

THE AMERICAN LEGION – DEPARTMENT OF IOWA 2022 NATIONAL CONVENTION – MILWAUKEE, WI

Registration Information & Form Instructions Schedule is subject to change.

Please read these instructions carefully before completing registration forms. Forms are available on our website at www.ialegion.org/nationalconvention in fillable pdf format. Registration forms are due before June 30.

Department of Iowa Registration at National Convention

DoubleTree by Hilton Milwaukee Downtown, Executive Room, First Floor

- Thursday August 25 5:00 – 7:00 pm
- Friday August 26 9:00 – 11:00 am
5:00 – 7:00 pm
- Saturday August 27 9:00 – 11:00 am

All attendees must pick up registration packets at one of the prescribed times. If you are unable to pick up your registration packet, please arrange for someone to pick it up on your behalf.

Form 1 Instructions

Form 1 is used for the following:

- American Legion Delegate/Alternate/Guest Registration
- Sons of The American Legion (SAL) Delegate/Alternate/Guest Registration
- Iowa Party Tickets
- National Commander's Banquet Tickets
- Hotel Reservations for all National Convention attendees

Section 1: Contact Information – Completed for all uses of Form 1

- Please complete this section in its entirety.
- American Legion and SAL registrants should enter name as you wish it to appear on your convention badge.

Section 2: Registration – Completed by all American Legion Delegates/Alternates/Guests and SAL Delegates/Alternates/Guests.

- Check only one box. Use a separate form for each registration.
 - Example 1: If you are registering with both the Legion and the SAL, complete two forms.
 - Example 2: If you are registering with the Legion and your spouse is registering as a Guest, complete two forms.
 - You may combine all American Legion Form 1 payments in one payment.
 - Auxiliary Form 2 must be paid separately.
- Only Delegates and Alternates need to include District and Post/Squadron number.

Section 3: Tickets

- Iowa Party – Saturday, August 27, 6:00 pm, DoubleTree, Ballroom, First Floor. Tickets are \$30.00 each and includes meal and entertainment. Tickets must be ordered in advance.
- National Commander's Banquet – Tuesday, August 30, Wisconsin Center, Ballroom. Tickets are \$53.00 each. Entertainment will be provided by a local house band. Tickets must be ordered in advance. Seating will be limited.

Section 4: Hotel Reservations

- DoubleTree by Hilton Milwaukee Downtown Hotel Details
 - Address: 611 West Wisconsin Avenue, Milwaukee, WI 53203
 - Room rate: \$142.00 + \$22.01 (15.5%) tax. Total of \$164.01 per night.
 - Maximum occupancy: Four (4).
 - Refrigerators are provided in every room.
 - Check-in time is 4:00 pm
 - Check-out time is 11:00 am.
 - Valet parking: \$23.00/day. Other nearby parking options are available.
- ***A deposit of the first night's room rental plus tax will be charged to your credit card if cancellations are not received by the Department at least 24 hours prior to scheduled arrival. The cancellation must be acknowledged by the Department to be considered received.***
- All reservations must be submitted through the Department before June 30.
- Submit only one reservation request per room.
- You must complete *Section 5: Credit Card* of this form for all hotel reservations.

Section 5: Credit Card

- Must be completed for all hotel reservations.
- May be used for all payments to The American Legion.

Section 6: Payment Information

- Complete applicable fields and submit payment with form.

Form 2 Instructions

Form 2 is used for the following:

- Auxiliary Delegate/Alternate/Guest Registration
- Auxiliary Public Spirit Award Luncheon Tickets
- Auxiliary States Dinner Tickets

Section A: Contact Information – Completed for all uses of Form 2.

- Please complete this section in its entirety.
- Auxiliary registrants should enter name as you wish it to appear on your convention badge.

Section B: Registration – Completed by all Auxiliary Delegates/Alternates/Guests.

- Check only one box. Use separate form for each registration.
- Only Delegates and Alternates need to include District and Unit.

Section C: Tickets

- Public Spirit Award Luncheon – Tuesday, August 30. Tickets are \$35.00 and must be ordered in advance.
- States Dinner – Wednesday, August 31. Tickets are \$53.00 each and must be ordered in advance.

Section D: Credit Card Information

- May be used for all payments to the American Legion Auxiliary.

Section E: Payment Information

- Complete applicable fields and submit payment with form.