



The Wisconsin National Guard Officer/Enlisted Associations wants to thank you for registering to attend the 2026 WINGA/WNGEA State Conference at the Central Wisconsin Convention and Expo Center, Rothschild, WI. This Letter of Instruction (LOI) will provide you with additional details to make your experience satisfying and rewarding.

- 1. Registration:** The Holiday Inn, 1000 Imperial Drive, Rothschild, WI is connected to the Central Wisconsin Convention and Expo Center, 10101 Market Street, Rothschild, WI. The registration table will be located in the Convention Center which can be located by entering the Holiday Inn and following the signs to the Convention Center. The registration table will be located in the hallway near the State Ballrooms. The hotel has free parking and Wi-Fi. Please wear your name badge at all times as this is your ticket to get access to all conference events and the hospitality room.
- 2. Holiday Inn and Suites:** room rate is \$98.00/per night plus tax. Reserve a room at the Holiday Inn by calling 715-355-1111. Room Group Code "NAT" under the Wisconsin National Guard or use the adjacent green QRC: Reservation Deadline is 10 April 2026. **The Cedar Creek Hotel**, 1100 Imperial Drive, located across the parking lot from the Holiday Inn is also available at \$98.00/per night plus tax. Reserve a room at the Cedar Creek Hotel by calling 715-355-6858. Log Cabin style hotel with unique rooms. Check out the website at Cedar Creek Hotel & Conference Center - Wausau Event Venue .
- 3. Family Activities:** A pool is available at the Holiday Inn and Suites and the Cedar Creek Hotel. On Saturday, a Summer Wreath Building Workshop will be offered in the Convention Center, Salon 6. It is available to the first 30 people who sign up. Cost is \$30.00. Childcare is available on Friday and Saturday evenings. Sign up for child care is on the registration form.
- 4. Dress Code:**
Ice Breaker Social: is a Northwoods Lumberjack theme. Hospitality Room is Casual.
Business meetings, Professional Development: Business Casual.
Banquet meal/Award Ceremony,: Semi-formal, Business Attire, or Military Uniform (ASU/Class A/Mess Dress)
- 5. Conference App:** Go to the App store and enter WNGEA (Wisconsin National Guard Enlisted Association). Once the app is downloaded, click on the top tab for WING Conference details, to register on line, and link to hotel reservations.

6. **Ice Breaker Social:** this event is our meet and greet social combined with our corporate partner trade show. We have many Partners in Patriotism (PIP) supporters this year. This event is 6:00-9:00 pm on Friday in the Grand Ballroom, (see Convention Center floor plan). This event has a Northwoods Lumberjack theme, so you are welcome to wear your favorite Lumberjack attire. Food and beverages are provided including complimentary wine, beer, soda and water. There is also a cash bar available. Do not consume alcohol if you are not of legal age. There will be Bingo prizes, 50:50 raffle, games and much more.
7. **Vendor Bingo:** During the Ice Breaker, we have an optional vendor bingo game. Get all of the bingo logos stamped by the vendors and turn your card in for great prizes. If you decide to not play bingo, please take the time to introduce yourself and thank our corporate partners.
8. **Joint Hospitality Rooms:** Please wear your name badge both evenings.
Friday Evening (9:00 pm to 12:00 am): the Hospitality room is located in the State Ballroom B3. Complimentary beverages and snacks are available both evenings.
Saturday Evening (9:00 pm to 12:00 am): the Hospitality room will be in the State Ballroom B3.
9. **Meals:** all meals are complimentary and included in your registration, with the exception of the banquet which was an optional additional charge of \$45.00/person. Check the conference schedule or the conference app for times and locations.
10. **Joint Opening Ceremony:** this event takes place in the Grand Ballroom from 0900-1015 on Saturday. Dress is business casual. This is our opening program and includes the posting of Colors, the National Anthem, a welcome from Association Presidents. The Wisconsin Adjutant General will provide opening remarks. Guest Speaker.
11. **Award Recipients:** individual awards will be presented during the Banquet on Saturday evening. When your name is called, please come forward to receive your award from senior military leaders. A photo session will take place at the conclusion of the ceremony.
12. **WINGA/WNGEA Annual Business Meetings:** All officers and enlisted are expected to attend their respective association meetings.
13. **Evaluation Form:** Conference evaluation forms will be available at the registration table or on the conference app. Your feedback is very important and will help us improve the State Conferences of the future.
14. **Your Wisconsin National Guard State Conference is hosted by the Wisconsin National Guard Association, Inc (WINGA) and the Wisconsin National Guard Enlisted Association, Inc. (WNGEA).** These Associations are membership-based organizations which provide programs and services to benefit Wisconsin National Guard Soldiers, Airmen and their families. Please consider membership in one or more of these organizations so they can enhance future benefits for the National Guard community.