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IMPLEMENTATION MANUAL

PLANNING AN INTERNATIONAL SYMPOSIUM IN PAKISTAN

**FOR
WINROCK INTERNATIONAL**

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**IN COOPERATION WITH
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DEPARTMENT OF FORESTRY**

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PLANNING PAKISTAN SYMPOSIUM

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PLANNING PAKISTAN SYMPOSIUM

I. Initial Proposals for an International Tree Seed Symposium in Pakistan.

In an effort to enhance forestry and specifically tree seed technology within Pakistan, the Winrock International Institute for Agricultural Development initiated a Workshop on Seed Technology on 10-31 October, 1991. The Workshop was administered for the US Agency for International Development and the office of the Inspector General of Forests for Pakistan. The Workshop generated additional interests.

One recommendation of the Workshop was to develop a plan for an international symposium on tree seed technology in Pakistan.

Planning and conducting an international scientific symposium requires long-term administration and coordination among multiple resources. With a target date of spring, 1993, it is now time to begin this planning. The following Objectives and Proposals are submitted to initiate a Pakistani international tree seed symposium.

Objectives

1. To promote Pakistan as a regional center for tree seed technology.
Goal: Host internationally recognized forestry researchers to present invited technical papers in Pakistan.

2. To attract favorable attentions to Pakistani forestry.
Goals:
 - a. Illustrate authority in tree seed technology transfer by presenting a Pakistani Tree Seed Manual for use with regional species.
 - b. Display tree seed technology capabilities through the Peshawar seed handling facility.

3. To stimulate interest and inspire professional pride among Pakistani forestry researchers, nurserymen and technicians.
Goal: Encourage efforts recognizing the potential of tree seeds to Pakistan.
 - a. practical applications.
 - b. research possibilities.
 - c. economic opportunities.

Proposals

Themes:

1. Tree Seed Technology in Arid and Semi-Arid Forest Regions.
2. Collecting and Utilizing Tree Seeds in Arid and Semi-Arid Forest Conditions.
3. Forest Seeds for Arid and Semi-Arid Zones.

Locations:

1. Islamabad for the primary location and symposium. The city has an international airport served by major airlines, modern and traditional hotel and dining accommodations, associated government and university facilities, and interesting Pakistani attractions.
2. Peshawar for a comprehensive two-day field trip. In keeping with the Objectives, participants should be encouraged to visit Pakistan Forestry Institute campus, facilities and staff with time devoted to a working display of seed handling demonstrations. Two days are necessary owing to the long bus ride coupled to a busy day at PFI.
3. Nishatabad - Faisalabad for an optional, extended excursion to Punjab Forestry Research Institute facilities. This would be offered as an optional tour whereby buses would depart Peshawar to return to Islamabad or continue to Faisalabad. Research facilities and staff at PFRI would be available to demonstrate and discuss their projects with international

participants. Participants would depart PFRI via bus to Islamabad for their return to home.

Dates:

Timing is crucial when planning this international symposium. At least two major factors should be considered, i.e. accessibility to host facility, and coordination with other symposia.

1. Accessibility to Islamabad will be controlled by available host support, viz Winrock International, Pakistan Inspector General of Forests, USAID, PFI, PFRI and local conference facilities. Tentative dates of spring 1993 have been suggested. Assuming these dates are agreeable to the above host-institutions, they must be coordinated with a conference facility large enough to host 50-100 participants. A local on-site inspection is necessary to determine which Islamabad facilities can provide what is needed. This is a time-consuming effort requiring appointments and personal visits by persons qualified to estimate needs vs availability.

Secondly, a seasonal date should be projected to provide expected personal comfort to participants relating to temperatures, humidity, rainfall, local holidays, other major conferences scheduled for Islamabad, and similar interfaces. This decision will rely heavily on local personnel and advisors.

2. Other symposia of interest and possible conflict of dates (as of Jan. 1992):
7-12 Aug. 1992, XX IUFRO World Congress in Tampere, FINLAND.

31 Aug.-6 Sep. 1992, IUFRO Centennial, in Eberswalde/Berlin, GERMANY
27 Oct.-10 Nov. 1992, ISTA Congress, Quality Seed for the Present and
Future, in Mar del Plata, ARGENTINA.
23 Nov.-8 Dec. 1992, IUFRO Symposium on Tree Seeds, in Ouagadougou,
BURKINA FASO. (No specific theme has yet been given).

Length:

A three-day plenary session with a Peshawar tour and an optional Faisalabad tour makes a package of at least five days and possibly six days. There may be reason to extend the plenary session to four days depending upon the number of volunteer papers expected (see Agenda). There is no accurate way to estimate the volunteer papers submitted, but expect about 12 to 15.

As the host country is observing Friday as its holy day, the Symposium could begin on a Saturday and continue through to the following Thursday. This is not the usual schedule followed in Europe and the Americas where a two-day weekend is customarily observed on Saturday and Sunday. Further consideration might be given before final scheduling with the idea of interesting more participants from non-Muslim countries. If so, the traditional schedule would begin Monday and end Friday. In either case, a Friday, Saturday, and/or Sunday will be necessary when counting travel days.

Agenda:

The initial plan is to invite four well known authorities as key speakers. Following this style, each speaker could be assigned either an entire morning or afternoon on one of two designated days. The speaker would present his invited paper to begin the session, then be followed by volunteer papers of

similar interests to complete that session. This would account for two entire days. An additional day would probably be necessary for introductions, keynote address, various administrative functions, and a summary session in which the four invited speakers would act as a panel for entertaining discussions from participants.

A banquet meal with an interesting program (non-technical speaker, slide show, local traditions, musical program) is optional and must be considered according to available funding. Either a sponsor to underwrite the banquet expense or a registration fee to cover it must be determined in advance.

An early morning bus ride from Islamabad to Peshawar is preferred in order to give participants a leisurely view of Pakistani countryside and also to arrive in time for demonstrations. PFI would host the group by providing a tour-demonstration of their seed handling techniques. PFI professional staff could be available to mix with participants at a tea party to discuss their experiences with local species. After remaining overnight in Peshawar, the group will have the option of continuing to Faisalabad or returning to Islamabad.

The group to Faisalabad will experience supplemental scenery while journeying. PFRI will assume host responsibilities for the group which can now see actual tree seed research and accompanied nursery and silviculture applications. The group will leave for Islamabad the next morning and return home.

Registration:

A decision regarding a registration fee requires an understanding of available funding and expected expenses. Most conferences do not necessarily make a profit, but do attempt to defray expenses in part or whole. After discussing fiscal budgeting for 1993, a decision will be made as to a registration fee.

Expenses:

A conference budget should be prepared and agreed to by the Conference Chairman and hosting institutions. This budget must account for all income and expenses as well. Income may be from any host institution and registration fees. Expenses will include but not be limited to publicity, printing, duplicating, mailing, registration, reception, transportation, conference meeting rooms, banquet and invited speakers expenses.

A decision to publish symposium proceedings may likely depend on a printing budget. Published proceedings are a strong incentive to volunteer papers, participant attendance and professional acceptance. They should be strongly considered as a part of this successful conference.

A means of paying related bills quickly to primarily local sources should be authorized. These are usually relatively small amounts but necessary to daily operations, e.g. printing, office supplies, equipment rentals. A host institution may designate one of its officers for this responsibility.

