

IMPORTANT DATES & INFORMATION FOR SYMPOSIUM SPEAKERS

2015 International Wood Composites Symposium

Website:

www.woodsymposium.wsu.edu

Primary Contact: Karl Englund, Symposium Co-chair

Email: englund@wsu.edu / Telephone: 509-335-6259 or 509-335-2262

Additional Contact: Suzanne Hamada, CMEC Administrative Assistant, 509-335-4683 or sdhamada@wsu.edu

During the Symposium, contact Karl Englund at 208-301-4603 (cell) or 206-971-8000 (Motif hotel).

February 16, 2015: Due Date for Speaker Form and Abstract

- Complete the on-line [Speaker Information Form](#). It will be used to process your complimentary registration, name badge, and listing in the Attendees Roster.
- Please send in a 200-250 word abstract describing your presentation. Abstracts will be posted with the program agenda on the website and printed in the abstracts booklet distributed at the Symposium. Alongside your abstract, please send a digital portrait of yourself.

April 13, 2015: Deadline for PowerPoint Presentations

- Final versions of PowerPoint presentations must be received by this date. This allows adequate time for our staff to test all presentations and resolve any technical difficulties encountered.
- The website includes an audio-visual presentation guide that you may find useful. Try not to prepare more material than can be well presented in 20-25 minutes plus 5 minutes for questions from the audience.
- Audio/Visual Plans: We provide the computer you will use and a projector, monitor and screen.
- **Consideration:** Unauthorized use of the Washington State University name, identity, or logo in presentation materials is strictly prohibited. **Please minimize the use of your own corporate logos in visual and printed materials, and refrain from making commercial messages or initiating price discussions during your presentation.** This request is made on behalf of our attendees.

April 21-22, 2015: Symposium Sessions

- Speakers will meet with session moderators prior to their sessions. You will be notified by email before the Symposium regarding a specific meeting time and place.

IMPORTANT: How to send your abstract, photo and presentation (and paper if you choose to submit one):

- **Email:** englund@wsu.edu and cc: sdhamada@wsu.edu
- **Mailing Address:** Karl Englund, Washington State University, Composite Materials and Engineering Center, PO Box 641806, Pullman, WA 99164-1806
- **Street Address for Express Mail Delivery:** Karl Englund, Washington State University, Composite Materials and Engineering Center, 1615 NE Eastgate Blvd, Section A, Pullman, WA 99163
- **Dropbox:** Once you send in your abstract, you will receive an email to join Dropbox, a secure web-based backup, file storage and sharing system. If you do not have a Dropbox account, you will need to download the (free) software at the link provided below. Your Dropbox folder will be named with your last name and will be shared with you and Symposium staff only; no other speakers will have access to your folder. For example, when your abstract is due, you place it in your Dropbox folder and we will receive an automatic notification. Please do the same when your presentation is due. You may continue to update files once they are placed in your Dropbox. If you update a file, please include the date at the end of the file name so we know that we have the latest version.
 - Dropbox signup: <https://db.tt/gyn3EaRU>
- If you wish to make other arrangements to send your presentation electronically, please contact Karl Englund.

Seattle Venue:

- Motif Hotel, 1415 Fifth Avenue, Seattle, Washington 98101
- Website: <http://www.motifseattle.com/>
- Telephone: 206-971-8000 or toll-free 855-515-1144