



**AMERICAN LEGION AUXILIARY - DEPARTMENT OF WISCONSIN**  
**97<sup>TH</sup> ANNUAL DEPARTMENT CONVENTION DETAILS**

Thursday-Sunday, July 13-16, 2017

Radisson Paper Valley Hotel, 333 W. College Avenue, Appleton, Wisconsin

**Convention Center:** The 2017 Department Convention will be held at the Radisson Paper Valley Hotel (333 W. College Avenue) in Appleton.

**Registration:** Registration Form is enclosed. All attendees to the 2017 Department Convention must preregister by returning a registration form and \$25.00 per person. Make check payable to The American Legion and mail to P.O. Box 388, Portage, WI 53901. Deadline for preregistration is July 10, 2017. Registrations after that date will be \$30.00 at the convention.

**Housing:** Reservations at the Radisson Paper Valley Hotel must be made directly through the hotel. Call 800-333-3333 and ask for the Wisconsin American Legion Conference block. The cost is \$93.00 plus applicable tax for double occupancy. All reservations are on a first come first serve basis. The cutoff date for rooms is June 13<sup>th</sup>, provided there are rooms still available at that time. A list of alternate hotels is provided in this mailing. This information can also be found on The American Legion website ([www.wilegion.org](http://www.wilegion.org)). Due to many events scheduled in the Fox Valley area the weekend of our convention, hotels have limited availability and are booking fast. Reserve your hotel room now!

**Deceased Members:** Names of deceased members that were sent to Department Headquarters via Member Data Forms by May 1, 2017 will appear in the Joint Memorial Service Program.

**Pre-Convention Finance Committee Meeting:** All registered members are welcome to attend the Pre-Convention Finance Committee Meeting on Thursday, July 13<sup>th</sup> at 1:30 pm.

**NEW THIS YEAR!**

- **Pre-Convention Past Presidents Parley (PPP) Meeting:** Based on feedback from last year's surveys, the PPP Luncheon previously held on Saturday during Department Convention has been discontinued. Registered members of the PPP are encouraged to attend the PPP Business Meeting on Thursday, July 13<sup>th</sup> at 4:30 pm.
- **Meet & Greet Reception:** A program will be held on Friday, July 14<sup>th</sup> at 5:00 pm to honor Past Department President Virginia Kodl and the 2016-2017 District Presidents. Candidates for department and national offices will be introduced and registered attendees will have the opportunity to meet them following the program. Light refreshments will be available. Advance registration is required to attend this program and reception.
- **Schedule Changes for Saturday, July 15<sup>th</sup>:** The schedule for department convention on Saturday, July 15<sup>th</sup>, has changed significantly. See the Program Schedule for complete details.

8:00 am – 12:00 pm	Convention session
9:00 am	Voting
12:00 pm	Reception line for 2017-2018 Department/National Officers
12:45 pm	Lunch
1:45 pm	Convention reconvenes
4:30 pm	Flags are retired; convention recesses

**District Caucuses:** District Caucuses will be Friday, July 14<sup>th</sup> from 9:00 – 9:45 a.m. Delegates and Alternates are required to attend their respective District Caucus; however, all registered members are welcome. Room assignments for District Caucuses will be available at Convention.

**Flags:** Friday, July 14<sup>th</sup> at 8:00 am – Units, counties and districts participating in the Convention Opening Parade of Flags should bring flags to rehearsal in the convention hall. Stands will be provided for district flags. Any units or counties participating in the flag procession must bring their own flag stands. Color Bearers will be required to parade and retire the flags when convention recesses on Saturday, July 15<sup>th</sup> at approximately 4:30 pm.

**Color Bearers** should wear white blouse (not sleeveless), navy blue knee-length skirt or navy blue ankle-length slacks, light nylons, and comfortable dark colored shoes. Auxiliary pin, watch, rings, and small earrings may be worn. Do not wear convention name badges, nametags or any other type of pin.

**Voting time and procedure:** On Saturday, July 15, 2017, all delegates must be seated with their District by 9:00 am. General Session will be halted, convention hall doors will be closed, and voting will take place within the respective delegations at 9:00 am. District Presidents will be given envelopes containing voting ballots equal to the number of delegates registered to vote at close of registration on Saturday, July 15<sup>th</sup> at 8:00 a.m. District Presidents will distribute and collect ballots. Cast ballots will be sealed in the original envelope and returned to the tellers. Business will resume upon completion of voting.

**Seating:** District delegations will be seated in the Convention auditorium according to District Membership standings 30 days prior to Convention (June 14, 2017).

**Guests:** Only registered delegates, alternates, delegates-at-large and guests will be allowed on the convention floor. Alternates and guests will be seated apart from their district delegations and will have no voice/no vote during convention proceedings. Guests attending installation of new officers on Sunday do not have to register.