

Minnesota Wing Conference Questions and Answers

Contact Capt Nancy Zimmer, nzimmer130th@gmail.com - if you have additional questions

How do cadets register for Wing Conference?

- Registration for the Wing Conference is handled by this online application: https://www.mncap.org/online/activity/app_start.cfm?activityid=4415
- Early bird registration is \$40 and ends March 10
- Standard registration is \$50 and ends April 7
- Registration for meals is on an a la carte basis, hence they may bring their own food.
- Cadets are required to attend the banquet dinner.
- Hotel room registration is a separate registration form.

How does room registration and payment work for cadet attendees?

- Cragun's has a separate registration for hotel rooms here: https://craguns.formstack.com/forms/mn_wing_cap_2024
- We recommend you have one senior member from your unit who is responsible for coordinating your cadet hotel rooms. You can put 4 cadets in a room to reduce the cost.
- Oftentimes, one parent or senior member will make the room reservation with their credit card and then cadet families will pay that parent or senior member directly for their portion. (standard room is \$115/night + tax. Four cadets for two nights = \$58 total per cadet for the weekend)

Deadline to reserve a room during the Preferred Housing Window is March 20.

After this time, room availability and pricing is no longer guaranteed by Cragun's.

How do room assignments for cadet attendees work?

- Room assignments for cadets sharing a room should be coordinated at the squadron level. Unit leadership should know which cadets are roommates. Some units may have a senior member coordinating this information and providing to the unit leadership
- You can book a room before you know all of the cadets in that room, you will just need to know the cadets staying in each room at time of check-in.

Can cadets from different units room together?

- Yes. Cadets who choose to room with cadets from other units should ensure all commanders or delegate senior members know who they are rooming with and coordinate your check in process.
 - *Example:* Two cadets from North Hennepin want to room with 1 cadet from Viking and 1 cadet from Ft Snelling. North Hennepin CDC reaches out to Viking and Ft Snelling CDCs to coordinate who is booking the room, who the

cadets owe money to, and which senior member will be the 'responsible party' for that room.

How does conference and hotel check in for cadets work?

- Conference check-in should be completed by each member, cadets and seniors, who registered for the conference. There will be a table in the lobby for conference check-in Friday night and Saturday morning. This is where you get your conference schedule and packet.
- Hotel room check in:
 - Once all cadets arrive at Craguns, the senior member point-of-contact must "check-in" to all of the cadet rooms they are responsible for on behalf of the cadets. The seniors will then distribute room keys to their cadets. This does not have to be the senior who booked the rooms, but it should be the senior who is taking responsibility for that cadet room during the weekend.

What attendance accountability best practices are recommended for unit leaders?

- Per CAPR 60-2, cadets should have a check in accountability in the morning and in the evening.
- Best practice is to require all your cadets to "check-in" with their responsible senior member first thing in the morning (during breakfast) before the General Assembly
- In the evening, it is best practice to check-in with all your cadets after the military call to ensure they are all in their respective hotel rooms before lights out.

What is expected of cadets at a Wing Conference?

- See Cadet Code of Conduct. By signing CAPF 60-80, cadets acknowledge and agree to comply by this code.
- CAPF 60-80 is required no less than one week prior to the conference.

What is expected of the Senior Member point-of-contact?

- Manage hotel room assignment and reservations for your cadets.
- Track which of your cadets are staying in which hotel rooms and have a way to contact at least one cadet in that hotel room (collect cell phone numbers from cadets if they have them)
- Ensure cadets follow the Cadet Code of Conduct
- Ensure cadets have your contact information as well as a back-up senior's info in case of an emergency.
- Ensure yourself or a backup senior will be able to take action day or night in case of an emergency or problem.
- Check-in with your cadets (put eyes on all of them) each morning and evening.

What is the cadet dress code for Wing Conference?

- See uniform link on Wing Conference website. Note requirements for ball gowns.

Is there a packing list for Wing Conference?

Here is a sample cadet packing list:

- Full Blues uniform (you will be wearing this all day Saturday)
 - We all need to look sharp. Bring your lint roller, shoe polish, hair comb, etc.
- Banquet clothing (you can just wear your blues, Class As if you have them, civilian suit if you want. Females can wear an appropriate formal dress.)
- Sleeping clothes for 2 nights
- Swimwear (optional - there is a pool at the resort if you want to swim)
- 2 sets of casual civilian clothes
- All toiletries for 2 nights
- Undergarments for 2 days
- Sleeping bag/pillow (optional - most hotel rooms will have 2 beds and 4 cadets)
- Money for food Friday night and Sunday morning (if riding in the van, we will stop for dinner on the drive up, and breakfast on the drive back. Or you can pack food)
- Snacks (optional if you want snacks for your hotel room)
- All needed medication
- Phone/Chargers/etc