



**HEADQUARTERS**  
**CIVIL AIR PATROL PUERTO RICO WING**  
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30 June 2017

MEMORANDUM FOR CIVIL AIR PATROL, PUERTO RICO WING MEMBERS AND GUESTS

FROM: 2017 PRWG Conference Project Officer

SUBJECT: 2017 PRWG Annual Conference and Banquet and 1st PRWG Cadet Science Fair

**1. OVERVIEW.** To celebrate the 75th Anniversary of the Cadet Programs of Civil Air Patrol as well as to recognize the PRWG members achievements, Puerto Rico Wing (PRWG) will conduct the 2017 Annual Conference and Banquet and 1st PRWG Cadet Science Fair. The PRWG Conference will be held at the Wyndham Hotel and Casino in Palmas del Mar, Humacao, Puerto Rico, during the 9 December 2017. This is a one-day leadership conference and activities offer our members the chance to explore their individual leadership style while building upon new and existing leadership skills and more important networking and partnership.

**2. MISSION AND VISION.** 2017 PRWG Conference theme is People, Purpose & Passion: The Pathway to Success. This year's mission is to develop the passion in our people with the purpose of having them become successful within the Civil Air Patrol and Puerto Rico Wing; with a vision of having better leaders in our great organization.

**3. SEMINAR AND ACTIVITIES.** General Assembly will be taking place in the morning with the participation of the PR Wing Commander, our new National Commander, SER Region Commander and special guests. Some awards will be presented to cadets and adults during the General Assembly. Any unit or group that wishes to present awards to one of its members may do so with previous coordination. Seminars for adults and cadets will be taking place during the afternoon. The Annual PRWG Conference Banquet will take place in the evening.

The conference for the adults consists in required seminars such as:

- Cadets Program
- Aerospace Education Program
- Drug Demand Reduction
- Administration
- Public Affairs
- Recruiting and Retention
- Professional Development
- Communications

The conference activities for the cadets in required seminars such as:

- Cadet Science Fair Competition
- Humacao Regional Airport Tour and/or Hurricane and Earthquake – Casa Segura
- Meet PRWG Former Cadet Spaatzen

- Cadet Advisory Council Meeting

The conference will have different booths such as:

- Military One Source
- Puerto Rico Air National Guard
- Army National Guard
- American Legion – Puerto Rico Chapter
- Interamerican University – Aviation Campus
- Universidad del Este – Aviation Program
- Isla Grande Flying School
- Puerto Rico Emergency Management
- Polytechnic University of Puerto Rico – Robotic Program
- Puerto Rico Astronomic Society
- Women in Aviation – Inter American Bayamón Campus
- FIGNA; among other great resources.

**4. EXECUTION.** The 2017 PRWG Conference execution is as follows:

a. Senior members, cadets and guest attending the conference will have the following general schedule:

<b>TIME</b>	<b>POC</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
0800 – 0845	Staff	Registration	Ballroom Foyer
0845 – 1045	Staff	General Assembly	Robles & Laurel Ballroom
1045 – 1200	Staff	Booths	Ballroom Foyer
1045 – 1200	Cadets	1st PRWG Cadet Science Fair	Almendro Ballroom
1200 – 1330	ALL	Lunch	On your own
1330 – 1615	Staff	Seminar and Briefings for SM	Robles & Laurel Ballroom
1330 – 1515	Staff	Seminar and Briefings for Cadets	Almendro Ballroom
1515 – 1615	CAC Chairman	PRWG Cadet Council Meeting	Almendro Ballroom
1615 – 1800	ALL	Recess	On your own
1800 – 1845	Staff	75th PRWG Cadet Program and Wing History Gallery / Cocktail/ Banquet Registration	Flamboyant Ballroom
1900 – 2200	Staff	2017 PRWG Conference Banquet	Robles & Laurel Ballroom

**5. CONFERENCE HOTEL.** The conference hotel is the Wyndham Gardens Hotel and Casino at Palmas del Mar. The venue is located at 170 Candelero Drive, Palmas Del Mar, Humacao, Puerto Rico, 00791. The hotel has blocked 10 rooms for members, parents or guests who would like to stay overnight because either they live far away from the activity or want to spend the weekend.. You must identify yourself as a member of Civil Air Patrol in order to receive a special rate.

a. Rooms. The room rates are subject to 17% hotel fee and government room tax, which is currently 11% subject to change. The room categories available are either single or double beds at the rate of \$ 116.00 per night.

