

Guidelines for Conference Participants

(Moderators and Speakers)

The Rocky Mountain Land Use Institute



1. Communication

We will handle a majority of our communications with you through e-mail. Forms and all guides will be posted on-line as PDFs for you to view or download.

As we will be relying on e-mail for most of our communications with you, it is important that we have your current e-mail address. Please let us know if there are any changes or if you have a preferred e-mail address. Also, please make sure that you are receiving our e-mails (check your spam filter to make sure that RMLUI is on your “whitelist.”)

2. Conference Registration

All session presenters (moderators and speakers) MUST register on-line for the conference. We request that all moderators and speakers register no later than January 31, 2007. Registration is complimentary; however, the process is necessary for purchasing parking permits, selecting lunch options, and to maintain our database. Please visit www.law.du.edu/rmlui to register. Choose the “Speaker” option during the registration process.

3. Ensuring a Successful Session

We want your presentation to shine! The vast majority of your audience are land use professionals who are seeking immediate application of your wisdom and expertise. They do, however, vary in experience, so be sure to define legal and technical terms and acronyms. Please also remember that your audience will be composed of people from throughout the Rocky Mountain West and beyond; do not limit your remarks exclusively to Colorado unless you are on a Colorado-specific panel. Finally, please bear in mind that the best speakers are those who are the most enthusiastic and animated about their topics!

Please visit the Speakers’ Corner on the RMLUI website for helpful guidelines for moderators and speakers. For example, the Speakers’ Guide is a useful guide that

will help you give a polished presentation. Also at Speakers' Corner, you can find guidelines for creating a strong visual presentation, including PowerPoint.

4. **Permission to Record and Release Form**

This is the only form you need to fill out and it is available online only. Please go to the Speakers' Corner on our website to download it. Fax or mail the completed and signed form by January 31, 2007. The mailing address and fax number are listed on the form.

5. **Audiovisual Equipment and Laptops**

RMLUI will provide laptops and projects in all session rooms. Visual presentation files will be pre-loaded—you will be asked to submit these files in advance by March 1, 2007. AV technicians will be on hand to ensure smooth operation of all equipment. All sessions will be recorded. Please note specific requirements for your presentations in the "Creating a Visual Presentation" document found in the Speaker's Corner of our website.

6. **Written Materials**

All panelists and speakers are asked to prepare written materials to be distributed at their session(s). These written materials help the attendees follow the presentation and serve as a valuable reference source after the conference. They should be concise but cover all important points of law, theory or practice mentioned in your presentation and provide relevant citations to judicial decisions and articles. It is of utmost importance that your materials are of the highest quality with respect to accuracy and content. It is requested that moderators prepare a one or two page introduction to their sessions to pull together the panelists' materials.

- a. You may submit your written materials in digital format via e-mail or cd-rom.
- b. Type style should be Times New Roman or CG Times, 12 point.
- c. 1" margin all around each page. Otherwise, we will lose text during reproduction. Please be especially careful about this if you are providing maps, graphs or charts.
- d. Approximate desired length is 5-10 single-sided pages. **We will not accept submissions over 25 pages without prior approval. This includes all attachments and exhibits.**
- e. Do not paginate your materials. Identify the author and title of the presentation on the first page. A separate cover sheet is neither necessary nor desirable. In addition, please do not include your bio in your materials. Speaker bios all appear in the Thursday bound materials.
- f. You must obtain written reprint permission for any previously copyrighted materials. **This is important. We will not reprint copyrighted materials without express written permission from the owner.** All materials submitted become the property of the Rocky Mountain Land Use Institute, subject to the reprint permission granted.

- g. Please remember that by submitting your materials, you license RMLUI to use them indefinitely for distribution and sale, subject to existing copyrights.

7. Copyright Enforcement

RMLUI abides by copyright law and conference speakers must respect this law as well. This means that if you use illustrations or other materials that other people own, you must obtain their permission in written form. E-mail messages, a signed form, or a written letter are appropriate forms of permission. Any session materials, handouts, or PowerPoint presentations that we post on our website must adhere to copyright law.

8. Hotel

The Rocky Mountain Land Use Institute has made arrangements for a discounted corporate rate for our guests at the **Brown Palace Hotel** and **Comfort Inn Hotels** (directly connected via skybridge). They are located in the heart of downtown Denver and are within walking distance or a short light rail ride of great restaurants and many of Denver's best attractions.

The discounted corporate rate for the **Brown Palace (four stars)** is **\$189.00** plus tax per night. Please call **303-297-3111** or toll free at **800-321-2599** for reservations. www.brownpalace.com

The discounted corporate rate for the **Comfort Inn Hotel** is **\$119.00** plus tax per night. Please call **303-296-0400** or toll free at **800-237-7431** for reservations. www.denvercomfortinn.com

Special Note: Please mention the Rocky Mountain Land Use Institute 16th Annual Conference to receive our discounted corporate rate at each hotel. The discounted hotel rates are limited and are available on a first come, first serve basis. The **cut off date** for reservations at the special discounted rate is **February 5, 2007**.

9. Need Help?

If you encounter any difficulties or have questions that are not answered in this manual, please contact our program coordinator at 303-871-6319.

10. Quick Reference on Important Deadlines

January 31, 200	Permission to Record & Release Form
January 31, 2007	Biographical Information e-mailed to RMLUI
January 31, 2007	Online registration
February 8, 2007	Hotel reservation deadline
February 07, 2007	Written materials due
March 1, 2007	Power Points uploaded to FTP site (to be e-mailed to you)