



HEADQUARTERS
CIVIL AIR PATROL PUERTO RICO WING
UNITED STATES AIR FORCE AUXILIARY
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7 August 2018

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

FROM: 2018 PRWG Conference Project Officer

SUBJECT: 2018 PRWG Annual Conference, Banquet, Chain of Command and 1st PRWG Cadet Science Fair

1. OVERVIEW. To celebrate the 70th Anniversary of the Civil Air Patrol – only auxiliary of the United States Air Force. Additional to recognize the PRWG members achievements, Puerto Rico Wing (PRWG) will conduct the 2018 Annual Conference, Banquet and Chain of Command Ceremony. For cadets we are going to perform the 1st PRWG Cadet Science Fair. The PRWG Conference will be held at the Fort Buchanan Readiness Center – Building 546 for the venue and the lodging will be at the Holiday Inn Express – El Caney Lodge during the 8 December 2018. 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. 2018 PRWG Conference theme is Honoring the Past, Treasuring the Present and Shaping the Future. This year mission is to develop our passionate people with the purpose to be successful within the Civil Air Patrol and Puerto Rico Wing; with a vision to have better leaders in our great organization.

3. SEMINAR AND ACTIVITIES. In the morning the General Assembly will be taking place with the participation of the PR Wing Commander, National Commander, SER Region and special guests. During the assembly some awards will be given to cadets and adults. Any unit or group that wishes to award one of its members may do so with previous coordination. During the afternoon, seminars for adults and cadets will be taking place. In the evening will be the Annual PRWG Conference Banquet and Chain of Command Ceremony.

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
- Meet PRWG Former Cadet Spaatzeen
- Cadet Advisory Council Meeting
- STEM for Cadets

The conference will have different exhibitors such as:

- Military One Source
- Puerto Rico Air National Guard
- Army National Guard
- American Legion – Puerto Rico Chapter
- Horizon Aviation
- Benitez 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 2018 PRWG Conference execution is as follows:

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

TIME	POC	ACTIVITY	LOCATION
0800 – 0845	Staff	Registration	Readiness Center Foyer
0845 – 1045	Staff	General Assembly	Ballroom B
1045 – 1200	Staff	Exhibitors	Readiness Center Foyer
1045 – 1200	Cadets	1st PRWG Cadet Science Fair	Room
1200 – 1330	ALL	Lunch	On your own
1330 – 1630	Staff	Seminar and Briefings for SM	Rooms RC102, RC103, RC104
1330 – 1530	Cadets	Seminar and Briefings for Cadets	Room RC101
1530 – 1630	CAC Chairman	PRWG Cadet Council Meeting	Room RC101
1630 – 1830	ALL	Recess	On your own
1830 – 1930	Staff	PRWG History Gallery / Cocktail/ Banquet Registration	Readiness Center Foyer
1930 – 2230	Staff	2018 PRWG Conference Banquet, Awards and Chain of Command Ceremony	Grand Ballroom (A & B)

5. CONFERENCE HOTEL. The conference hotel is the Holiday Inn “El Caney Lodge” at Fort Buchanan, Guaynabo, PR.. The hotel is located at El Caney Lodge Bldg. 678 Depot Road – Fort Buchanan, PR, 00934. The hotel has blocked 15 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 – Puerto Rico Wing Conference; in order to receive a special rate. Please do not make reservations online; call (787) 792-7977. Group ID: AFA

a. Rooms. The room rates are subject to 9% hotel fee plus \$5.35 per night as government tax. The room categories available are:

1. Single at the rate of \$135.00 per night
2. Double beds at the rate of \$ 146.00 per night
3. Junior Suite at the rate of \$159.00 per night
4. Suite at the rate of \$179.00 per night

b. Rooms availability. A total of 15 rooms were blocked under the Civil Air Patrol – Puerto Rico Wing Conference. Please we highly recommend our members to make reservation in advance.

c. Venue Location (Google Map link): From the Luis Muñoz Marín International Airport to the Fort Buchanan (Important copy and paste the link as mentioned below in you GPS or cellphone device)

[https://www.google.com/maps/dir/Aeropuerto+Internacional+Luis+Muñoz+Marín+\(SJU\),+Avenida+Aeropuerto,+Carolina,+Puerto+Rico/18.4175795,-66.1228699/@18.417755,-66.1238532,382m/data=!3m1!1e3!4m9!4m8!1m5!1m1!1s0x8c0365d810d79007:0x157ef258ddd32b70!2m2!1d-66.0016202!2d18.4374209!1m0!3e0](https://www.google.com/maps/dir/Aeropuerto+Internacional+Luis+Muñoz+Marín+(SJU),+Avenida+Aeropuerto,+Carolina,+Puerto+Rico/18.4175795,-66.1228699/@18.417755,-66.1238532,382m/data=!3m1!1e3!4m9!4m8!1m5!1m1!1s0x8c0365d810d79007:0x157ef258ddd32b70!2m2!1d-66.0016202!2d18.4374209!1m0!3e0)

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.

e. Fort Buchanan amenities: The installation have thing to do for people of all ages. They have all kinds of Outdoor Recreation, Bowling Center, Water Park, Golf Course, Sport and Fitness and for social night you can visit the Borinquen Bar & Patio.

f. Hotel Shuttle: The hotel provide shuttle service (for free) upon request for on base transportation to any of the amenities, recreational activities, food court, stores and other places within the installation premises.

