



2015 Midwest Poultry Federation (MPF) Convention
Saint Paul RiverCentre | Saint Paul, Minnesota
March 17-19, 2015

Deadlines / Contact Information

The Midwest Poultry Federation's primary purpose is to host an annual regional convention emphasizing on-farm poultry production. The convention's goal is to offer cutting edge information to attendees through a balanced offering of exhibits and educational workshops.

Due November 1, 2014

- Review this document and return signed Speaker Contract to ldurben@midwestpoultry.com

Due December 1, 2014

- Speaker Information Sheet
- Photo
- Hotel Reservation Form

Due January 15, 2015

- Audio Visual Equipment (*only if special requests*)

PROCEEDINGS

- Honorarium based on submission of written materials for the Proceedings on these dates:
 - Submit by February 15, 2015 - \$150
 - Submit by March 1, 2015 - \$75
 - Submit after March 1, 2015 - \$0

MPF Contacts:

Lara Durben

MPF Program Director
Midwest Poultry Federation
108 Marty Drive
Buffalo, MN 55313
Ph: 763/682-2171
Fax: 763/682-5546
Mobile: 612/554-0920
ldurben@midwestpoultry.com

Dr. Ken Koelkebeck

MPF Education Sessions Co-Chair
University of Illinois
Ph: 217-244-0195
Fax: 217-333-5044
kkoelkeb@illinois.edu

Dr. Darrin Karcher

MPF Education Sessions Co-Chair
Michigan State University
Ph: 517-775-0485
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dkarcher@msu.edu



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**Speaker Information Sheet (for mobile app, printed
program and introductions)**

Return by December 1, 2014

Name: _____

Title: _____

Present Organization / Company: _____

Address: _____

City/State/Zip or Postal Code: _____

Work Phone: _____ Mobile Phone: _____

Email: _____

If more convenient, please attached a short bio

How many years with current company/organization:

Degrees (dates & colleges):

Current job / research responsibilities:

Any other relevant biographical information (i.e., previous jobs; awards; articles published, etc.):

PHOTO: Please submit a COLOR photo (digital file preferred) to ldurben@midwestpoultry.com.

Note: If you were a speaker at a previous MPF Convention within the last two years, your photo may already be on file. Please email Lara Durben to inquire.



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Travel Expenses / Registration

REIMBURSEMENT OF TRAVEL EXPENSES

- MPF will reimburse you for up to two nights' lodging, meals, airfare, taxis and/or mileage to and from Saint Paul.
- Please make your own airline and other travel arrangements.
 - If requested, MPF can assist you in making airline reservations; please contact Lara Durben as soon as possible – 763/682-2171 or ldurben@midwestpoultry.com.
- Hotel Reservations will be made for you by the MPF at one of the hotels in downtown Saint Paul - either the DoubleTree by Hilton or Crowne Plaza Riverfront. An email confirming your reservation will be emailed to you. **Please complete the hotel reservation form with your expected travel dates and return to MPF by December 1, 2014.**
 - Please let Lara Durben know if your company is booking your own hotel reservation.
- The MPF requires receipts be submitted for all reimbursable expenses. Once you arrive at the Saint Paul RiverCentre, your registration packet and name badge will be waiting for you at the Registration Area on the show floor. In this packet will be an Expenses Reimbursement Form that you will fill out after your stay and return to the MPF. A check will then be issued for all of your expenses and sent to you as soon as possible. In some cases, MPF can reimburse you for airfare prior to the convention; please contact Lara Durben if you wish to request early reimbursement.
 - Your hotel room will be master billed directly to the MPF account for room and tax only so you do not need to claim this as an expense.
- If you have a question about travel arrangements, booking flights, etc. please contact Lara Durben.

GENERAL EXPENSES

Incidental expenses, such as telephone calls and in-room movies, will not be reimbursed by the MPF.

COMPLIMENTARY REGISTRATION POLICY

Speakers and workshop chairs will automatically be registered complimentary to attend the MPF Convention, which entitles you to attend the Pre-Show Nutrition Symposium (if you arrive March 18), Welcome Reception (March 18), all educational workshops and the exhibit floor. Spouses attending the convention with you are also entitled to complimentary registration. **YOU DO NOT NEED TO TURN IN A REGISTRATION FORM OR REGISTER ONLINE.** *However, if your spouse is traveling with you and will require a name badge, please let Lara Durben know in advance.*

AIRLINE TICKETS

A major portion of our education budget is dedicated to travel expenses, and anything you can do to help us maximize this budget is greatly appreciated. **Please book your flight at least 30 days in advance.** We are happy to work with you in any way we can in order to get you to the MPF Convention and back home again in a timely, yet affordable fashion so if you need assistance with booking your flight, please contact Lara Durben (ldurben@midwestpoultry.com or 763/682-2171).

