

**Fifth Joint Meeting of the Western Forest Insect Work Conference
and the Western International Forest Disease Work Conference**

April 26 – 30, 2004 San Diego, California

website: www.fsl.orst.edu/wfiwc/

Instructions for the Proceedings

As with all past joint work conferences, a proceedings of all business and technical activities will be produced based on the minutes from the business meetings and on the discussions that occur in the various workshops and panels. The proceedings will also include a list of attendees, photographs of attendees and of various meeting activities, and descriptions of events such as the field trip, poster sessions, and social activities. The workshop and panel reports are meant to be summaries and not entire transcripts or compilations of individual presentations during the sessions. The workshop moderators are encouraged to briefly summarize or abstract the input from their pre-selected participants and especially to capture the ensuing discussion from the full group in attendance. In the workshops, the moderators should circulate an attendance list and then list the attendees at the beginning of their summaries. The format for submission of workshop and panel summaries is given below.

Workshops/Plenary Sessions: Moderators are responsible for preparing and submitting a 1- to 5-page summary of their session to Steve Seybold for inclusion in the proceedings. Moderators may request abstracts from session contributors and blend these into an overall summary or they may prepare a summary of their session from their own notes. All session reports must be sent to Steve Seybold no later than June 15, 2004 to insure that they will be included in the proceedings.

Posters: Poster authors are encouraged to submit abstracts of their presentations directly to Steve Seybold.

Other Events: Organizers of the field trip, social activities, silent auction, etc. are asked to submit short summaries of the outcome of the activity so that those members not in attendance can get a flavor of the meeting. The field trip report should include a description of the presentations, a map of the route, and any interesting or noteworthy activities that occurred during the day. Photos of the events are especially welcome.

Format: All contributions should be submitted in an electronic format either through e-mail, on a diskette, or cd. E-mail is the preferred medium. Use **Microsoft Word, Times New Roman** font, **12 pt** size for the main text, with **1- inch margins** on all sides.

- Formatted to 8.5 x 11 paper
- Times New Roman, 12 pt type face (for main text; use whatever in special circumstances, tables, etc.)
- Workshop/panel title centered at the top of the page and bolded
- Workshop/panel moderator two spaces below title and centered, not bolded
- Paragraphs to be left justified, no indent
- Main headings should have first letter capitalized and should be centered followed by a space before the following text
- Subheadings should have first letter capitalized and should be left justified followed by a space before the following text.

Submit to:

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