



American Society for Public Administration

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Dear ASPA 2005 Conference Program Participant:

Thank you for agreeing to participate in ASPA's 2005 Conference. To ensure a successful conference, please read this information carefully and provide the information requested by the assigned deadlines.

INCLUDED IN THIS MAILING:

- **Program Participant Information Form:** This includes a short description of your panel: title, date, time and the names of the other panelists. Paper titles, where applicable, are also included. Deadline for inclusion in program book: **January 17, 2005.**
- **Instructions for Submission of Conference Abstracts and Papers:** Enclosed are instructions for the submission of conference papers and their abstracts. Conference papers are a very popular item among the attendees and we want to ensure that your abstract is included in the Program Book. Please fill out the enclosed form indicating whether or not you authorize ASPA to offer copies of your paper for purchase. The deadline for submission of final abstracts for inclusion in the final conference program book is **January 17, 2005.**
- **Request for Audio Visual Equipment:** Enclosed is a form for you to indicate your audio visual requests. Please complete this form and return by **February 14, 2005**, to ensure its availability for your session. *Note: No audio visual requests will be accepted after the deadline or onsite at the conference.*
- **Program Participant Registration Form:** All presenters and moderators must register and pay for the conference by **February 18, 2005.** We have enclosed a participant registration form for your convenience. In accordance with ASPA policy, participants are not reimbursed for expenses related to the conference. There is a special one-day registration fee for those who wish to attend the conference only on the day they are presenting (see the registration form for details).
- **Instructions for Moderators:** If you serve as a session moderator, instructions are enclosed to help clarify your role. Moderators are asked to follow these instructions.

IMPORTANT DEADLINES:

- Program Participant Information Form:** For inclusion in the Conference Program Book, this completed form must be received by ASPA no later than **JANUARY 17, 2005.**
- Final Abstract Submission:** For inclusion in the Conference Program, abstracts must be received by ASPA no later than **JANUARY 17, 2005.**
- Audio Visual Requests: FEBRUARY 14, 2005.** *Note: No audio visual requests will be accepted after the deadline or onsite at the conference.*
- Conference Registration:** Register by **FEBRUARY 18, 2005** to receive the early registration rate
- Hotel Reservations:** Hyatt Regency Milwaukee, 333 W. Kilbourn Avenue, Milwaukee, WI 53203 Phone: 414-276-1234, Fax: 414-276-6338. A limited block of sleeping rooms is available for the group rate of \$112 plus applicable taxes, currently 14.6%. Reservations must be made directly with the hotel no later than **FEBRUARY 28, 2005**, to receive the conference rate. Be sure to mention the American Society for Public Administration (ASPA) to receive the special rate listed. Discounted suites are also available at 25% off the prevailing suite rate. The hotel is offering a limited block of rooms at the prevailing government per diem during peak nights of the meeting. You must have valid government identification upon check-in to receive the per diem rate. For more details, see the ASPA conference website at www.aspanet.org.
- Final Papers:** If you authorize ASPA to offer your paper for purchase, please email it to Christine McCrehin at cjewett@aspanet.org by **MARCH 1, 2005.**

OTHER INFORMATION:

- If you have any questions regarding your **AV request** contact Leslie Fain at 301-942-5579 or Leslie@Faingroup.com
- If you have any questions regarding your **paper or abstract submission** contact Christine McCrehin at 202-585-4313 or cjewett@aspanet.org.
- If you have any questions regarding your **participant information form** contact Amy Huber at 202-585-4304 or ahuber@aspanet.org.
- If you have any questions regarding your **participant registration form** contact Patricia Yearwood at 202-585-4309 or pyearwood@aspanet.org



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INNOVATIONS IN RESEARCH & PRACTICE