

Memorandum

Date: July 25, 2007

To: WRLF 2008 Workshop Proposals

From: _____
Donna R. Gillespie, WRLF Workshop Committee Chair

Thank you for submitting a workshop proposal for the Western Regional Leaders Forum in Boise on March 7-9, 2008. We received over 90 proposals and were able to incorporate most of them into the schedule. Enclosed is a complete list of accepted workshops, please review the information about your workshop carefully. Note the description, date and time, any fees charged, registration limits and co-presenters. Be sure to share this information with your co-presenters as you are the only one receiving it. If you would like this list electronically please e-mail me, donna@uidaho.edu, and I will send it to you.

If your workshop is limited to fewer participants than requested it may be due to the size of the room assigned. We have tried to meet everyone's requests and hopefully the schedule is acceptable. I have also enclosed the list of pre-conference workshops and off-site tours that are scheduled for March 6th-8th as some of you are involved in these events. Please contact me by phone or e-mail with any changes to the workshop schedule before August 15th. Any corrections, deletions or additions must be received by this date to insure that the information in our registration packet is accurate. If you are presenting a workshop only, and not attending the entire Forum, we would like you to complete a registration form when it is available (after September 15th hopefully) for our information. Please check the appropriate box and do not submit any registration fee. If you wish to attend other workshops or join us for one or more meals on the day of your presentation, please check the appropriate boxes and submit the applicable fees.

You will receive a letter in October to confirm your room set-up, audio-visual or computer needs and inquiry about handouts or other materials we would like to make available at our resource desk and in a forum workshop CD to be provided to participants. Another letter will follow in January with workshop registration numbers and other information to help prepare for your presentation in March.

If you have any questions about WRLF 2008 please visit our web site at <http://www.4h.uidaho.edu/wrlf> or contact me.

Thank you for your participation. See you in Boise next spring!