Dear 2008 Alfalfa & Forage Symposium Speaker:

We very much appreciate your willingness to speak at the 2008 Alfalfa & Forage Symposium. This year we are combining this Symposium with the 2008 Western Alfalfa Seed Conference. This event will be held in San Diego, California, December 2-4, 2008. Your presentation and Proceedings paper will be a key component to the success of this Symposium. Thank you for agreeing to participate!

The following information will help you prepare for the Symposium.

PROGRAM
Please carefully review the section in the Symposium program that relates to your talk (title, name, affiliation, and timing). The program is available on the Symposium website at http://alfalfa.ucdavis.edu. If you have questions about the content, timing, appropriate topics, etc., please discuss them with your session chair, or with one of the Program Co-Chairs: Shannon Mueller (559-456-7261), Dan Putnam (530-752-8982), or Rod Christensen (509) 585-6798. E-mail Dan Putnam (dhputnam@ucdavis.edu) with any title changes.

PROCEEDINGS PAPER
Each speaker must submit a final camera-ready file via email, preferably as a MS Word document. Please see the “Instructions to Authors” for details regarding proper formatting. You may also submit a camera-ready paper version if you choose. Let us know when you submit your paper if you object to having it placed on the website. Remember, your paper will be placed ‘as is’ in the Proceedings hard-copy publication and on the website.

PAPER SUBMITTAL DEADLINES
Please email your final title, author(s), and number of pages to Proceeding Coordinator, Craig Giannini, by Monday, November 3, 2008. The final electronic manuscript file is due by Monday, November 10, 2008. This is a FIRM DEADLINE. We prefer you send the electronic document via email, or by mailing a CD to Craig Giannini (cgiannini@ucdavis.edu) at Department of Plant Sciences, MS #1, 2243 PES, University of California, One Shields Ave., Davis, CA 95616 (Phone: 530-754-7521). Please call or email him to confirm that it was successfully received and printed.

PRESENTATION – Powerpoint or Other?
Most talks will be accompanied by a Microsoft PowerPoint presentation via a laptop computer and LCD projector. Please email your presentation to Craig Giannini by Monday, December 1, or provide your Session Chair/AV person with your PowerPoint presentation a minimum of three hours ahead of your scheduled session for loading onto the laptop at the Symposium. Although we prefer PowerPoint presentations, we can also arrange for video equipment, a slide projector,
or overhead projector upon request. Please let us know well in advance if you have special equipment needs.

PRE-SYMPOSIUM TOUR
You may be interested in attending the pre-symposium tour on Tuesday, December 2, 2008, from 9:00 a.m. to 6:00 p.m. Tour buses will travel to Imperial Valley and include stops of interest to agriculture. See our website for details. The cost is $45/person (speaker rate) and pre-registration is required.

NO-COST REGISTRATION (Online or Mail-in)
Please complete the registration on our website or use the mail-in form. There is no cost, unless you want to go on the tour. However, if we do not receive a Speaker Registration Form from you, we will assume that you will NOT HAVE LUNCH and you may not get a pre-printed speaker name tag. Speakers will be provided with a complimentary registration, a banquet lunch on December 3, break refreshments, and a copy of the Proceedings. In order to provide the hotel with an accurate banquet lunch count, you will need to register by November 3, 2008.

HOTEL RESERVATIONS: Reserve your hotel room at the Town and Country Resort Hotel (619-291-7131 or 800-772-8527). Be sure to mention the Alfalfa Symposium for the conference rate of $105 per night. Hotel reservations can also be made online at https://resweb.passkey.com/go/CalAlfalfaSymposium.
Hotel Reservation Deadline: November 11, 2008.

QUESTIONS? Direct any questions about the Proceedings to Craig Giannini (elgiannini@ucdavis.edu). Contact Dan Putnam (dhpunam@ucdavis.edu) or your session chair if you have any questions about the program. Please contact Karen Nephew (cell phone: 559-259-4907) with questions about registration, publicity, or the tour.

We anticipate an excellent program for this year’s 2008 Alfalfa & Forage Symposium. Thank you for your generosity in contributing to its success.

Sincerely,

Dan Putnam, Coordinating Chair
Cooperative Extension Forage Specialist
Department of Plant Sciences, MS #1
University of California, Davis, CA 95616
(530-752-8982) dhpunam@ucdavis.edu

Craig Giannini, Proceedings Chair
Department of Plant Sciences, MS #1
One Shields Ave
University of California, Davis, CA 95616
(530-754-7521) elgiannini@ucdavis.edu

Shannon Mueller, Program Co-Chair
Farm Advisor, Agronomy/Alfalfa/Hay
UC Cooperative Extension, Fresno County
Fresno, CA semueller@ucdavis.edu

For the latest information, check our Web site located at

http://alfalfa.ucdavis.edu