b. Rooms availability. A total of 10 rooms were blocked under the Civil Air Patrol name for the conference. Please we highly recommend our members to make reservation in advance.

c. Venue Location (Google Map link): From the Luis Muñoz Marin International Airport to the Wyndham Garden Hotel and Casino (Important copy and paste the link as mentioned below in you GPS or cellphone device)

<https://www.google.com/maps/dir/Aeropuerto+Internacional+Luis+Mu%C3%B1oz+Mar%C3%ADn,+Avenida+Aeropuerto,+Carolina,+Puerto+Rico/Wyndham+Garden+at+Palmas+del+Mar,+170+Candeler+Drive,+Palmas+Del+Mar,+Humacao,+00791,+Puerto+Rico/@18.2695379,-66.0933557,11z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x8c0365d810d79007:0x157ef258ddd32b70!2m2!1d-66.0044727!2d18.4373547!1m5!1m1!1s0x8c04a7d42b6155f7:0x83dc7765d11eacfb!2m2!1d-65.7964287!2d18.0893319>

d. Pin Locator: The pin locator will be provided to all members that register to the conference directly to their cellphone. The pin will be sent immediately after receiving the conference registration and fees.

**6. APPLICATION PROCEDURES.** This conference is open to all active members of the Civil Air Patrol that wish to participate. General Assembly, Awards Ceremony and Lunch will take place in the morning. Activities such as seminars will take place during the afternoon. There will be eight (8) different seminars divided in four sessions. These seminars are a requirement for our Senior Members to progress within the Professional Development and CAP Senior. To receive full credit for the PRW Conference the participant(s) must attend to all activities that comprise the Wing Conference. For the cadets that attend the seminars also they will receive credit for their conference participation as well.

a. Pre-requisites. To attend the conference, the applicant must be a current CAP member, in possession of a current CAP identification card, in good standing with Civil Air Patrol, and have a membership expiration date after December 2017. **All seniors must have completed Level 1 and CPPT.** Parents are welcome to attend the conference as guests.

b. Cadet applicant. Require documentation:

- 1) Conference Registration Form Online
- 2) Registration Fee for cadets
- 3) Must be escorted by a Senior Member form the cadet unit or cadets parents during the activity.

c. Senior member / Nonmembers (guests). Require documentation:

- 1) Conference Registration Form Online
- 2) Registration Fee for Senior Members / Nonmembers

## 7. CONFERENCE FEES.

a. Conference packages fees for Senior Members are as follows:

PACKAGES	FEE	LATE FEE	DEADLINES FOR PAYMENT
#1:General Assembly, Seminars and Banquet	\$ 87.00	\$ 97.00	4 November 2017
#2:General Assembly and Seminars	\$ 77.00	\$ 87.00	4 November 2017
#3:Banquet Only (SM's)	\$ 72.00	\$ 82.00	4 November 2017

b. Conference packages fees for Cadets are as follows:

<b>PACKAGES</b>	<b>FEE</b>	<b>LATE FEE</b>	<b>DEADLINES FOR PAYMENT</b>
#4:General Assembly, Seminars and Banquet	\$ 72.00	\$ 82.00	4 November 2017
#5:General Assembly and Seminars (including cadets that participate in the PRWG Cadet Science Fair)	\$ 32.00	\$ 52.00	4 November 2017
#6:Banquet Only (Cadets)	\$ 52.00	\$ 52.00	4 November 2017

c. Conference packages fees for guest is as follow:

<b>PACKAGES</b>	<b>FEE</b>	<b>LATE FEE</b>	<b>DEADLINES FOR PAYMENT</b>
#7:Banquet Only (Guest)	\$ 52.00	\$ 52.00	4 November 2017

Special Note: A \$40.00 fee will be assessed for all refunds. No banquet refunds after 4 November 2017. The banquet fees represent the value of the banquet meal furnished.

c. Methods of Payment:

- 1) Pay Pal, using major credit cards or debit cards with Visa or MasterCard logos through the PRWG Webpage, [www.prwg.us](http://www.prwg.us), under the 2017 PRWG Conference event. If you choose this method of payment the registration form must be submitted online. Allow three days for the payment to be registered in your account. **No need of sending forms or payments by mail if you choose this method of payment.**

**8. LUNCH.** Lunch during the activity is own your own. It is important to mention to all participants that the lunch time will be from 12:00 pm to 1:30 pm on Saturday, December 9th, 2017.