6. TOURS. This conference will have two open tours available upon registration. People interested must registered into the conference website. Both tour will be on Thursday (member can only choose one of the two options) our options are:

- a. Option #1: Bacardi Rum Factory and Distillery History at Cataño, PR (Seats Available: 12). The tour is one hour long and the distance from Fort Buchanan to the Bacardi Factory is 15 minutes driving.

Tour Background: The Bacardi Rum Factory is entwined with the history of the Caribbean itself, and the factory's new visitor center traces the company's early roots as a small distillery in Cuba through American Prohibition, the Cuban Revolution, and beyond. Today, Bacardi is a well-known brand with a global presence, and its factory in Puerto Rico is the largest premium rum distillery in the world.

- b. Option #2: Old San Juan & El Morro walking tour at San Juan, PR (Seats Available: 12). The tour is 4 hours long. For this tour participants will get into Old San Juan using the Cataño Ferry boats.

Tour Background: San Juan National Historic Site preserves stories of great ambition and aspirations. Countries fought for control of this tiny yet strategic island for centuries. Generations of soldiers have lived and worked within the forts. Visitors today are as inspired by these stories as they are by the beauty of the architecture and the ingenuity of design and engineering of this World Heritage Site.

7. APPLICATION PROCEDURES. This conference is open to all active members of the Civil Air Patrol that wish to participate. During the morning will hold General Assembly, Awards Ceremony and Lunch (at your own). During the afternoon will conduct activities such as seminars. 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 PRWG 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 2018. **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 (See section 7)
- 3) Must be escorted by a Senior Member from 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 (See section 7)

8. 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	10 November 2018
#2: General Assembly and Seminar	\$ 52.00	\$ 62.00	10 November 2018

b. Conference packages fees for Cadets are as follows:

PACKAGES	FEE	LATE FEE	DEADLINES FOR PAYMENT
#3:General Assembly, and Banquet	\$ 72.00	\$ 82.00	10 November 2018
#4:General Assembly and Seminars (including cadets that participate in the PRWG Cadet Science Fair)	\$ 32.00	\$ 52.00	10 November 2018

c. Conference packages fees for guest is as follow:

PACKAGES	FEE	LATE FEE	DEADLINES FOR PAYMENT
#5:Banquet Only (Guest)	\$ 52.00	\$ 52.00	10 November 2018

Special Note: A \$40.00 fee will be assessed for all refunds. No banquet refunds after 10 November 2018. The banquet fees represent the value of the banquet meal furnished.

c. Methods of Payment:

- 1) Pay Pal, using major credit card through the PRWG Webpage under the 2018 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.

9. 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 8th, 2018.

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

Option #1: Fort Buchanan Food Court (Burger King, Pizza Hut, Popeyes, Subway, Taco Bell, Charles Subs, Boston Market and Starbucks)

Option #2: San Patricio Mall (variety of Fast Foods – Wendys, Church, Pizza Hut, El Meson – , Chili’s, Olive Gardens, Longhorn, Macaroni and Grill, Faccio Pizza, Cayo Caribe Caribbean Food, Ikebana Sushi Bar)

10. 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.

11. TRANSPORTATION. Transportation to and from the 2018 PRWG Conference, Banquet and Chain of Command Ceremony 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 2018 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.

12. 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.

13. 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 #3 (\$72.00 all day activities) or package #4 (\$32.00 only morning session – not include banquet; either seminar in the afternoon)

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. Your 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.

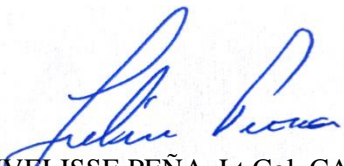
h. Display and exhibition is every team responsibility. Use creativity and visual aids. Videos are allowed.

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

14. 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.

15. IDENTIFICATION. All CAP members must have their CAP ID card available at the Main Gate. All drivers must have a proper PR State Driver License. The only two type of identifications approved are Driver License and/or passport. **Voter ID card is not authorized.**

16. POINT OF CONTACT. Contact Lt Col Ivelisse Pena, 2018 PRWG Conference and Banquet Project Officer, with questions/concerns at ivelisse.pena@prwg.us or penaive@yahoo.com.



IVELISSE PEÑA, Lt Col, CAP
Project Officer