

PRE-APPLICATION TRAINING



April 16th – 17th, 2024

Holiday Inn Hotel & Suites Green Bay
2785 Ramada Way
Green Bay, WI 54304
(920) 569-4248

Training Schedule

Registration will start at 8:30 a.m. on Tuesday, April 16th outside the **Green Room** meeting room. Trainings will start at 9:00 a.m. each day and run until 5:00 p.m. Lunch breaks are approximately Noon – 1:00 p.m. and are on your own.

Accommodations

- **Host hotel:** Holiday Inn Hotel & Suites Green Bay
- **For reservations:** Please email Ann Hull at ahull@mn-e.com your name, arrival date and departure date for the group rate. She will then email you your hotel confirmation number. You will then need to contact the hotel to provide your credit card information. Your room will not be held if you do not call the hotel and provide your credit card information.
- **Room rate:** The room rate is \$107.00 per night + tax (15.5%). The **room block cutoff date is April 8th**, after that date we cannot guarantee the group rate will be available.
- **Reservations must be guaranteed:** All reservations must be accompanied by a first night's deposit or guaranteed with a major credit card. The hotel will not hold any reservation unless secured by one of the above methods.
- **Reservation cancellation:** If you cancel your reservation, the deposit is refundable if notice is received by 4:00 p.m. two days prior to arrival otherwise you will be billed for one night's lodging plus tax.
- **Check In:** 3:00 p.m. **Check Out:** 12:00 p.m.

Transportation

- The nearest airport is Green Bay Austin Straubel International Airport (GRB).
- The hotel is located 4 miles from the airport. There is no airport shuttle.