

Western Forest Insect Work Conference  
March 23-26, 2009  
The Davenport Hotel Spokane, Washington

## **Instructions for Proceedings**

As with all past insect work conferences, a proceedings will be produced based on business meeting minutes and the discussion occurring in the various workshops and panels. These proceedings are a summary of discussions. They are not a 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 Karen Ripley 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 Karen Ripley no later than June 1, 2009 to ensure that they are included in the proceedings.

**Posters:** Poster authors are encouraged to submit either an abstract of their poster (Word document) or the poster itself (either a Powerpoint - must be formatted to 8 ½ x 11 page - or a “.jpg” or a “.pdf”) to Karen Ripley no later than May 1, 2009. Vendors may submit basic company, product, and contact information for the proceedings as well.

Members of the Planning Committee who have responsibility for a specific activity or event (field trip, silent auction, etc) are encouraged to prepare a summary of the activity and its results. This should also be submitted to Karen Ripley by June 1, 2009.

The 2009 Proceedings will generally be distributed as a .pdf file that can be downloaded from the website. A limited number of CDs and paper copies will be produced and distributed to those who purchased them, and to the official Western Forest Insect Work Conference archives at the University of Idaho.

**Format:** All contributions should be submitted in an electronic format either through e-mail, on a cd, or transferred to Ripley's computer at the conference. The preferred format is **Microsoft Word**, but some other formats may be acceptable. Use **Times New Roman** font, **12 pt size** for the main text, with 1-inch margins on all sides.

- Formatted to 8.5 x 11 inch 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.
- Skip one line between paragraphs.
- Main headings should have the first letter capitalized and should be centered followed by a blank line before the following text.
- Subheadings should have first letter capitalized and should be left justified followed by a space before the following text.
- Use the 2002 Proceedings from Whitefish, Montana (<http://www.fsl.orst.edu/wfiwc/proc/2002proc.pdf>) as a guide.

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