

**ECR 2005 CONFERENCE
SESSION PRESENTERS' POLICIES & INFORMATION**

Thank you for taking the time to participate in the ECR 2005 Conference, "Pathways to Successful ECR," scheduled for May 24 - 26, 2005 at the Hilton Tucson El Conquistador Golf & Tennis Resort in Tucson, Arizona. As the session submitter/moderator, you will be the main contact person for your session. You will be responsible for coordinating all communication regarding the planning of your session with all session presenters/panelists. If for any reason you are no longer able to coordinate a session, please notify conference organizers immediately at ECR2005@mediusevents.com Following is a schedule of key deadlines and important policies for all session presenters.

IMPORTANT DATES:

Jan. 31, 2005	Conference Registration Opens. For information, visit www.mediusevents.com/ECR2005
Feb. 21, 2005	Deadline for need-based Special Registration Waiver Requests
Apr. 15, 2005	Deadline for receipt of Early Registration. Required minimum pre-registrations for Training Workshops due
May 2, 2005	Final deadline for presenter substitutions Presentation files uploaded to conference website
May 2, 2005	Deadline for Hotel Reservations

IMPORTANT CONFERENCE POLICIES:

Presenter Registration

All conference presenters must register to ensure that they receive all necessary materials from conference organizers. **Please see registration options at www.mediusevents.com/ECR2005**

Special Registration Waiver Requests

A limited number of registration fee waivers are available for those who are unable to pay the full cost of attendance at the ECR 2005 Conference. Priority will be given to representatives of non-governmental organizations (including community and stakeholder groups) and tribes who are participating as panelists or moderators at the conference. Assistance will be provided based on the demonstration of need balanced with the number of requests, at the discretion of the U.S. Institute. For more information, email USIECR@ecr.gov with the subject header "ECR 2005 Registration Waiver Request." Applications will be accepted from **January 31, 2005** through **February 21, 2005**.

Trainer Fees & Cancellation Policy

Training workshops are pre-conference activities designed to be self-supporting through fees paid directly by participants. Workshops that do not meet a minimum required enrollment by **April 15, 2005** are subject to cancellation by conference organizers, with no compensation due to the trainer. Trainers who execute workshops will be compensated a flat rate of **\$600** for each workshop session they present. Trainers will contract directly with the U.S. Institute and submit an invoice after the conference for standard processing. The U.S. Treasury, General Services Administration, issues payment.

Presenter Substitutions:

Please contact ECR2005@mediusevents.com if a presenter/moderator for your session needs to be changed. Session submitters are responsible for finding and confirming an appropriate substitute of similar expertise, to replace a cancelled presenter. You must provide complete contact information and a 75-word biography about the new presenter/moderator at the time of the substitution. Presenter substitutions can be made until **May 2, 2005**. However, due to advance deadlines, conference organizers cannot guarantee that substitutions will be incorporated into printed conference materials.

Editorial Policy:

Conference organizers may edit session submissions as necessary for clarity and to fit space limitations, if titles, abstracts, objectives and biographies exceed the recommended length. Due to production deadlines and specifications, all decisions by conference organizers in this regard are final.

Presenter Materials

Session materials such as an outline of your presentation, summary document or PowerPoint presentation may be uploaded to the conference website for attendees and for the Institute's post-conference archives. File formats that can be uploaded include (.doc, .txt, .pdf and/or .ppt). Your presentation materials must be uploaded by **May 2, 2005**. Go to www.mediusevents.com/ECR2005 Login with your account ID and click the "Session Submission" link on the navigation bar. All materials must be clearly labeled by author, session title, and date/time of session. No audio, video or CD recordings of conference proceedings will be offered by the ECR 2005 organizers.

Session Handouts

Please remember that all trainers and presenters are expected to provide copies of any necessary materials and/or handouts for participants at their own cost if they so choose. Conference organizers will not be providing duplicating or business support services. The Hilton's on-site Business Center will provide photocopies at a charge of \$.20 each. Other a-la-carte services are provided for additional fees. Business Center services are to be paid for by the individual requestor. Conference organizers will not be able to provide cost reimbursements.

Standard Audiovisual Package

Session rooms will be set with standard audiovisual equipment to include a laptop computer (loaded with Microsoft Word and PowerPoint Version 2000 or later), an LCD projector, screen, microphones, podium, flip charts and markers. This is the standard AV package. If other requirements are needed, they may be provided for an additional service fee. Please notify us at ECR2005@mediusevents.com by **May 2, 2005** if you have any requirements outside the standard audiovisual package.

Sale of Presenter Merchandise

Speakers wishing to sell their own books, tapes, videos, etc. may purchase an exhibit table on a first-come, first-served basis. For information about the ECR2005 Exhibitors' Showcase and to request an exhibitor's registration form, please contact us at ECR2005@mediusevents.com

We encourage you to check the conference website at www.mediusevents.com/ECR2005 for session updates, as information may be subject to change. The site is updated regularly and will include important information about all conference activities that may be of interest to you. Again, you are responsible for relaying any communications, updates or changes received from conference organizers about your session to all presenters/panelists involved in your session.

If you have additional questions, or need help utilizing the online registration tool, please contact Medius Events at ECR2005@mediusevents.com On behalf of the U.S. Institute for Environmental Conflict Resolution and other conference supporters, thank you for your participation in the ECR 2005 conference program. We look forward to seeing you in Tucson!