The participants will have the opportunity to eat lunch at the:

Option #1: Ginger Restaurant located next to the hotel pool area. Ginger Restaurant menu can be found at the event website.

Option #2: For other nearby restaurant you can go to the following link:

[https://www.tripadvisor.com/RestaurantsNear-g644388-d310451-Wyndham\\_Garden\\_at\\_Palmas\\_del\\_Mar-Humacao\\_Puerto\\_Rico.html](https://www.tripadvisor.com/RestaurantsNear-g644388-d310451-Wyndham_Garden_at_Palmas_del_Mar-Humacao_Puerto_Rico.html)

**9. UNIFORM.** As per CAPM 39-1 the following uniforms will use by cadets, senior members or any military service guest:

- a. Saturday for General Assembly and Seminars: Service Uniforms, CAP Blazer Combination, Services Dress (Blue) & Aviation White T-Shirt, Corporate Uniforms and USAF short-sleeve blues.
- b. Saturday Banquet: Mess Dress, Service Dress (with jacket), USAF long or short-sleeve blues, corporate equivalent (with jacket), or civilian Business formal for female gown and for males tuxedo.

c. Battle Dress Uniforms (BDU's), Airman Basic Uniform (ABU's), Flight Suit or CAP Polo Shirt with gray slacks **will be not authorized** for wear during the conference.

**10. TRANSPORTATION.** Transportation to and from the 2017 PRWG Conference and Banquet site is the member's personal responsibility. Squadrons may, and are encouraged to do so, arrange for common transportation through car pool and utilization of CAP corporate vehicles. Contact your unit commander for details.

Special Note: For NHQ, SER, Region Commanders, Wing Commanders and other special guests. Transportation will be provided with previous arrangements; please send the 2017 PRWG Conference and Banquet Transportation Request Form to Project Officer Lt Col Ivelisse Pena and you will be contacted by one of the event Transportation Officers with all details about your pick up.

**11. SUPERVISION OF CADETS.** Unit Commanders must ensure that each cadet is assigned to a specific adult leader who will be responsible for supervising the cadet during the all phases of the activity.

**12. CADET SCIENCE FAIR COMPETITION.** The Cadet Science Fair Competition guidelines are as follows:

a. Registration to the PRWG Conference – Every cadet must register to the PRWG Conference to be able to compete at the 1st PRWG Science Fair Competition. Option for registration is package #4 (\$72.00 all day activities) or package #5 (\$32.00 only morning and afternoon session – not include banquet)

b. The goal for the science fair is to help further broaden and cultivate you interests in all the sciences.

c. Team projects can be in one of the following categories:

- Aerospace
- Behavioral and Social Science
- Biology
- Chemistry
- Computer Science
- Earth Science
- Engineering
- Mathematics
- Physics
- Product Testing

d. You project should have an emphasis on using the scientific method, investigating by experimentation, and development of critical thinking skills. Furthermore, this project should provide you with an opportunity for demonstrate ingenuity in your category of choice and also provide you with a positive learning experience.

e. Register a Team to participate – All teams must register online. Go to the PRWG website at the PRWG Conference event and look for the 1st PRWG Cadet Science Fair Registration tab and click for register your team.

f. A limit of three cadets per team is allowed. Only one cadet assigned by the team must present the project to the judges.

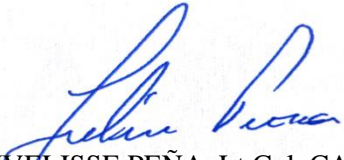
g. Exhibitors will furnish their own grounded electrical extension cords as necessary to reach connections. One 6 foot table will be provided. Displays must not cause harmful fumes, explosions, or spills.

h. Display and exhibition is every team responsibility. Use creativity and visual aids. Videos are allowed.

i. The rules and evaluation sheet will be sent to the teams registered.

**13. GENERAL COMMENTS.** Attached you will find General Information, Registration Form (online registration), Hotel Reservation Information for the activities, Transportation Request Form (online form) and Award Request Form (online form). We recommend that they be sent as soon as possible because the spaces are limited.

**14. POINT OF CONTACT.** Contact Lt Col Ivelisse Pena, 2017 PRWG Conference and Banquet Project Officer, with questions/concerns at [ivelisse.pena@prwg.us](mailto:ivelisse.pena@prwg.us) or [penaive@yahoo.com](mailto:penaive@yahoo.com).



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