

April 10, 2008



Dear FLMS/NALMS SE 2008 Presenter:

Thank you for agreeing to give a presentation at the 2008 Annual FLMS Conference and NALMS Southeast Regional Conference (FLMS/NALMS SE 2008). The Conference will be held at the beautiful Sandestin Golf and Beach Resort in Sandestin, Florida (www.sandestin.com) from June 2-5, 2008.

We are working on a draft schedule and program for the Conference and expect to post these on the FLMS web site (www.flms.net) by April 15. We will continue to post updated schedules on the web site along with names of session moderators when they are available.

Conference deadlines:

- **April 30** – Last day for hotel reservations at the Conference rate. Make your hotel reservation early since the room block may fill up prior to that date.
- **May 8** – Extended Abstracts due for inclusion in the Conference program.
- **May 28** – Presentation PowerPoint files due for loading on Conference computers.

Please review carefully the following instructions:

Platform Presentations. Each presenter will have a **total of 20 minutes** for both the presentation and questions from the audience. We recommend that you speak for 15 min and allow 5 min for questions. Moderators must keep their session on schedule. Each presenter should arrive at the session 10 minutes prior to the session starting time to check-in with the moderator and to become familiar with the operation of the AV equipment. Check the FLMS web site (www.flms.net) for updated Conference schedules.

Poster Presentations. Posters will be presented on Tuesday afternoon. Information on maximum poster size, set-up and takedown times, and other details will be posted on the FLMS web site (www.flms.net). Contact the Poster Session Moderator, Ann Shortelle (abshortelle@mactec.com) with questions.

Extended Abstracts. The Proceedings of the Conference will be printed and distributed to all attendees. The Proceedings will consist of a 2-page Extended Abstract for each platform and poster presentation. Instructions for preparation of Extended Abstracts are attached. In order to be included in the Conference Proceedings, **you must submit your Extended Abstract no later than May 8, 2008**. Your Abstract will be published as it is received; it is your responsibility to ensure the accuracy of the Abstract prior to submittal.

Presentation Files. Only PowerPoint presentations will be allowed at the Conference. We will use PowerPoint 2007 that is compatible with previous versions. Presenters will **not** be allowed to connect their own laptop to the projector. **Forward your presentation to AV-Coordinator Dean Dobberfuhr no later than May 28, 2008**, for transfer to Conference computers. Please **name your file with your last name, title keywords, and your abstract number** from the draft program. Files named "FLMS 2008" or "my presentation" are difficult to organize. Submit your file in one of two ways:

- 1) **Up to 25 MB**, email the file as an attachment to Dean Dobberfuhr (ddobberfuhr@sjrwmd.com).
- 2) **25 MB or larger**, contact Dean (email or tel 386-329-4461) about alternate ways to transmit your file.

Please bring a back-up copy of your presentation to the Conference on a CD or USB flash drive – just in case.

Registration. Note that FLMS does not pay expenses for presenters and that acceptance of your Abstract does not register you for the Conference or for a hotel room. Registration and hotel information are found on the FLMS website (www.flms.net).

The Florida Lake Management Society sincerely thanks all presenters for their contributions to the 2008 Conference. I look forward to seeing you at the Sandestin Golf and Beach Resort. If you have any program questions, please do not hesitate to contact me.

Sincerely,

Mike Coveney

Michael F. Coveney, Ph.D.
St. Johns River Water Management District
Conference Program Chair
(mcoveney@sjrwmd.com).

Instructions for Preparation of Extended Abstracts for the 2008 Florida Lake Management Society Conference

We strongly encourage each Presenter (platform or poster) to prepare a 2-page Extended Abstract to be printed in the Conference Proceedings. **If you do not submit the Extended Abstract, we will use your initial short abstract for the Proceedings.** The Extended Abstract should represent a balanced summary of the material to be presented at the Conference.

Please submit your Extended Abstract in WORD (.doc or .docx) format no later than May 8, 2008 to be included in the Conference Proceedings. Please e-mail your Abstract to Mike Coveney (mcoveney@sjrwmd.com).

The Extended Abstract should contain paragraphs describing: (1) purpose, scope, and objectives of the project and presentation; (2) methods or approach used to acquire information; (3) key findings and results of the work; and (4) conclusions and recommendations.

Figures and tables are appropriate, and we encourage the listing of important references so that interested persons can review additional information. Please proof your Abstract carefully prior to submittal.

In order to provide concise substance in the Proceedings, we are asking that you limit your Extended Abstract to two (2) single-spaced pages using a 12-point font. We prefer that Abstracts and references extend to about one and one-half page to allow space for notes to be taken during the meeting.

Abstract Format

Margins: Use 1-inch margins at the top, bottom, right and left sides of your paper. Use full justification (right- and left-hand margins). Paper size should be 8.5-inch x 11-inch.

Font: Use a 12-point Times New Roman font.

Format: Use the format shown below when preparing your Abstract. Your Abstract title should begin at the top of the page, in bold caps. Double-space between the title and the author(s). List the name(s) of author(s), affiliation(s), and city/state. After the last author is listed, triple-space before beginning the text or first sub-heading of your Abstract. Indent the first line of each paragraph 0.5-inch. Double-space between paragraphs. **Please avoid formatted footnotes, since these cause errors when your Abstract is combined with others into one file.**

The Proceedings will contain a separate list of the names, addresses, phone numbers, and e-mail addresses of presenting authors. Please include with your submittal a separate listing of this information.

Example of Extended Abstract

TITLE

Name of Author(s) – Underline name of presenter
Name of Company or Affiliation
City, ST

Sub-Headings

Sub-headings should be bold and underlined, flush with the left margin

Text

Do not include page numbers on your Abstract. The Abstracts will be arranged according to session, and the page numbers will be added prior to printing of the Proceedings. Tables and figures can be included in the Extended Abstract. Please position these where you want them to be printed.

References

References are encouraged so that the interested person has some guide to the literature. Triple-space between the last line of text and the references. Please use the format shown below.

Notes

Type a horizontal line beneath the references. This will give the audience space to make notes during your presentation. Use format shown below.

Miscellaneous

If you have any questions while preparing your Extended Abstract, please contact Mike Coveney, 386-329-4366, mcoveney@sjrwmd.com.

Reference(s)

Harper, H.H. and Darling, S.H. (2006). "Instructions for Preparing Extended Abstracts for the 2006 Florida Lake Management Society Conference." St. Augustine, FL.

NOTES

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