Socials:

Pakistan is rich in history and culture with much to offer any foreign visitor. Participants and anyone who may accompany them should have this opportunity to experience a taste of Pakistan. A planned program should be offered as an optional feature to those interested. It may be a city tour, lecture, or even a meal to enjoy local foods, depending upon time available and participant interest.

Organization:

These proposals will require careful thought and planning by experienced people to produce a successful symposium. The work-load is too variable and intense for any one individual. The following personnel are the minimum necessary to make this effort worthwhile:

1. Host institutions
2. Conference Chairman
3. Local-arrangements Chairman
4. Budget Committee

Although there may be superficial duties implied simply by a Chairman's title, there are many more duties which must be performed. These are subtle but significant responsibilities while success depends upon their completion. A detailed listing of each position will be prepared and presented in February 1992 along with suggested individuals for each position.

Action items for February, 1992:

1. A proposed planning session has been scheduled for February 1992. At this meeting will be presented a comprehensive and itemized list of duties and

their suggested action dates. Each Chairperson will be briefed on his responsibilities and how to use his checklist.

2. On-site visits to proposed conference facilities will be scheduled. These visits will be coordinated with facility personnel to discuss room availability, suggested dates, rates, meeting rooms, equipment needs and catering. A checklist will also be prepared for comparative bargaining with conference facilities.
3. Preliminary contacts must be established with all host institutions to assure understanding and agreement with each responsible party. Again, a checklist will facilitate this effort.
4. Dates and theme should be finalized.
5. Suggested names of invited speakers should be proposed for further discussion and final selection. This is important and timely in order to commit well-known speakers.
6. Agenda suggestions should be made clear with over-all conceptions. It is still early to finalize an agenda, but we should decide about field trips, banquet, social gatherings and sight-seeing opportunities; i.e., not details yet, but do we want them included? If so, offer suggestions.
7. Budget items for planning purposes must be clearly and early defined. Host institutions will be presented with expected and estimated costs associated in these proposals. In accordance with the budget, decisions must be reached regarding a registration fee and publishing proceedings.
8. Conference responsibilities must be delegated. A suggested position and individual to fulfil its responsibilities will be offered along with the checklist of duties and action dates for each position.
9. Itemize and schedule all major actions necessary to accomplish the symposium.

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II. Necessary Personnel and their Responsibilities.

Much time and effort is necessary for the successful completion of an international symposium. The following are the minimum number of resources and will no doubt require additional people as well as close cooperation among themselves.

1. Host institutions sponsor and provide resources to include funding, personnel and other facilities necessary to the symposium. Examples of facilities would include vehicles and drivers for both local and cross-country transportation, secretarial assistance, and any additional on-site duties as necessary.

Winrock International (WI), Inspector General of Forests for Pakistan (IGF), U.S. Agency for International Development (USAID), Pakistan Forestry Institute (PFI) and Punjab Forestry Research Institute (PFRI) could share both sponsoring and hosting. Major funding may be available from WI and USAID while IGF, PFI, and PFRI provide on-site peripherals. All hosts may be asked to contribute personnel for administration and logistics. PFI and PFRI would be primarily responsible for field tours at their respective locations to include implementing a suggested program, allowing staff availability to international participants, and a reasonable number of local, on-site helpers. Such requested tasks will be clearly defined by the Local-arrangements Chairman.

Additionally, the symposium would be enhanced by endorsement from the International Union of Forestry Research Organizations (IUFRO).

Specifically, PD P20400, Seed Problems. This project group within IUFRO

has over 500 members representing world recognized expertise in tree seed research. IUFRO can be approached to "sponsor" (no funding) the symposium and in so doing will publicize and offer credibility to the symposium. IUFRO sponsorship requires host-country membership in IUFRO. Is Pakistan a member of IUFRO? Member organizations within Pakistan will satisfy this requirement. For example, IGF, PFI, or PFRI could be or become a IUFRO member. Membership applications may be obtained from:

IUFRO Secretariat
DI Heinrich Schmutzenhofer
c/o Federal Forest Research Institute
Seckendorff-Gudent-Weg 8
A-1131 Vienna
AUSTRIA

It is not required or even necessary that our symposium have IUFRO sponsorship, however, there are advantages in attracting first-class participants. One objective is to bring favorable attention to Pakistani forestry. I recommend investigating IUFRO membership.

Consideration should also be given to inviting other scientific or related interests to meet concurrently (in joint session) with the symposium dates. This can be accomplished without incorporating into the name or theme of our symposium dates. The advantage is that both our interests as well as interests of another group would be strengthened by mutual attendance (registration fees, hotel discounts to larger groups, etc.). Examples of such other groups might be a nurserymen association, academy of sciences, or a national agricultural group.

Invitations to support our symposium can also be extended to commercial and/or industrial suppliers, if applicable. They would be allowed demonstration space for advertisement, sales, promotions in exchange for a commercial registration fee. Many commercial companies are also willing to contribute specifically for coffee breaks, social-hours, etc.

All host institutions will be clearly and commonly visible on announcements, programs, public relations and major decision-making policies. Each institute is also invited to send representation to Budget Committee meetings.

2. Conference Chairman will have overall responsibility to plan, implement and conduct the symposium with emphasis on technical areas. Pre-planning will take substantial time and resources. Much of international administration demands great patience and the willingness to make last-minute changes under influence while not compromising the symposium objectives and goals. The Chairman must be able to communicate with each host institute at the decision-making level of authorities. After designing the concept of the symposium, he must coordinate others; develop a working budget and maintain it after concurrence of the hosts; determine a list of qualified invited speakers; decide upon facility accommodations with the Local-arrangements Chairman; establish protocol among hosts, dignitaries, speakers and participants; prepare and execute publicity and announcements among the international community; assure the symposium goes as to plan; prepare a final report and briefing to host institutions.

The Conference Chairman will require additional assistance from specialized personnel. This must be carefully coordinated to assure each and every task is assigned to a responsible person ... "the weakest link"... must be avoided. See list of Supplemental Personnel.

3. Local-arrangements Chairman requires a most versatile, highly imaginative and resourceful personality with far-reaching local resources. The nature of his responsibilities requires this position to be filled by on-site personnel. This Chairman supplements the Conference Chairman by providing mostly nontechnical areas of support. These essential tasks include: close liaison with the symposium facilities (hotels, caterers, meeting rooms, exhibits, audio-visual needs, hospitality, local tours, and field trips), as well as the personal contacts (people to call for help in hotel, drivers, secretaries, registration). Local transportation is a major responsibility as are the field tours and sight-seeing for family accompanying participants. These special tasks should be delegated as in Supplemental Personnel.

The Local-arrangements Chairman must be given purchasing authority for local support needs. A limited petty cash account plus a liberal purchase order authority is necessary for daily operations. These expenditures should be accounted and reported to the Budget Committee at the beginning of each month.

4. Budget Committee should be composed of Conference Chairman, Local-arrangements Chairman, a representative from each host institute, and ad hoc participation from Supplemental Personnel as required. The Budget

Committee should meet initially at the earliest opportunity to determine an itemized budget including income and expenses.

