

# WESTERN FOREST INSECT WORK CONFERENCE

April 7-10, 2008

Millennium Harvest House  
Boulder, Colorado

## Instructions for the Proceedings

A proceeding will be produced based on business meeting minutes and the discussions occurring in the various workshops and panels. Only a summary of discussions is needed, not the entire transcript of all talks. The format for submission of workshop and panel summaries is given below.

**Workshops/Plenary Sessions :** Moderators are responsible for preparing and submitting a summary of their session to the proceedings compiler for inclusion in the proceedings. Moderators may request abstracts or brief papers from session contributors to collate into an overall summary or they may prepare a summary of their session from their own notes. All session reports must be sent to the proceedings compiler no later than **May 30, 2008** to insure inclusion in the proceedings.

**Posters:** Poster presenters are responsible for preparing and submitting an abstract of their poster. Abstracts should be submitted directly to the proceedings compiler (information below) no later than **May 30, 2008**.

**Format:** All contributions should be submitted in an electronic format either through e-mail or CD. When sending a CD, please send an **e-mail or call** by phone to notify the proceedings compiler that your contribution has been sent by ground mail. Macintosh users are responsible for converting to PC format.

The preferred document format is **Microsoft Word**. Documents formatted in Wordperfect 6 and Works 2000 will be imported into MS word by the compiler. Be aware that some formatting may be lost when such documents are imported into Word.

### Please follow these guidelines:

- Formatted to **8.5 x 11 paper** with **1-inch margins** on all sides
- **Times New Roman, 12 pt type face** (for main text; other fonts may be used in special circumstances, tables, etc.)
- Workshop/panel title **centered** at the top of the page and **bold**
- Workshop/panel moderator immediately **below title and centered**, not bold
- Paragraphs to be **left justified, no indent**
- Main headings should have first letter capitalized and be centered; separate main headings from the following text with one blank line.
- Subheadings should have first letter capitalized and be left justified; separate subheadings from the following text with one blank line.

### **Proceedings Compiler/ Poster Session Coordinator:**

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