

THE AMERICAN LEGION – DEPARTMENT OF IOWA 2024 NATIONAL CONVENTION – NEW ORLEANS, LA

Registration Information & Form Instructions

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 15.

Department of Iowa Registration at National Convention

New Orleans Marriott Warehouse Arts District, Creole Queen Room, Second Floor

- Thursday August 22 5:00 – 7:00 pm
- Friday August 23 9:00 – 11:00 am
5:00 – 7:00 pm
- Saturday August 24 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.
- Legion and/or SAL members need to include District and Post/Squadron number.
- All registrations must be received by June 15.

Section 3: Tickets

- Iowa Party – Saturday, August 24, Creole Queen Paddlewheel, 1 Poydras St, New Orleans, LA (Riverwalk Dock behind Hilton Riverside Hotel). Tickets are \$50.00 each. Tickets include a meal, Mississippi River cruise, and entertainment. Tickets must be ordered by June 15.
- National Commander's Banquet – Tuesday, August 27, Ernest N. Morial Convention Center. Tickets are \$65.00 each. Entertainment will be provided. Seating will be limited. Tickets must be ordered by June 15.

Section 4: Hotel Reservations

- Submit only one reservation request per room.
- New Orleans Marriott Warehouse Arts District, 859 Convention Center Blvd, New Orleans, LA 70130.
 - Room rate: \$159.00 + \$26.76 tax (16.20% + \$2.00 per room/night) for a total of \$186.76 per night for up to two occupants.
 - Additional occupant in room per day is \$25.00 + tax.
 - Maximum occupancy is four (4).
 - Tax rate subject to change.
 - Check-in time is 4:00 pm
 - Check-out time is 11:00 am.
 - Valet parking: \$38.00/day. Self-parking is available in the surrounding area.
- You must complete *Section 5: Credit Card* for all hotel reservations.
- All reservations must be submitted through the Department before June 15.
- ***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 and provided to the hotel at least 24 hours prior to scheduled arrival. The cancellation must be acknowledged by the Department Adjutant to be considered received.***

Section 5: Credit Card

- Must be completed for room 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 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 forms for each registration.
- Delegates and Alternates need to include District and Unit.

Section C: Tickets

- Auxiliary Luncheon – Tuesday, August 29. Tickets are \$40.00 and must be ordered by June 15.
- States Dinner – Wednesday, August 30. Tickets are \$65.00 each and must be ordered by June 15.

Section D: Credit Card Information

- May be used for all payments to the American Legion Auxiliary.
- Complete only if paying by credit card.

Section E: Payment Information

- Complete applicable fields and submit payment with form.