



Wisconsin State Education

Convention 2026

JANUARY 21-23, 2026 • BAIRD CENTER • MILWAUKEE • #EdCon2026

General Information for Session Presenters

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.
- CTI, the Baird Center's audio/visual vendor, recommends presentations are formatted as widescreen/16x9.
- 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.
- Please bring a downloaded version or USB Drive of your presentation.

Audio/Visual Equipment and Room Set-Up

- Each room will have a head table, podium, projector, microphone, screen and an AV cart. 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.
 - 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 to presenters. If presenters want to order a laptop for a presentation, contact the Baird Center's Conference Technologies, Inc. at 414-908-6190 or productions@conferencetech.com.
- Laptop fees: \$225 before Dec. 20; \$250 from Dec. 21-Jan. 6; \$300 from Jan. 7-Jan. 20
- Projectors will be provided in every room. If you opt to bring 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 Baird Center unless ordered. Wi-Fi is available throughout the Baird 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 starts at \$464 per room per day (fee subject to change by the Baird Center) for one device.
 - The premium Wi-Fi cost starts at \$234 (fee subject to change by the Baird 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 Events Amy Qualmann at aqualmann@wasb.org if you have any questions about the setup or to request hard-wired internet for your presentation room.



Presentation Handouts

- 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. Click on the “Speaker Profile” under the “Speakers” dropdown to access the link to upload files.) Alternatively, email your presentation to WASB Director of Communications Brock Fritz at bfritz@wasb.org.
- If you wish to provide session attendees with physical copies of your presentation, please bring at least 100 copies of your presentation to the convention.
- 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.
- 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 Baird Center, proceed to registration at the location listed below. Attendees are allowed to pick up badges for others from their organization.
 - Tuesday, Jan. 20, 11 a.m.–6 p.m. (3rd floor)
 - Wednesday, Jan. 21, 7 a.m.–5 p.m. (3rd floor)
 - Thursday, Jan. 22, 8 a.m.–3 p.m. (3rd floor)
 - Friday, Jan. 23, 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.

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 bfritz@wasb.org by Sunday, Dec. 7, 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 their 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-convention 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 Brock Fritz at bfritz@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.

Aloft Milwaukee
1230 N. Old World Third St.

Courtyard Marriott
Milwaukee Downtown
300 W. Michigan St.

Doubletree by Hilton Hotel
Milwaukee Downtown
611 W. Wisconsin Ave.

Hilton Garden Inn
Milwaukee Downtown
611 N. Broadway

Hilton Milwaukee City Center
509 W. Wisconsin Ave.

Hyatt Place Milwaukee
Downtown
800 W. Juneau Ave.

Hyatt Regency Milwaukee
333 W. Kilbourn Ave.

Milwaukee Marriott Downtown
625 N. Milwaukee Ave.

Saint Kate Arts Hotel
139 East Kilbourn Ave.

Springhill Suites
Milwaukee Downtown
744 Vel R. Phillips Ave.

The WASB has once again partnered with Visit Milwaukee to offer a universal hotel booking experience through the Meetingmax platform. By consolidating the hotel options in one place, the universal platform allows you to compare rates and locations, modify reservations, make special requests and more. **All hotel reservations must be made through this centralized system**, which you will be able to access through the link provided in your convention registration confirmation email.

Visit the Hotel Accommodations page on the convention website to learn more. Please note that Visit Milwaukee charges a non-refundable service of \$5 per night for each room.

Hotel reservations must be made **no later than Friday, Dec. 19, 2025**. This applies to all hotels.

More information:

- **Skywalks:** The Hilton Milwaukee City Center and the Hyatt Regency have direct skywalks to the convention center.
- **Questions or concerns?** If you have any issues, please contact the Visit Milwaukee Housing Bureau at housing@milwaukee.org or 800-578-0111.

General Information for Presenters

Downtown Milwaukee



[Click here](#) to view VISIT Milwaukee's official visitors map.