A major action item of the Budget Committee shall be to determine a Registration fee. Symposium income will probably be limited to host institution funding and the registration fees collected. For budgeting, estimate 20 to 30 paid registrants. Invited speakers will be exempted from paying registration fees. Complimentary registrants must be carefully decided. I recommend that there be no exemptions to registration fees except invited speakers.

A second decision regarding expenses will determine if proceedings are to be published. I strongly recommend that Proceedings of the Symposium be published.

The Budget Committee should give petty cash allowances and purchasing authorities to the Local-arrangements Chairman.

A provision should be made to consider expenses not covered by line-items in the budget. These are meant to include only necessary expenses which were not included in the approved budget. This is not intended to be a catch-all or loop-hole clause in our budget.

The Local-arrangements Chairman will be responsible for advising the Budget Committee of any deviations in the approved budget, and submitting a monthly expense report.

5. Supplemental personnel will be required and authorized by Local-arrangements Chairman as necessary to fulfil the tasks at hand. The Conference Chairman will be notified of all supplemental personnel appointed.
- a. Program Chairman will coordinate the technical and non-technical areas on site. Examples: schedule rooms and speakers; confirm meeting rooms are suitable for speakers, audio-visual needs are met; registration desk is operational; confirm meals and tea breaks are on schedule.
 - b. Social Chairman will coordinate participants and their guests with banquet, sight-seeing, tours, etc.
 - c. Transportation Chairman will coordinate all vehicle movements with symposium schedule to assure timely, reliable, and safe transportation. This includes local as well as cross-country transportation.
 - d. Editor will assure invited speakers and volunteer papers are in compliance with proposed format. I suggest using the IUFRO format for scientific papers and requiring authors submit camera-ready final drafts at the registration.
 - e. Supplemental pool of available workers for last-minute duties, errands, messages, etc. These people will play an integral part and contribute significantly in the symposium. There are many loose-ends at such a symposium that can not be foretold.

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III. Checklist and Suggested Dates for Symposium Personnel.

1. Host institutions

February 1992

- a. authorize:
 - (1) title
 - (2) theme
 - (3) dates
 - (4) location
 - (5) Conference Chairman
- b. approve proposed budget
- c. authorize funding
- d. commit:
 - (1) personnel
 - (2) office facilities
 - (3) vehicles
- e. identify contact person
- f. provide copies of official logo for use on symposium publicity

"Spring, 1993"

- a. be available for publicity
 - (1) TV, press
 - (2) address plenary session
- b. contact person should attend symposium banquet, field trips.

2. Conference Chairman

February, 1992

- a. convene planning session
 - (1) appoint Local-arrangements Chairman
 - (2) appoint Budget Committee
- b. develop budget details
 - (1) registration fee
 - (2) publish Proceedings
 - (3) banquet
 - (4) socials
- c. propose technical program
 - (1) agenda
 - (2) announcement, call for papers
 - (3) speakers
 - (a) format
 - (b) invited
 - (c) volunteer
 - (4) editor
- d. propose non-technical program
 - (1) meeting sites
 - (a) visit each site
 - (b) evaluate facilities
 - (2) banquet
 - (3) socials
 - (4) field trips
 - (a) scientific
 - (b) non-scientific
- e. contract for meeting facility
 - (1) meeting room

- (2) lodging
- (3) food
- f. liaison with all hosts
 - (1) visit personally
 - (2) brief
 - (3) request cooperation for tours

April, 1992

- a. send invitations to selected speakers
- b. release announcements, call for papers

May, 1992

- a. follow-up with invited speakers
- b. review with Local-arrangements
 - (1) speakers
 - (2) facilities
 - (3) budget

September, 1992

- a. second announcement, call for papers
- b. review with Local-arrangements
 - (1) field trips
 - (2) socials
 - (3) budget

November, 1992

- a. follow-up with invited speakers

- (1) title
- (2) transportation
- (3) per diem
- b. respond to volunteer papers
- c. complete agenda
 - (1) speakers, sessions
 - (2) banquet
 - (3) socials
 - (4) field trips
- d. review with Local-arrangements
 - (1) contact local TV, press
 - (2) facilities
 - (3) budget
 - (4) local and field-trip transportation, schedules, personnel.

March, 1993

- a. finalize, print agenda
- b. follow-up with invited speakers
- c. review with Local-arrangements
 - (1) publicity
 - (2) problems-last minute changes
 - (3) facilities
 - (4) field-trips
 - (5) socials
 - (6) sufficient local help
 - (7) registration details

Spring, 1993"

- a. represent organization at symposium
 - (1) available for trouble-shooting
 - (2) last-minute changes
 - (3) fill-in as needed
- b. budget

"Summer, 1993"

- a. prepare final report, budget
- b. follow-up with proceedings
- c. review with Local-arrangements

3. Local-arrangements Chairman

There are many tasks needed to be accomplished locally. These tasks are integral to the symposium, however numerous. I strongly recommend that these duties be sub-delegated to several different people. The tasks may be divided according to the judgement of the Local-arrangements Chairman. The responsibility to accomplish these tasks will always remain with the Local-arrangements Chairman regardless of his assistants.

February, 1992

- a. support non-technical program
 - (1) investigate potential facilities
 - (a) Tourist, Convention Board
 - (b) individual hotels
 - (c) government facilities
 - (2) determine meeting facilities

- (a) space
 - (b) availability
 - (c) cost
 - (d) convenience
 - (3) determine lodging facilities, costs
 - (a) with meeting facility
 - (b) institutional dormitories
 - (4) determine eating facilities, costs
 - (a) meals
 - (b) banquet
 - (c) tea breaks
 - (5) transportation suggestions
 - (a) local (airport, meeting facilities, errands, administrative)
 - (b) field trips (long distance, all registrants plus some accompanying family)
 - (c) vehicle and driver reserves
 - (d) estimated expense
 - (6) suggest social activities
 - (a) banquet entertainment
 - (b) sight-seeing
 - (c) cultural program
 - (d) shopping
 - (7) develop field trips
 - (a) PFI
 - (b) PFRI
- b. familiarize with budget

- (1) discuss, understand budget
 - (2) arrange for purchasing authority
 - (a) petty cash
 - (b) purchase orders, maximum
 - (3) establish need for receipts when reimbursing delegated authorities.
- c. visit, evaluate each facility site with Conference Chairman
 - (1) reserve facilities
 - (2) contract for facilities
 - (3) establish contact at each facility
 - d. identify all personnel for sub-delegated authorities and report to Conference Chairman.

March, 1992

- a. forward any details to Conference Chairman for including in announcement
- b. contact tourist, convention agencies for participant hand-outs
 - (1) maps
 - (2) lists of restaurants
 - (3) local attractions
- c. identify problems
- d. follow-up on field-trips
- e. print announcements locally.

June, 1992

- a. obtain floor plans of meeting facilities

- (1) identify rooms for plenary session, poster exhibits, registration desks, banquet, tea breaks, symposium command post.
 - (2) assure all activities are scheduled in sufficient space within facility.
- b. forward to Conference Chairman.
 - c. contact sub-delegated authorities and brief their duties.

July, 1992

- a. print preliminary program
 - (1) review with Conference Chairman
 - (2) mail to expected participants

October, 1992

- a. finalize plans, dates, schedules
 - (1) field trips
 - (2) socials
 - (3) banquet menus
- b. contact facilities and coordinate, review responsibilities.

