

IMPORTANT DATES & INFORMATION FOR TECHNICAL WORKSHOP SPEAKERS

43rd International Wood Composites Symposium & Technical Workshop

March 30-April 1, 2009

Website: <http://www.woodsymposium.wsu.edu>

Red Lion Hotel on Fifth Avenue in downtown Seattle, Washington

1415 Fifth Avenue / Seattle, WA 98101 / Telephone: 206-971-8008

Primary Contact: Vikram Yadama, Symposium Co-chair

Email: vyadama@wsu.edu / Telephone: 509-335-6261 or 509-335-2262 / Fax: 509-335-5077

Telephone during Symposium & Technical Workshop: 206-971-8008 (Red Lion Hotel)

Mailing Address

Int'l. Wood Composites Symposium
Washington State University
Wood Materials & Engineering Laboratory
PO Box 641806
Pullman, WA 99164-1806

Street Address for Express Mail Delivery

Int'l. Wood Composites Symposium
Washington State University
Wood Materials & Engineering Laboratory
1445 NE Terre View Dr. Suite A
Pullman, WA 99163

Shipping to the Symposium Venue: Materials must arrive within 48 hours of your arrival at the Red Lion

If shipping via FEDERAL EXPRESS, please use the Red Lion phone number, 206-971-8008. Please contact Red Lion Director of Catering and Conference Services Jennifer Kuhn (206-971-8013 or jennifer.kuhn@redlion.com) with the quantity, size, arrival date, and shipper at least one working day prior to delivery.

ATTN: Insert Your Name
c/o Red Lion Hotel on Fifth Avenue
1415 Fifth Avenue
Seattle, WA 98101

ATTN: Catering/Conference Services, Jennifer Kuhn
Hold for Wood Composites Symposium
Start date: March 30, 2009

January 15, 2009: Due Date for Speaker Form and Abstract

- Complete, sign and return the attached Speaker Information Form. You may submit this form by email, fax, or mail; see contact info above. It will be used to process your complimentary registration, name badge, and listing in the Attendees roster.
- **Maximum of 250-word abstract is due.** Please email, fax, or mail to the address above. Abstracts will be posted on the website.

March 16, 2009: Due Date for Technical Workshop Presentations

- PowerPoint presentations received by this date will be printed in a spiral-bound notebook that participants will receive upon arrival at the Technical Workshop. Please ensure your background and graphics can be printed legibly in black and white for the notebook. This is a firm deadline for production of the notebook; however, you may continue to modify the final version of your slide presentation. Please send your presentation as an email attachment to Vikram Yadama or by mail/express mail on a CD in time to meet this deadline (address is listed above). The website includes an Audio-Visual Presentation Guide that you may find useful. Try not to prepare more material than can be well presented in your allotted time, still allowing 5 minutes for questions from the audience.
- **Consideration:** Unauthorized use of the Washington State University name, identity, or logo in presentation materials is strictly prohibited. **Please minimize the use of your own corporate logos in visual and printed materials, and refrain from making commercial messages or initiating price discussions during your presentation.** This request is made on behalf of our attendees.

March 30, 2009: Technical Workshop

- Technical Workshop speakers will meet with the moderator at 7:30 a.m.

March 30, 2009: Reception & Registration

- Symposium registration and reception will be held Monday evening, March 30, from 6:30 p.m. – 9:00 p.m. at the Red Lion Terrace Garden Restaurant.