



**COOPERATIVE EXTENSION  
UNIVERSITY OF CALIFORNIA**

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Agronomy Research and Information Center  
Department of Plant Sciences MS #4  
One Shields Avenue  
Davis, California 95616-8515

August 2, 2006

**Dear 2006 Western Alfalfa & Forage Conference Speaker;**

We very much appreciate your willingness to contribute as a speaker to the 2006 Western Alfalfa Symposium to be held in Reno, Nevada, December 11-13, 2006. Your presentation and proceedings paper will be a key component to the success of this Conference! Thank you for agreeing to participate!

The following information will help you prepare for the Conference.

**PROGRAM**

Please carefully review the section of the enclosed draft of the Conference program related to your talk (title, name, affiliation, and timing). The program is available on the conference Web site 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 – Glenn Shewmaker (208-736-3608), Steve Orloff (530-842-2711) or Dan Putnam (530-752-8982). Email Dan Putnam ([dhputnam@ucdavis.edu](mailto:dhputnam@ucdavis.edu)) with any title changes.

**PROCEEDINGS PAPER**

Each speaker must submit a final camera-ready file on CD or via email, preferably as a MS Word document. Please see attached “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 Web site. Remember, your paper will be placed as is in the proceedings hard-copy publication and on the Web site.

**PAPER SUBMITTAL DEADLINES**

Please email your final title, author(s), and number of pages to Proceeding Coordinator Craig Giannini ([clgiannini@ucdavis.edu](mailto:clgiannini@ucdavis.edu)) by **November 1, 2005**. The electronic manuscript file is due by **November 15, 2006**. This is a FIRM DEADLINE and manuscripts received after this date WILL NOT be included in the proceedings. We prefer you send the electronic document via email, however mailing a CD to **Craig Giannini at Department of Plant Sciences, MS #1, 2243 PES, University of California, One Shields Ave., Davis, CA 95616**, is acceptable. To ensure proper publication of your file, please call him (530-754-7521) or email to confirm that it was received and successfully printed.

**PRESENTATION**

Most talks will be accompanied by a Microsoft PowerPoint presentation via a laptop computer projector. Please provide your Session Chair with your PowerPoint presentation several hours ahead of your scheduled speaking time for loading onto the laptop. Although we prefer PowerPoint presentations, we can also arrange for video equipment, slide projection, or overheads upon request. Please let us know if you have special equipment needs.

**PRE-CONFERENCE TOUR**

You may be interested in attending the pre-symposium tour on Monday, December 11, 2006, from 9:00 a.m. to 5:00 p.m. This will be an interesting tour of agricultural interest sites within bus-range of Reno, Nevada. See website for details. Cost: \$30 (speaker rate).

### **REGISTRATION (On-line or mail-in)**

Please complete the registration on our Web site or use the mail-in form. There is no cost, unless you want to go on the tour (\$30 speaker rate). However, if we do not receive a Speaker Registration Form from you, we will assume that you will not be participating in the banquet lunch and so you may go hungry! Speakers will be provided with a complimentary registration, a banquet lunch on December 12, 2005, 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 20, 2006** to guarantee your seat at the table.

### **HOTEL ACCOMMODATIONS**

Please make your room reservations at the John Ascuaga's Nugget in Sparks, Nevada (1-800-648-1177) before November 21<sup>st</sup> to guarantee a room. Please mention the Western Alfalfa & Forage Conference (conference rate is \$80 for single or double occupancy). You can also register at their Web site (<http://januget.com/hotel/reservations.cfm>) using group code GALF6.

Direct any questions about the Proceedings to Craig Giannini ([clgiannini@ucdavis.edu](mailto:clgiannini@ucdavis.edu)). Contact Dan Putnam ([dhputnam@ucdavis.edu](mailto:dhputnam@ucdavis.edu)) or your session chair if you have any questions about the program. Please contact Janice Corner (530-752-7091 or [jecorner@ucdavis.edu](mailto:jecorner@ucdavis.edu)) with questions about registration or the tour.

We anticipate an excellent program for this year's 2006 Western Alfalfa & Forage Conference. Thank you for your generosity in contributing to its success.

Sincerely,

Dan Putnam, Coordinating Chair  
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Encl.: Instructions to Authors  
Example Page  
Symposium Program Outline

**For the latest information, check our Web site located at**

**<http://alfalfa.ucdavis.edu>**