January, 1993

- a. plan registration procedures
 - (1) personnel
 - (2) location in facility
 - (3) receipts
 - (4) change available
 - (5) assemble participant hand-outs

- (6) pre-registration
- b. establish publicity with TV, press
- c. finalize all details of program
 - (1) room assignments for papers
 - (2) banquet
 - (3) tea breaks
 - (4) socials
 - (5) field trips
 - (a) visit each location
 - (b) personally speak with liaison
 - (c) review local transportation, drivers,
 - (d) inspect lodging, meal facilities
 - (e) review program and responsibilities
 - (f) verify local program is acceptable
 - (6) liaison with field-trip transportation

March, 1993

- a. telephone each field-trip location and repeat our expectations for local support
 - (1) local transportation, driver
 - (2) lodging, meals
 - (3) program
- b. liaison with meeting facilities for last-minute changes
- c. identify, organize registration
 - (1) where?
 - (2) when?
 - (3) who?

- (4) how?
- (5) what?
- d. local transportation
 - (1) meeting facility provide airport transportation
 - (2) host provide airport transportation
 - (3) administration errands
- e. print program
- f. review budget with Conference Chairman
- g. prepare helpful signs for use at meeting facility.

"Spring, 1993"

- a. registration
 - (1) table and personnel
 - (2) forms
 - (3) signs
 - (4) name tags
 - (5) handouts
 - (6) receipts
 - (7) cash for change in money box
 - (8) typewriter, calculator, pens, staples
 - (9) prepare list of all participants by name, institution, address, telephone, fax numbers
- b. information table
 - (1) knowledgeable person to answer questions - must be well informed and able to communicate with foreigners.
 - (2) lost and found
 - (3) messages for participants

c. equipment

- (1) 35 mm projector
- (2) overhead projector
- (3) extension cords
- (4) large poster pads, magic markers or blackboard, chalk, eraser
- (5) pointers
- (6) extra bulbs for all projectors
- (7) microphones

d. personnel

- (1) registration
- (2) projector operators, reserves
- (3) lighting
- (4) runners
- (5) sound (microphone)
- (6) drivers, reserves
 - (a) local
 - (b) field-trip
- (7) liaison with meeting facility personnel for trouble-shooting, last-minute changes, etc.
- (8) social party
 - (a) available and capable, personable, communicative persons to mix with international participants and their accompanying guests.
- (9) medical assistance available nearby.

e. field-trips, EMPHASIZE SCHEDULE

- (1) vehicles, drivers and reserves

- (2) map of route
 - (a) photocopied for each participant
 - (b) points-of-interest
 - (c) approximate distance, time, stops
 - (3) hand-out of field trip
 - (a) included in registration package
 - (b) local comments on photos, customs
 - (4) group leader
 - (a) local, knowledgeable
 - (b) speaks, understands English from international participants
 - (c) responsible for all people on board his vehicle
 - (5) provide opportunities for local stops
 - (a) comfort
 - (b) customs, photos
 - (c) shopping
 - (6) have cash for tolls
 - (7) arrange lodging, meals promptly
 - (8) all expenses pre-paid by registrants
 - (9) coordinate transportation to airport for departure
- f. meet with Conference Chairman
- (1) review expenses
 - (2) pay bills
 - (3) review budget
 - (4) close-out meeting facility
 - (5) arrange to return articles forgotten, left by participants
 - (6) brief host institutions

- (7) assist in preparing Post-Symposium Report
- g. remove all symposium equipment, signs, etc. from meeting facilities and return in original condition to owners

"Summer, 1993"

- a. promptly attend to all loose ends, unpaid bills, forgotten articles, etc.
- b. be prepared to address liaison with meeting facilities in case of errors, discrepancies, etc.

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IV. Checklist for Selecting Hotel, Catering and Support Facilities.

A major consideration will be at what location the Conference will be held. After deciding the city location, site facilities are equally important. Housing, eating, and meeting facilities must be carefully considered as to provide an acceptable environment for attendees and encourage their participation. Comfort, coordination with all Conference activities, and cost must be considered.

If a host institution has facilities which are suitable and available for housing, eating, and meeting then costs will be less. Usually, however, a major hotel offers all these requirements at one location, but at more expense. This expense is usually passed on to individual attendees.

Let us inquire regarding our needs with commercial facilities while considering all other options which might lower attendee expenses.

Is there a local Chamber of Commerce, Convention Center, Department of Tourism, Business Bureau, etc. which has a listing of facilities to meet our needs? If not, it is necessary to identify and visit each facility for screening purposes. An on-site visit is absolutely necessary to evaluate the physical plant and personnel available to help us.

1. Hotel

a. sufficient rooms available

(1) sleeping rooms

(2) meeting rooms

(3) dates

(4) rates

b. eating facility available

(1) individual meals

- (2) group meals
- (3) banquet
- (4) service
 - (a) menus
 - (b) schedules
 - (c) fast or slow
 - (d) expense
- (5) coffee breaks
- c. supplemental facilities
 - (1) committee meeting rooms
 - (2) registration area
 - (3) poster display
 - (4) hospitality room
- d. support
 - (1) audio visual equipment, spares
 - (2) airport limo service
 - (3) contact person
- e. conference policies
 - (1) minimum number rooms for block
 - (2) complimentary rooms
 - (3) charges
 - (a) meeting rooms
 - (b) audiovisual equipment
 - (c) hidden fees, surcharges
- f. physical-plant layout
 - (1) floor plan
 - (2) convenience

(3) normal business interference

g. contracts

(1) rooms

(a) sleeping

(b) meeting

(c) registration area

(d) hospitality

(e) poster area

(2) services

(a) audiovisual

(b) airport service

(c) contact person

(3) meals

(a) daily

(b) banquet

(c) coffee breaks

h. supplemental

(1) parking

(2) security

(3) elevators

(4) recreation

(5) communications

(6) registration cards

(7) city maps

2. Catering

a. availability

- b. prices
- c. dependability
- d. menus
- e. access to meeting facility
- f. daily meals
- g. coffee breaks
- h. banquet
- i. cleanliness
- j. contact person
- k. contract

3. Support facilities

Host institutions may be called upon to provide local and field trip transportation including vehicles and drivers.

- a. vehicles, back-up vehicles
- b. drivers, reserve drivers
- c. dependability to schedule, routes
- d. guides (possibly same as drivers)

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V. Suggested Names and Topics for Invited Speakers.

Suggested invited speakers are not necessarily limited to the following alphabetical listing. All names should be prioritized and contacted in ascending order to determine their availability for our conference.

