convention agenda website. (Check your email for the direct link. Look under the “Speakers” dropdown for the “Speaker Profile” for the link to upload files.)
- Large PowerPoint presentation files may be converted to three slides per page and in black and white in order to facilitate the on-site printing of large files. Attendees are increasingly seeking electronic copies of presentations so your willingness to upload a copy is appreciated.
- Please bring at least 100 copies of your presentation to the convention. Extra copies may be dropped off at the On-line Handout Station near registration. (Each breakout session has a designated folder, folders are sorted alphabetically by session title.)
- Please bring an ample supply of your business cards or provide contact information during your presentation so interested participants may follow up with you.

### Registration

---

- All presenters must be 1) district staff; 2) CESA staff; 3) school board members; 4) students; or 5) community partners not paid by the district. 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. Please see the section on State Education Guest Passes and submit a request for guests according to these guidelines.
- Upon arrival at the Wisconsin Center, proceed to registration at the location listed below. Attendees are allowed to pick up badges for others from their organization.
  - Tuesday, Jan. 18, 11 a.m. – 6 p.m. (3rd floor)
  - Wednesday, Jan. 19, 7 a.m. – 5 p.m. (3rd floor)
  - Thursday, Jan. 20, 7 a.m. – 3 p.m. (3rd floor)
  - Friday, Jan. 21, 7 a.m. – 12 p.m. (1st floor)

### Expenses and Travel

---

- Your school district or organization is responsible for all arrangements and expenses necessary for participation in the convention.
- If you are driving in for the day, allow extra time for parking. (Note: The parking lot immediately adjacent to the convention center on Wells St. is no longer available due to the convention’s expansion.)

### Communications/Session Information

---

- The WASB will send communications to all presenters, but we strongly encourage presenters to ensure their colleagues received the necessary information.
  - If any changes are needed to your session title, description or presenter names, email them to [skrause@wasb.org](mailto:skrause@wasb.org) by Friday, Dec. 10 to ensure accuracy in the printed Convention Guide.
-

# General Information for Presenters

## State Education Convention Guest Pass Requests

The State Education Convention is designed for school district personnel and school board members who are members of the WASB, WASDA or WASBO. Participation is limited to registered attendees, and pre-designated staff of paid exhibitors and sponsors. (Those who attend as representatives of exhibit hall vendors are admitted according to the exhibitor contract.) Limited requests for guest passes are considered based on the following guidelines.

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

1. To allow family members or colleagues to attend a general session where a school board member, district administrator, business official, or student 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 breakout session.

These guests will receive a name badge that can be picked-up at registration on the day of the presentation. It will state his/her name and the event in which the badge is valid. The pass does not allow attendance at any other events. Purchased tickets will be required for entry into a luncheon or breakfast.

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

1. To allow teachers, students, unpaid community members or unpaid school district volunteers, who are presenters as part of a scheduled breakout session, to attend the convention for a single day. School district administrators and board members are not eligible for single-day guest passes.

These guests will receive a name badge that can be picked-up at registration 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 workshop and/or meal). If participants wish to participate on additional days, the full conference registration fee must be paid.

**To request a guest pass, please complete and return this form to Sheri Krause at [skrause@wasb.org](mailto:skrause@wasb.org) at least one week prior to the first day of the convention.**

Name of person making request: \_\_\_\_\_

School district: \_\_\_\_\_

Name and title of person for whom pass is intended: \_\_\_\_\_

The event in which a pass is needed (please include date and time): \_\_\_\_\_

### Convention Hotels

---

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

ALoft Milwaukee  
1230 N. Old World Third Street  
877-462-5638

Hampton Inn and Suites  
176 W. Wisconsin Avenue  
800-426-7866

Saint Kate Arts Hotel  
139 E. Kilbourn Avenue  
414-488-0540

Courtyard Marriott  
Milwaukee Downtown  
300 W. Michigan Street  
414-291-4122

Hilton Milwaukee City Center  
509 W. Wisconsin Avenue  
414-935-5940

Springhill Suites Milwaukee  
Downtown  
744 North 4th Street  
877-688-4615

Doubletree by Hilton Hotel  
Milwaukee Downtown  
611 W. Wisconsin Avenue  
414-273-2950

Hyatt Regency Milwaukee  
333 W. Kilbourn Avenue  
888-421-1442

To make hotel reservations online, visit the WASB convention website.

