POSTER CONFIRMATION INSTRUCTIONS
1st International Sclerochronology Conference
July 17-21, 2007 – Hilton St. Petersburg – St. Petersburg, FL, USA

POSTER CONFIRMATION INSTRUCTIONS:
To confirm your participation as a poster presenter, please complete the following steps as directed.

➢ **STEP 1:** Complete a POSTER CONFIRMATION FORM and return it by June 4.
   CLICK HERE: [http://www.conference.ifas.ufl.edu/sclerochronology/speaker/Pster_Conf.doc](http://www.conference.ifas.ufl.edu/sclerochronology/speaker/Pster_Conf.doc)

➢ **Step 2:** Register for the conference to finalize confirmation of your participation.

IMPORTANT REGISTRATION INFORMATION:
➢ All presenters must register for the conference and pay the applicable fee by June 4 in order for their abstract to be published in the Sclerochronology Abstract Book.
➢ Abstracts of non-registered or non-paid abstract submitters will be deleted from the abstract book and will not be published.
➢ There are NO one-day fees available for this event.
➢ To register for the conference, go to the conference web site, click on REGISTRATION INFORMATION and follow instructions posted there. You can register online and pay with a credit card or check, or, use your registration confirmation as the invoice for submission to your agency for payment.
➢ The Conference Registration Desk opens at 4:00pm on Tuesday, July 17 in the Hilton Training Center Room #3 next to the St. Petersburg Ballroom. Please allow sufficient time to check-in at registration before the Opening Session that begins at 9AM on Wednesday, July 18.

Poster Session Details:
- **SET UP:** Tuesday, July 17  4:00pm-6:00pm – St. Petersburg Ballroom I
- **RECEPTION:** Thursday, July 19  4:00pm-6:00pm – St. Petersburg Ballroom I
- **REMOVAL:** Saturday, July 21  no later than 11:45am

HOTEL RESERVATION INFORMATION:
The Conference will be held at the Hilton St. Petersburg, located at 333 First Street South, St. Petersburg, Florida, Tel: 1-727-894-5000; FAX: -727-823-4797; Web Site: [Hilton St. Petersburg](http://www.hiltonstpete.com)

➢ **Room Rate Information:** The Hilton is offering the prevailing Government Rate for the conference, which is currently **$109 per night with one or two people** in a room, plus sales and occupancy tax (currently 12 percent).

➢ **TO MAKE A RESERVATION:** Contact the Hilton’s Reservation Department by calling **1-888-843-6929.** Be sure to specify you are attending the 1st International Sclerochronology Conference.

➢ **Hotel reservations must be made by Friday, June 1, 2007.** After this date, neither availability nor the discounted group rate is guaranteed and the hotel may charge you the prevailing rate. Before making hotel reservations, first review the detailed hotel information and reservation instructions posted on the conference web site.

➢ To receive tax exempt status, payment for your lodging must be made in the form of a government issued check, credit card or purchase order, and, be accompanied by a Florida sales tax exemption certificate presented at check-in. If you are a federal employee, you may want to check with your accounting department or travel office to obtain the appropriate tax exemption certificate. Our office does not have access to these forms for various federal agencies.

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PLEASE KEEP A COPY OF THIS CONFIRMATION LETTER ON FILE FOR FUTURE REFERENCE.
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NOTE: If your email system converted this message to text, and you would prefer to receive a formatted document, please email me and I will send you a PDF.

If you have any questions regarding your abstract submission, please don’t hesitate to contact me personally. Meanwhile, stay tuned to the web site for updated information at: [http://conference.ifas.ufl.edu/sclerochronology](http://conference.ifas.ufl.edu/sclerochronology)