

SPEAKER CONFIRMATION INSTRUCTIONS
2nd National Conference on Ecosystem Restoration (NCER)
April 23-27, 2007 - Hyatt Regency Crown Center - Kansas City, MO

SPEAKER CONFIRMATION INSTRUCTIONS:

In order to confirm your participation as a speaker at the conference, please complete the following four steps as directed.

- **STEP 1:** Complete a SPEAKER CONFIRMATION FORM and **return it by February 9.**
CLICK HERE: http://conference.ifas.ufl.edu/NCER2007/pdf/Speaker_Confirmation.pdf
- **Step 2:** Make a note of the day, date and time your talk is scheduled. Consult the full Program Agenda posted on the web site to verify the session in which your presentation is scheduled. **CLICK HERE:**
http://www.conference.ifas.ufl.edu/NCER2007/Final_Program_Agenda.pdf
- **Step 3:** Review Speaker Instructions posted on the NCER web site.
- **Step 4:** 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 March 16** in order for their abstract to be published in the NCER Abstract Book.
- **The deadline to register for the conference at the EARLY reduced fee of \$395 is February 16.** After that date, the fee increases to \$450. Abstracts of non-registered or non-paid abstract submitters will be deleted from the abstract book and will not be published.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 7:30am on Monday, April 23 in the Exhibit Hall Foyer. Please allow sufficient time to register before the Opening Plenary Session begins at 1:00pm.

HOTEL RESERVATION INFORMATION:

The Conference will be held at the Hyatt Regency Crown Center located at 2345 McGee Street in Kansas City, Missouri. Tel: 816 421 1234; FAX: 816 435 4190; Web Site: crowncenter.hyatt.com

- **Room Rate Information:** The Hyatt Regency is offering the prevailing Government Rate for the conference, which is currently **\$96 per night with one or two people** in a room (single or double occupancy) and \$121 a night with three or four people per room, plus sales and occupancy tax (currently 15.225 percent) plus \$1.50 per night as a city development fee (plus tax).
- **TO MAKE A RESERVATION:** Contact the Hyatt's Hotel Reservation Department by calling (816) 421-1234, or 1-800-233-1234. Be sure to specify you are attending the National Conference on Ecosystem Restoration (NCER).
- **Hotel reservations must be made by Friday, March 9, 2006.** 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 Missouri 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.

PLEASE KEEP A COPY OF THIS CONFIRMATION LETTER ON FILE FOR FUTURE REFERENCE.