Dr. D. J. Boland

CSIRO, P.O. Box 4008

Queen Victoria Terrace, ACT 2600

Canberra

Australia

arid zone tree seeds

Dr. Jeffery Burley, CBE

Oxford Forestry Institute

Oxford University

South Parks Road

Oxford OX1 3RB

United Kingdom

phone + 44 865 275050

fax + 44 865 275074

Vice President IUFRO

Dr. G. M. Donald

University of Stellenbosch

Stellenbosch 7600

Republic of South Africa

arid zone tree seeds

Dr. John Doran
CSIRO, P.O. Box 4008
Queen Victoria Terrace, ACT 2600
Canberra
Australia

arid zone tree seeds

Dr. Bess Larson
FAO
Rome
Italy

arid and semi arid zone arboreal species

Dr. John G. Mexal
Department of Agronomy and Horticulture
New Mexico State University
Las Cruces, NM 88003
USA

phone 505 646-3335

arid zone nurseries

Dr. S. J. Midgley
CSIRO, P.O. Box 4008
Queen Victoria Terrace, ACT 2600
Canberra
Australia

arid zone tree seeds

Dr. Christel Palmberg-Lerche

Chief, Forest Resources

Forest Resources Division

FAO

Rome

Italy

arid and semi arid zone arboreal species

Dr. Willis J. Rietveld

USDA - FS

East Campus

University of Nebraska

Lincoln, Nebraska 68583

USA

phone 402-437-5178

cultural techniques of trees and shrubs in semi arid zones

Dr. Some Laurent Magloire

Directeur du Centre National de Semences Forestieres

01 B.P. 2682 Ouagadougou 01

Burkina Faso

arid zone tree seeds

Dr. J. W. Turnbull

CSIRO, P.O. Box 4008

Queen Victoria Terrace, ACT 2600

Canberra

Australia

arid zone tree seeds

University of Idaho

WI nursery consultants

Dr. B. S. P. Wang

National Tree Seed Centre

Petawawa National Forestry Institute

Chalk River

Ontario K0J 1J0

phone 613-589-2880

fax 613-589-2275

tree seeds

PLANNING PAKISTAN SYMPOSIUM

VI. Initial Agenda

Day 1

Registration

Tea, familiarization

Welcome

Introductions

Briefings

Lunch

Invited speaker, 1

Tea

Volunteer papers, 1

Day 2

Announcements

Invited Speakers, 2

Tea

Volunteer papers, 2

Lunch

Invited Speaker, 3

Tea

Volunteer papers, 3

Dinner

Day 3

Announcements

Invited Speaker, 4

Tea

Volunteer papers, 4

Lunch

Panel discussions with questions, answers

Pakistani Tree Seed Manual

Conclusion

Day 4

Field trip to Peshawar

Lunch

PFI

Overnight in Peshawar

Day 5

Field Trip "A"

Return to Islamabad for departure

Field Trip "B"

Field trip to Faisalabad

Lunch

PFRI

Overnight in Faisalabad

Day 6

Return to Islamabad for departure*

Field Trip "A"

Day 4

Leave Islamabad en route to Peshawar
Comfort stop and/or sightseeing opportunities
Arrive Peshawar
Lunch
Tour PFI campus and seed technology center
Tea
Interviews with PFI personnel
Free time in Peshawar
Overnight in Peshawar

Day 5

Return to Islamabad for departure

Field Trip "B"

Includes all of Day 4, Field Trip "A"

Day 5

Leave Peshawar en route to Faisalabad
Comfort stop and/or sightseeing opportunities
Arrive Faisalabad
Lunch
Tour PFRI research facilities
Tea
Interviews with PFRI personnel
Free time in Faisalabad
Overnight in Faisalabad

Day 6

Return to Islamabad for departure

Arrival Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
	Registration Tea and Social Welcome Introductions Briefings	Announcements Invited Speaker, 2 Tea Volunteer Papers, 2	Announcements Invited Speaker, 4 Tea Volunteer Papers, 4	Field Trip, Peshawar	Field Trip A returns to Islamabad for departure <u>or</u> Field Trip B* continues to Faisalabad	Return to Islamabad* for departure
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
	Invited Speaker, 1 Tea Volunteer Papers, 1	Invited Speaker, 3 Tea Volunteer Papers, 3	Panel Discussions Questions and Answers Tea Pakistani Tree Seed Manual Conclusions	PFI	PFRI*	
	Free Time in Islamabad <u>or</u> Informal Slide Presentations	Dinner	Free Time in Islamabad	Free Time in Peshawar	Free Time in Faisalabad*	

1992

1993

	S	M	T	W	T	F	S
JANUARY				①	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	②⑩	21	22	23	24	25
	26	27	28	29	30	31	
FEBRUARY							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	③⑦	18	19	20	21	22
	23	24	25	26	27	28	29
MARCH	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
APRIL				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
MAY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	④②⑤	④②⑤	26	27	28	29	30
JUNE		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

	S	M	T	W	T	F	S
JULY					1	2	⑤③
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
AUGUST							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	⑥③⑩	⑥③⑩	25	26	27	28	29
SEPTEMBER			1	2	3	4	5
	6	⑦⑦	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
OCTOBER					1	2	3
	4	5	6	7	8	9	10
	11	⑧②	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
NOVEMBER	1	2	3	4	5	6	7
	8	9	10	⑨①	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	⑩⑥	27	28
	29	30					
DECEMBER			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	⑪⑤	26
	27	28	29	30	31		

	S	M	T	W	T	F	S
JANUARY						①	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	②⑧	19	20	21	22	23
	③④/31	25	26	27	28	29	30
FEBRUARY		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	④⑤	16	17	18	19	20
	21	22	23	24	25	26	27
	28						
MARCH		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
APRIL					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
MAY						1	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	⑤③/30	⑤③/31	25	26	27	28	29
JUNE			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

	S	M	T	W	T	F	S
JULY						1	2
	4	⑥⑤	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
AUGUST	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
SEPTEMBER				1	2	3	4
	5	⑦⑥	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
OCTOBER						1	2
	3	4	5	6	7	8	9
	10	⑧①	12	13	14	15	16
	17	18	19	20	21	22	23
	⑨④/31	25	26	27	28	29	30
NOVEMBER		1	2	3	4	5	6
	7	8	9	10	⑩②	12	13
	14	15	16	17	18	19	20
	21	22	23	24	⑪⑤	26	27
	28	29	30				
DECEMBER				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	⑫④	25
	26	27	28	29	30	31	

4

PLANNING PAKISTAN SYMPOSIUM

VII. Symposium Budget

Fiscal responsibility and trust must be substantiated by proper accounting.

The Budget Committee shall approve any proposed budget, all major budget changes, and certify all expenditures after the conference according to the Post Symposium Report.

The Local-arrangements Chairman shall have the practical, every-day responsibility and accountability for conference expenses. He will report monthly to the Conference Chairman with a copy to the Budget Committee. By this manner, each Host Institution will be kept informed of expenses and incomes of the conference. All expenses and incomes will be receipted.

The following is a suggested budget format. The actual budget will be prepared after meeting with each Host Institution and having their commitment for cash, personnel, and material support. The budget must then be balanced by assessing a registration fee to participants. These fees will depend upon any expenses imposed by facilities to rent meeting spaces, charges for dinner, tea, and field trip expenses of rooms.

Estimated Income

1. Host Institutions^{1/}

- a.
- b.
- c.
- d.

^{1/}Funding from Host Institutions may be either in cash, personnel, or material. All cash will be pooled and used as necessary unless otherwise specifically noted when budget is approved by Host Institution signee.

2. Registration fees^{2/}

- a. regular
- b. in-country
- c. graduate school
- d. spouse or family accompanying registrant
- e. corporate^{3/}
- f. field trip

(1) Peshawar only

(2) Peshawar and Faisalabad

^{2/}Field trips, social events, and dinner are expected to be supported

by participants' registration fees. Publishing Symposium Proceedings is a major expense and will hopefully be supported by funding from a Host Institution rather than participant registration fees.