AIRPORT SHUTTLE SERVICE

You are responsible for making your own arrangements for airport shuttle service should you need it. Super Shuttle offers shuttle service from the Minneapolis-St. Paul Airport to downtown St. Paul hotels. ***After December 1, please see visit <http://midwestpoultry.com/attendees/parking-directions/> for information on a special MPF rate for reservations.***

GOVERNMENT SPEAKERS

MPF will provide invitation letters and handle your travel arrangements as needed/allowed. Please contact Lara Durben ***as soon as possible*** with any specific needs that you have (ldurben@midwestpoultry.com or 763/682-2171).



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Hotel Reservation Form

Due by December 1, 2014

Hotel Reservations will be made for you by the MPF at one of the hotels in downtown Saint Paul - either the DoubleTree by Hilton or Crowne Plaza Riverfront. An email confirming your reservation will be emailed to you. **If your company is making your own hotel reservations, please let Lara Durben know ASAP.**

Please indicate the travel information below. For your convenience, you may also simply e-mail information to ldurben@midwestpoultry.com.

Name: _____

Spouse/guest staying with you (if applicable): _____

Email Address (for hotel confirmation): _____

Arrival Date: _____

Departure Date: _____

Number of people in the room: 1 2 3 4

Special Requests: _____



**Return this form *ONLY* if you have
any special requests for**

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Audio / Visual Equipment Request Form

Special requests due by January 15, 2015

MPF will provide the following for your presentation room:

- Screen
- Computer LCD projector
- Windows Laptop computer with USB port(s), CD-ROM drive and preloaded with Powerpoint (latest version of Microsoft Office) and Windows Media Player
- Laser pointer
- Podium with microphone
- Wireless microphone

Please specify any **SPECIAL** audio/visual equipment (not listed above) you will need for your presentation from the list below. Once your request has been submitted to the MPF, we will make every attempt to have the requested equipment in place when you arrive the day of your presentation. (If what you need is not on the list, please add it below and we will contact you if we encounter any problems.)

- DVD player
- Flip chart with markers
- Easel
- PC adaptor for Mac laptop

- Other: _____
- Other: _____
- Other: _____
- Other: _____

Name:

Workshop Name:

Return form by January 15, 2015 to:

ldurben@midwestpoultry.com or FAX 763/682-5546



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Instructions for Submitting Conference Proceedings

Proceedings: A written submission is mandatory of all speakers at the 2015 MPF Convention. MPF will provide the following honorarium to speakers returning a Proceedings submission based on this schedule:

- Submit Proceedings by February 15, 2015 - \$150
- Submit Proceedings by March 1, 2015 - \$75
- Submit Proceedings after March 1, 2015 - \$0

These submissions will be uploaded to the MPF mobile app so that attendees may access them prior to and at the convention. The Proceedings will also be uploaded to the MPF website after the convention for attendees to download.

- Please provide a 3-4 page written submission of your presentation. You may include charts and graphs if you plan to use them.
- Only written submissions are eligible for the Proceedings Honorarium. We discourage the submission of Powerpoint presentations and these files will not receive an honorarium.
- The manuscript should contain the following:
 - Title - preferably same as your presentation title)
 - Author - name(s) and degree(s)
 - Company / university / organization
 - Contact information of speaker (phone and/or email address)
 - Pages should have a 1-inch margin on the left, right and top
- Submit a copy of your Proceedings submission via e-mail to ldurben@midwestpoultry.com.
- **Do NOT fax** your presentation.
- Acceptable formats: Microsoft Word, PDF files, WordPerfect, Rich Text Format or Pages. If you have a question about formats, please contact Lara Durben at ldurben@midwestpoultry.com.
- **Do NOT submit a cover page** – On page one, near the top, center the title of your talk and below it type your name, your title, your company and complete address/contact information.
- Fonts should be basic – i.e., Times New Roman, Helvetica, Garamond, Arial or Verdana.
- Use 11 or 12-point type and single-space your type.



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SPEAKER CONTRACT

Speaker Name: _____

Home Address (*required for expense reimbursement & Proceedings honorarium payment*):

Street Address *City* *State* *Zip*

University / Company Name: _____

Phone (best # to reach you): _____

Email address: _____

Presentation Title: _____

Travel Expenses: MPF will reimburse for up to two (2) nights' lodging plus tax, airfare or mileage to/from the MPF Convention location, shuttle or taxi service to/from departing and arriving airports (if you are flying), and three (3) meals per day for up to two (2) days.

Proceedings: A written submission is mandatory of all speakers at the 2015 MPF Convention. MPF will provide the following honorarium based on this schedule:

- Submit Proceedings by February 15, 2015 - \$150
- Submit Proceedings by March 1, 2015 - \$75
- Submit Proceedings after March 1, 2015 - \$0

My company will cover ALL my travel expenses for attending and presenting at the 2015 MPF Convention. I waive the right to receive any travel reimbursement from MPF. In return, MPF will list my company as a "Speaker Sponsor" on workshop signage, the printed Convention Guide, scrolling Powerpoint in the workshop, mobile app, and website.

By signing this agreement, you accept the terms of the above contract and all pages of this document.

Signature

Date

Please complete and return by November 1, 2015:

Lara Durben, MPF Program Director
ldurben@midwestpoultry.com
FAX: 763/682-5546