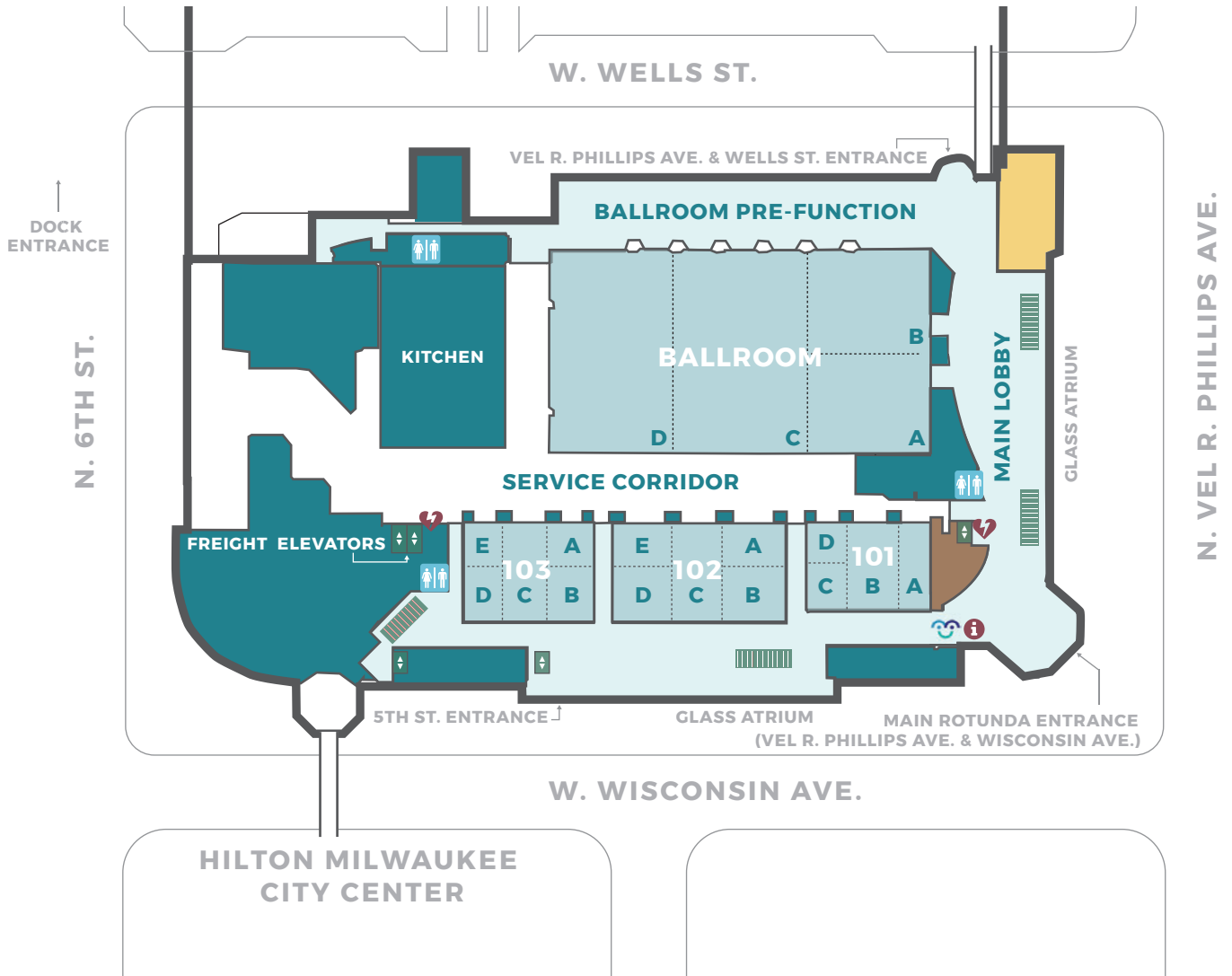
Frequently asked questions:

- **Minimum Stay:** The Hyatt Regency, Hilton Milwaukee City Center and Doubletree Hotel require a three-night stay for attendees. (There are different minimums for exhibitors.)
- **Extended Stay:** The hotels offer the convention rates two days prior and two days after the convention dates. Plan some fun weekend activities!
- **Skywalks:** The Hilton Hotel has a direct skywalk to the convention center. Note that the skywalk to the Hyatt Regency will **not** be accessible for the 2022 convention due to construction for the expansion of 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 is important to book a room as soon as possible.

# General Information for Presenters

Floor Plans - Wisconsin Center 1<sup>st</sup> Floor

STREET LEVEL



Floor Plans - Wisconsin Center 2<sup>nd</sup> Floor Mezzanine Level

MEZZANINE LEVEL



# General Information for Presenters

## Milwaukee Downtown Map

# DOWNTOWN WASB HOTELS

VISITMILWAUKEE.ORG | (800) 231-0903