3. Corporate support^{2/}

a.

b.

^{3/}Corporate funding will be recognized by allowing poster displays of of their interests.

Estimated Expense

1. Planning

a. mailing

- (1) first notice
- (2) second notice
- (3) response to participants
- (4) pre-registration

b. fax, telephone

- (1) invited speakers
- (2) Pakistan - USA

c. field trip coordination

- (1) on-site visits to PFI
- (2) on-site visits to PFRI

d. representative to meetings

- (1) Argentina
- (2) Burkina Faso

2. Administrative

a. printing

- (1) notices
- (2) participant package, tickets, etc.
- (3) program
- (4) name tags
- (5) photocopying

- (6) maps for field trips
 - b. registration
 - (1) signs
 - (2) photocopying
 - (3) receipts
 - (4) office supplies
 - c. physical facilities
 - (1) meeting rooms
 - (2) registration desk area
 - (3) poster area
 - (4) rentals
 - (a) office equipment
 - (b) audiovisual
 - (5) miscellaneous or hidden
3. Proceedings
- a. mail, fax to authors
 - b. printing
 - c. binding
 - d. mailing
4. Invited Speakers
- a. travel
 - b. per diem
 - c. miscellaneous (passport, medical, etc.)
 - d. absorb registration costs
 - e. honoraria or mementos

5. Meals^{2/}
 - a. dinner
 - b. tea

6. Socials^{2/}
 - a. entertainment at dinner
 - b. spouse program
 - c. sightseeing, shopping tour

7. Field Trips^{2/}
 - a. transportation
 - b. rooms
 - c. meals
 - d. road tolls
 - e. hospitality, local tour, etc.

8. Recognition
 - a. Host Institution plaques
 - b. symposium mementos
 - c. staff breakfast

PLANNING PAKISTAN SYMPOSIUM

VIII. Flow-chart with Suggested Dates

February, 1992

1. Host Institutions

a. authorize:

(1) title

(2) theme

(3) dates

(4) location

(5) Conference Chairman

b. approve proposed budget

c. authorize funding

d. commit:

(1) personnel

(2) office facilities

(3) vehicles

e. identify contact person

f. provide copies of official logo for use on symposium publicity

2. Conference Chairman

a. convene planning session

(1) appoint local-arrangements Chairman

(2) appoint Budget Committee

b. develop budget details

(1) registration fee

(2) publish Proceedings

(3) banquet

(4) socials

c. propose technical program

- (1) agenda
- (2) announcement, call for papers
- (3) speakers
 - (a) format
 - (b) invited
 - (c) volunteer
- (4) editor
- d. propose non-technical program
 - (1) meeting sites
 - (a) visit each site
 - (b) evaluate facilities
 - (2) banquet
 - (3) socials
 - (4) field trips
 - (a) scientific
 - (b) non-scientific
- e. contract for meeting facility
 - (1) meeting room
 - (2) lodging
 - (3) food
- f. liaison with all hosts
 - (1) visit personally
 - (2) brief
 - (3) request cooperation for tours
- 3. Local-arrangements Chairman
 - a. support non-technical program
 - (1) investigate potential facilities

- (a) Tourist, Convention Board
- (b) individual hotels
- (c) government facilities
- (2) determine meeting facilities
 - (a) space
 - (b) availability
 - (c) cost
 - (d) convenience
- (3) determine lodging facilities, costs
 - (a) with meeting facility
 - (b) institutional dormitories
- (4) determine eating facilities, costs
 - (a) meals
 - (b) banquet
 - (c) tea breaks
- (5) transportation suggestions
 - (a) local (airport, meeting facilities, errands, administrative)
 - (b) field trips (long distance, all registrants plus some accompanying family)
 - (c) vehicle and driver reserves
 - (d) estimated expense
- (6) suggest social activities
 - (a) banquet entertainment
 - (b) sight-seeing
 - (c) cultural program
 - (d) shopping

- (7) develop field trips
 - (a) PFI
 - (b) PFRI
- b. familiarize with budget
 - (1) discuss, understand budget
 - (2) arrange for purchasing authority
 - (a) petty cash
 - (b) purchase orders, maximum
 - (3) establish need for receipts when reimbursing delegated authorities.
- c. visit, evaluate each facility site with Conference Chairman
 - (1) reserve facilities
 - (2) contract for facilities
 - (3) establish contact at each facility
- d. identify all personnel for sub-delegated authorities and report to Conference Chairman.

March, 1992

- 1. Local-arrangements Chairman
 - a. forward any details to Conference Chairman for including in announcement
 - b. contact tourist, convention agencies for participant hand-outs
 - (1) maps
 - (2) lists of restaurants
 - (3) local attractions
 - c. identify problems
 - d. follow-up on field-trips

- e. print announcements locally

April, 1992

- 1. Conference Chairman
 - a. send invitations to selected speakers
 - b. release announcements, call for papers

May, 1992

- 1. Conference Chairman
 - a. follow-up with invited speakers
 - b. review with Local-arrangements
 - (1) speakers
 - (2) facilities
 - (3) budget

June, 1992

- 1. Local-arrangements Chairman
 - a. obtain floor plans of meeting facilities
 - (1) identify rooms for plenary session, poster exhibits, registration desks, banquet, tea breaks, symposium command post.
 - (2) assure all activities are scheduled in sufficient space within facility.
 - b. forward to Conference Chairman
 - c. contact sub-delegated authorities and brief their duties.

July, 1992

1. Local-arrangements Chairman
 - a. print preliminary program
 - (1) review with Conference Chairman
 - (2) mail to expected participants

September, 1992

1. Conference Chairman
 - a. second announcement, call for papers
 - b. review with Local-arrangements
 - (1) field trips
 - (2) socials
 - (3) budget

October, 1992

1. Local-arrangements Chairman
 - a. finalize plans, dates, schedules
 - (1) field trips
 - (2) socials
 - (3) banquet menus
 - b. contact facilities and coordinate, review responsibilities.

November, 1992

1. Conference Chairman
 - a. follow-up with invited speakers
 - (1) title

- (2) transportation
- (3) per diem
- b. respond to volunteer papers
- c. complete agenda
 - (1) speakers, sessions
 - (2) banquet
 - (3) socials
 - (4) field trips
- d. review with Local-arrangements
 - (1) contact local TV, press
 - (2) facilities
 - (3) budget
 - (4) local and field-trip transportation, schedules, personnel

January, 1993

- 1. Local-arrangements Chairman
 - a. plan registration procedures
 - (1) personnel
 - (2) location in facility
 - (3) receipts
 - (4) change available
 - (5) assemble participant hand-outs
 - (6) pre-registration
 - b. establish publicity with TV, press
 - c. finalize all details of program
 - (1) room assignments for papers
 - (2) banquet

- (3) tea breaks
- (4) socials
- (5) field trips
 - (a) visit each location
 - (b) personally speak with liaison
 - (c) review local transportation, drivers
 - (d) inspect lodging, meal facilities
 - (e) review program and responsibilities
 - (f) verify local program is acceptable
- (6) liaison with field-trip transportation

