



**COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA**

1720 South Maple Avenue
Fresno, California 93702-4516

July 27, 2009

Dear 2009 Western Alfalfa & Forage Conference Speaker:

We appreciate your willingness to speak at the 2009 Western Alfalfa & Forage Conference. This event will be held in Reno, Nevada on December 2-4, 2009. Your presentation and Proceedings paper will be a key component to the success of this Conference. The following information will help you prepare, but don't hesitate to contact the Program and/or Proceedings Coordinators if you have questions.

PROGRAM

Please carefully review the section in the Conference program that relates to your presentation (title, your name, affiliation, and timing). The program is available on the Alfalfa Workgroup 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 listed at the end of this letter.

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 format requirements. An MS Word template has been developed with the proper formatting and reference footnote to assist you. The template is available on the website. 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 printed copy of the Proceedings 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 2, 2009**. The final electronic manuscript file is due by Monday, **November 9, 2009**. This is a FIRM DEADLINE. We prefer you send the electronic document via email, or by mailing a CD to **Craig Giannini** (clgiannini@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 your paper was successfully received and printed.

PRESENTATION

Most talks will be accompanied by a Microsoft PowerPoint presentation via a laptop computer and LCD projector. Please provide your presentation to Craig Giannini or your Session Chair at least 20 minutes prior to the beginning of your session for loading onto the laptop. 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.

HANDS-ON ALFALFA DIAGNOSTICS WORKSHOP

You may be interested in attending the pre-symposium *Hands-On Alfalfa Diagnostics Workshop* on Wednesday, December 2, 2009 from 1 to 5 PM. Participants will rotate through four sessions covering Soil Fertility, Weeds, Insects, and Diseases & Nematodes. See the Alfalfa Workgroup website for more details. The cost is \$50/person and pre-registration is required.

NO-COST REGISTRATION (Online or Mail-in)

Please complete the registration process on our website or use the mail-in **Speaker Registration** form. There is no cost, unless you want to participate in the *Alfalfa Diagnostics Workshop* or bring a guest to the banquet luncheon. If we do not receive a Speaker Registration form from you, we will assume that you will **not** be staying for lunch. Registered speakers will be provided with complimentary registration, a banquet lunch on December 3, break refreshments, and a copy of the Proceedings. In order for us to provide the hotel with an accurate banquet lunch count, please register by **November 2, 2009**.

HOTEL RESERVATIONS

Reserve your hotel room at the Grand Sierra Resort and Casino (800-648-5080 or online at [Grand Sierra Reservations](#)). Be sure to mention the **Western Alfalfa Conference** and reserve by **November 18, 2009** to obtain the outstanding conference rate of \$44 per night. Luxury rooms and suites are available at a higher rate. Visit our website to view the extras the hotel will provide to each registered guest!

QUESTIONS?

Direct any questions about the Proceedings to Craig Giannini (clgiannini@ucdavis.edu). Contact your session chair, Steve Orloff (sborloff@ucdavis.edu), or Glenn Shewmaker (gshew@uidaho.edu) if you have any questions about the program. Please contact Karen Nephew (559-259-4907) with questions about registration.

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

Sincerely,

Steve Orloff, Program Co-Chair
UC Cooperative Extension, Siskiyou County
1655 S. Main Street
Yreka, CA 96097
(530-842-2711) sborloff@ucdavis.edu

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

Glenn Shewmaker, Program Co-Chair
Twin Falls Research & Extension Center
Evergreen Building
315 Falls Avenue
Twin Falls, ID 83301
(208-736-3608) gshew@uidaho.edu

Please also see: Instructions to Authors
Proceedings Example Page

For the latest information, check our website located at
<http://alfalfa.ucdavis.edu>