

Dear SRM Presenter:

We look forward to your arrival at the 2007 SRM Meetings. Soon after your arrival you should turn in to the registration desk your CD with the presentation(s) that you will present that week. These must be turned in before 5:30 PM when Registration closes (12:00 noon on Wednesday) for us to receive them in time for the next day.

If you will not arrive until after 5:30 PM on Sunday and you speak on Monday afternoon, please turn them in first thing on Monday morning (Registration opens at 7:30 AM) and definitely before 9:00 AM for us to get these files organized.

After your file(s) are turned in, we will organize them into the days, half days, and sessions so that when you arrive at the room to speak; your file should be on the computer. To do this without confusion we ask that you provide some important information with your CD. (Thumb drives are OK if you do not want them back or if you take your thumb drive to the Truckee Room at about 5:30 PM and find Paul Tueller or Ben Bruce where they will be organizing the files). Please write on the CD the following: the author's name, name of the presentation file, local contact information such as your hotel and room number or cell phone number, the day of your presentation, the session of your presentation, and time of your presentation. We will also have envelopes at the registration desk for you to record this information.

Each file should be named as name\_day\_hour\_minutes\_session initials. For example, Doe\_Thursday\_8\_20\_SRMiW, would be for John Doe's talk at that time in the "Society for Range Management is Wonderful" session. This will make it easier for us to get your file into the correct spot. It will also make it easier to find your file among the many with potentially similar file names during your session.

On the day of your presentation, please arrive at least 10-20 minutes before the session starts so that you can introduce yourself to the session moderator and clarify how you and your moderator will work together to get your file up on the computer and screen. The moderator will undoubtedly also want to clarify that you will not have the whole 20 minutes (or whatever time is scheduled for a symposia talk) to talk as there will have to be time for introduction, working with the computer to get the file up and projecting, questions, and for the next speaker to come up. Planning a 15 minute talk for a 20 minute scheduled period is about right. You might also check with the moderator to clarify whether you will be called back to the front for questions at the end of the session or at some other time.

We hope you enjoy your week and that everything goes well with your presentation(s).

Dr. Sherman Swanson