March, 1993

- 1. Conference Chairman
 - a. finalize, print agenda
 - b. follow-up with invited speakers
 - c. review with Local-arrangements
 - (1) publicity
 - (2) problems-last minute changes
 - (3) facilities
 - (4) field-trips
 - (5) socials
 - (6) sufficient local help
 - (7) registration details
- 2. Local-arrangements Chairman
 - a. telephone each field-trip location and repeat our expectations for local support
 - (1) local transportation, driver

- (2) lodging, meals
- (3) program
- b. liaison with meeting facilities for last-minutes changes
- c. identify, organize registration
 - (1) where?
 - (2) when?
 - (3) who?
 - (4) how?
 - (5) what?
- d. local transportation
 - (1) meeting facility provide airport transportation
 - (2) host provide airport transportation
 - (3) administration errands
- e. print program
- f. review budget with Conference Chairman
- g. prepare helpful signs for use at meeting facility

"Spring, 1993"

- 1. Host Institutions
 - a. be available for publicity
 - (1) TV, press
 - (2) address plenary session
 - b. contact person should attend symposium dinner, field trips
- 2. Conference Chairman
 - a. represent organization at symposium
 - (1) available for trouble-shooting
 - (2) last-minute changes

- (3) fill-in as needed
- b. budget
3. Local-arrangements Chairman
 - a. registration
 - (1) table and personnel
 - (2) forms
 - (3) signs
 - (4) name tags
 - (5) handouts
 - (6) receipts
 - (7) cash for change in money box
 - (8) typewriter, calculator, pens, staples
 - (9) prepare list of all participants by name, institution, address, telephone, fax numbers
 - b. information table
 - (1) knowledgeable person to answer questions - must be well informed and able to communicate with foreigners
 - (2) lost and found
 - (3) messages for participants
 - c. equipment
 - (1) 35 mm projector
 - (2) overhead projector
 - (3) extension cords
 - (4) large poster pads, magic markers or blackboard, chalk, eraser
 - (5) pointers
 - (6) extra bulbs for all projectors
 - (7) microphones

- d. personnel
 - (1) registration
 - (2) projector operators, reserves
 - (3) lighting
 - (4) runners
 - (5) sound (microphone)
 - (6) drivers, reserves
 - (a) local
 - (b) field-trip
 - (7) liaison with meeting facility personnel for trouble-shooting, last-minute changes, etc.
 - (8) social party
 - (a) available and capable, personable, communicative persons to mix with international participants and their accompanying guests.
 - (9) medical assistance available nearby
- e. field-trips, EMPHASIZE SCHEDULE
 - (1) vehicles, drivers and reserves
 - (2) map of route
 - (a) photocopied for each participant
 - (b) points-of-interest
 - (c) approximate distance, time, stops
 - (3) hand-out of field trip
 - (a) included in registration package
 - (b) local comments of photos, customs
 - (4) group leader
 - (a) local, knowledgeable

- (b) speaks, understands English for international participants
- (c) responsible for all people on board his vehicle
- (5) provide opportunities for local stops
 - (a) comfort
 - (b) customs, photos
 - (c) shopping
- (6) have cash for tolls
- (7) arrange lodging, meals promptly
- (8) all expenses pre-paid by registrants
- (9) coordinate transportation to airport for departure
- f. meet with Conference Chairman
 - (1) review expenses
 - (2) pay bills
 - (3) review budget
 - (4) close-out meeting facility
 - (5) arrange to return articles forgotten, left by participants
 - (6) brief host institutions
 - (7) assist in preparing Post-Symposium Report
- g. remove all symposium equipment, signs, etc. from meeting facilities and return in original condition to owners

"Summer, 1993"

- 1. Conference Chairman
 - a. prepare final report, budget
 - b. follow-up with proceedings
 - c. review with Local-arrangements

2. Local-arrangements Chairman
 - a. promptly attend to all loose ends, unpaid bills, forgotten articles, etc.
 - b. be prepared to address liaison with meeting facilities in case of errors, discrepancies, etc.

PLANNING PAKISTAN SYMPOSIUM

IX. Sample Forms

" _____ "

(Symposium Title)

First Notice and Call for Papers

The Inspector General of Forests for Pakistan announces an international tree seed symposium administered by United States Agency for International Development and the Winrock International Institute for Agricultural Development. IUFRO Project Group P2.04-00, Seed Problems, supports and endorses this symposium.

The symposium will be held in Islamabad, Pakistan on _____ date _____, 1993, to address Forest Tree Seed Problems in Arid and Semi-Arid Zones.

The program format will present four invited speakers with additional volunteer papers in each of the four subject areas:

- 1. _____ name _____, _____ subject area _____
- 2. _____, _____
- 3. _____, _____
- 4. _____, _____

Additionally, all speakers will form a panel to address questions and discussions from any participant. Pakistani foresters will present a reference for arid and semi-arid forestry, Pakistan Tree Seed Manual. Finally, two field trips are offered for participants to visit and experience Pakistani tree seed technology and a Pakistani forestry research center.

Symposium proceedings including invited and volunteer papers will be published. All papers must be submitted in English and be camera-ready for including into the proceedings. Manuscript instructions will be sent to each prospective participant returning a preliminary registration form. We also encourage poster and will publish a one-page synopsis of each poster presented.

You are further invited to request an informal presentation of your slides during an evening session. The title and a one paragraph description will also be published with poster synopses and papers in the proceedings.

A second announcement will be sent to preliminary registrants in September, 1992.

Islamabad is a city of world history, art and culture. It is served by major international airlines and offers much to do and see. Plan to bring your family and take part in our extracurricular festivities.

For further information, please complete the enclosed Preliminary Registration form and return no later than 1 August, 1992. Return to:

Name

Address

Fax number

" _____ "

(Symposium Title)

Preliminary Registration

_____	_____	_____
Title	Family name	First name, given name

Institution		

Mailing address		

City		

Country	Fax number	

I am interested in presenting:

(1) Volunteer paper entitled

(2) Poster presentation entitled

(3) Informal slide presentation entitled

All papers, poster synopses, and slide paragraphs are due camera-ready no later than 15 March 1993. Papers will be published at the symposium only with correct format and when submitted on schedule.

All fees are payable in _____ currency. Registration _____, includes one dinner. Field trip "A" to Peshawar to visit Pakistan Forestry Institute School of Forestry and tree seed center including bus transportation and lodging, _____. Field trip "B" includes "A" plus visit to Punjab Forestry Research Institute at Faisalabad to visit forestry research including bus transportation and lodging, _____.

Both "A" and "B" will return participants to Islamabad for departure.

Spouse registration _____.

Includes social events, shopping, sightseeing tours in Islamabad as well as one dinner.

I am interested in Field trip "A" _____

I am interested In Field trip "B" _____

Signature

Date

(Symposium Title)

Second Notice

Islamabad, Pakistan

Dates

In response to your inquiries, be advised of the following:

1. Participants responding as of August 1992

Name	Presentation offered

2. Hotels available for Symposium

Name	Fax, Address
Daily rate*	Distance from meetings

3. Registration fees*

regular _____ includes

spouse _____ includes

4. Field trip "A"*

5. Field trip "B"*

*all in _____
currency

6. Proceedings will be included in regular registration fee only. Any contribution for proceedings publication must be submitted by _____ in camera-ready format.
- Date
7. Local currency _____
8. Local expected weather for _____ is _____ °C with _____ cm
Month
- rainfall. Bring comfortable, casual clothing. If you plan to go on a Field trip, expect a 2-3 hour bus drive.
9. Local transportation from Islamabad airport is available by _____
-
10. Visa requirements are best advised by direct communications with your government agencies or from Pakistani Consules in your country.
11. Please complete and return the Postal Registration Form no later than 1 February 1993 to:

Name

Address

These instructions serve as a model to be used in preparation of all IUFRO manuscripts, those for official publication, papers, records of committee meetings, subject and project groups, working parties, and congresses of IUFRO.

For this symposium only, papers should not exceed 3000 words nor require more than a 15-minute presentation.

Format

Size and kind of paper

White bond, weighing 70 to 80 grams per square metre (USA 20 lb. ream weight), size A4 (International Standards Organization) (210 by 297 mm) or USA standard size 8 1/2 by 11 inches.

Face of page

Standard typewriter, text single-spaced (main title, double-spaced). Margins and border 25 mm (1 inch), length of text 240 mm (max. 10 inches), resulting in text face of 160 x 240 mm.

Pages should be numbered consecutively, beginning with page 2, in the middle of the top border.

On the first page, the upper third of the page should contain title and author, the remaining text therefore taking 160 x 160 mm.

Use a typewriter having a 12 pitch Elite type or similar to this text.

Organization and Composition

Language

Any one of the approved IUFRO languages, English, French, or German may be used. A summary in a second language, preferably English, is desirable.

Structure

Paragraphs should be organized under headings (in addition to the title of the paper itself) of three types: main, intermediate and subheadings.

Typing

Title: centered, C A P I T A L S, spaced between letters, upper third of page one.

Main Heading: Main headings will include Summary, Introduction, Experimental Methods, Results, Conclusions, and Literature Cited, or similar breakdowns, depending on the nature of the text. Centered, all capital letters, spaced distance from above material 4 lines, from below material 1 line (i.e., 4 and 1 lines blank above and below).

Intermediate Heading: centered, first letter capitalized, spaced 3 lines from above, 1 from below material.

Subtitle: flush left, first letter capitalized, spaced 2 lines from material above, 1 line from below material.

Paragraphs: Indent 5 space.

Illustrations

Best for publication purposes are black on white line drawings or gloss black and white prints of high-quality photographs 4 x 6 or 7 by 10 inches (9 x 13 or 18 x 24 cm).

Credit to IUFRO

Authors who present papers at IUFRO meetings and subsequently publish elsewhere are asked to credit "presented at a IUFRO meeting."

Title

Title of the paper should be brief, usually no more than eight words, but specific enough to indicate contents. The title will be followed by the author's name, working title or position, if any, and affiliation. A maximum of 5 keywords should be added.

Summary and/or Conclusions

This should be no more than half a page in length, and give an evaluation of the paper's scientific significance as concisely and non-technically as possible.

Literature Cited

All literature drawn on in the preparation of the paper should be acknowledged in the bibliography, alphabetically by author, and within publications by the same author, according to the year of publication. Sequence: name of author, year of

publication, title. Titles of periodicals may be abbreviated as long as they remain intelligible to foreign readers.

Sample entries:

Aubreville, A., 1949: Climats, forets et desertification de l'Afrique tropicale.

Societe d'editions geographiques, maritimes et coloniales, Paris, 351 pp.

DeBano, L.P. and Rice, R.M., 1973: Water-repellent soils; their implication in forestry. Journal of Forestry, vol. 71, no. 4, pp. 220-223.

Kern, H. and Naef-Roth, S., 1965: Zur Bildung phytotoxischer Farbstoffe durch Fusarien der Gruppe Martiella. Phytopathologische Zeitschrift, vol. 53, pp. 45-64.

Date (month, year) of preparation should be at end of page.

(Symposium Title)

Postal Registration

Name _____

Address _____

Fax _____

Institute _____

I shall be accompanied by _____

and will arrive at Islamabad on _____
date

via _____ arriving _____
flight time

I request to present _____

in the form of paper _____, poster _____, slide presentation _____.

I will participate in Field trip "A" _____

I will participate in Field trip "B" _____

Signature

Date

Sample Publicity Letter

Editor, _____

Journal Name

Dear _____,

Would you consider the attached announcements of _____

Symposium Title

_____ to be held in Islamabad, Pakistan on _____,

1993 for release in your Newsletter?

Date

You may use the attached in whole or in part, as space allows.

Thank you for your consideration.

Name

This cover sheet should be sent to all relative Newsletters to announce and publicize the conference. Attach "First Notice and Call for Papers" plus "Preliminary Registration" form for early release, then send "Second Notice" plus "Postal Registration" form for later release.

Suggested Newsletters for Publicity Release

IUFRO Secretariat
IUFRO NEWS
Seckendorff - Gudent - Weg 8
A - 1131 Vienna
Austria

Informaciones de IUFRO
CIT - INIA
Dr. D. Ramon Elena Rossello
Apartado 8111
28040 Madrid
Spain

Dr. D. G. Edwards
Seed Problems, IUFRO P2.04-00
Forestry Canada
Pacific and Yukon Region
506 West Burnside Road
Victoria, British Columbia V8Z 1M5
Canada

Dr. F. T. Bonner
Tree Seed Newsletter
USDA - FS
P.O. Box 906
Starkville, MS 39759
USA

ASEAN - Canada Forest Tree Seed Centre
Muak - Lek
Saraburi 18180
Thailand

Dr. Willis Rietveld
Center for Semiarid Agroforestry
USDA - FS
East Campus
Univ. of Nebraska
Lincoln, Nebraska 68583
USA

Forestry Support Program
USDA - FS (IF)
P.O. Box 96090
Washington, DC 20090-6090
USA

or
FSP's A.I.D. pouch address is:
Forestry Support Program
c/o USAID R&D/EF
Room 503 SA-18
Washington, DC 20523-1810

AFSICH Agroforestry Seeds Circular
c/o P. G. Fernandez
Department of Agronomy
UP - Los Banos
College, Laguna 4031
Philippines

ICRAF/DSO Coordinator
P.O. Box 30677
Nairobi
Kenya

Dr. Robert D. Mangold
Tree Planters' Notes
Cooperative Forestry, USDA - FS
P.O. Box 96090
Washington, DC 20090
USA

Dr. S. R. Draper
Seed Science and Technology
NIAB
Huntingdon Road
Cambridge CB3 0LE
England

Dr. L. E. Wiesner
Journal of Seed Technology
National Seed Storage Laboratory
Colorado State University Campus
Fort Collins, CO 80523
USA

Dr. Hugh O. Schooley
NEWS BULLETIN, Canadian Tree Improvement Association
Petawawa National Forestry Institute
Forestry Canada
Chalk River, Ontario K0J 1J0
Canada

(Symposium Title)

Islamabad, Pakistan

Dates

Registration Form and Receipt

Name _____

Title _____

Institution _____

Mailing address _____

Local hotel _____

Room number _____

Interests _____

Registration:

Regular _____

Spouse _____

Other _____

Field trip "A" _____

Field trip "B" _____

Other _____

Total fees paid _____

Received by

Date