

Thirty-Ninth Annual National Indian Timber Symposium

"A Vision for the Future"

June 8 – 11, 2015

SPEAKER INSTRUCTIONS

General Information

Approximately 350 tribal forest managers, tribal council members, resource managers, and others interested in Native American natural resource issues from throughout the United States and Canada will attend this symposium.

The Intertribal Timber Council will do its best to make sure you have a pleasant and worry-free experience as a speaker. Please help us achieve this goal by reading and following the instructions below.

The ITC extends to you complimentary registration. We encourage you to take advantage of this opportunity by attending the full symposium, and expanding your network of contacts.

Lodging

All meetings will be held at the Mill Casino Hotel in North Bend, Oregon or as noted in the agenda. Please see the enclosed notice, **2015 Symposium Lodging Options**, for more information. You are responsible for making your own reservations.

HELP!

If you need ANY assistance or have ANY questions, please contact us:

Laura Alvidrez, Program Manager
Intertribal Timber Council
1112 NE 21st Avenue, Suite 4
Portland, OR 97232-2114

Phone: (503) 282-4296
Email: itc1@teleport.com
Fax: (503) 282-1274
Web: www.itcnet.org

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SPEAKER INSTRUCTIONS

Speaker Registration

Register online at <http://www.regonline.com/ITCSymposium2015>

Preparation

Send your completed presentation to the ITC office by **May 22, 2015**, so that we can install it on the computers that will be used during the symposium. Our contact information is on page one.

Bring an extra copy of your presentation with you to the symposium, in different media, either on CD or USB flash drive, or paper, if appropriate. "Stuff" happens; please be prepared.

Handouts

We will gladly duplicate and distribute any handout materials you may want to share with Symposium participants. Please deliver clean, readable originals to the ITC office by **May 8, 2015**, by email or regular mail. Our contact information is on page one.

Please keep in mind that we cannot provide this service on-site.

Presentation

You will be able to test your presentation on-site on Monday or Wednesday afternoon between 1:00 p.m. and 5:00 p.m. Ask at the ITC symposium registration desk for details.

Each presentation room will be furnished with a computer, microphone, and screen.

There will also be support staff, which can manage the lights, distribute handouts, collect surveys, and generally help speakers.

Please be aware that most presentations will be recorded.

Final Proceedings

The final proceedings from this symposium will be compiled and published on CD and mailed to every participant. Please format your presentation following the instructions in the **Final Proceedings Format Guide**.

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Checklist

- ☐ Make your travel arrangements ASAP.
- ☐ Register online at <http://www.regonline.com/ITCSymposium2015> ASAP.
- ☐ Send to the ITC by **May 8, 2015**:
 - ☐ Handouts for printing.
- ☐ Send to the ITC by **May 22, 2015**:
 - ☐ Completed presentation.
 - ☐ Brief biographical information or resume.
- ☐ Test your presentation. What appears to be perfectly readable on your screen may be unintelligible from 50 feet away.
- ☐ Bring an extra copy of your presentation to the symposium.

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POWERPOINT PRESENTATION FORMAT GUIDE

Eight Rules for Better PowerPoint Presentations.

1. **Keep It simple.** What looks perfectly readable on your computer monitor may not be intelligible if you are sitting thirty feet away from the projection screen. To increase readability:
 - Maximum of 7 words per line. Maximum of 7 lines per overhead. Font size 24 pt. or larger.
 - The bullet points should be headlines, not news articles.
 - Write in sentence fragments using key words,
 - Black or very dark print on a very light (yellow, light blue, or white) background is most easily read.
 - Black or white borders around photos or graphics help them stand out from the background.
2. **Remember that you are the presenter, not PowerPoint.** Use your slides to emphasize a point, keep yourself on track, and illustrate a point with a graphic or photo. Don't read the slides.
3. **Make sure your presentation is easy on the eyes.** Stay away from weird colors and busy backgrounds. Use easy-to-read fonts such as Arial and Calibri for the bulk of your text, and, if you have to use a funky font, use it sparingly.
4. **Never include anything that makes you announce, "I don't know if everyone can read this, but . . ."** Make sure they can read it before you begin. Print out all your slides on standard paper, and drop them to the floor. The slides are probably readable if you can read them while you're standing.
5. **Leave out the sound effects and background music,** unless it's related to the content being presented. If you haven't made arrangements with the conference coordinator before your presentation, your audience members might not be able to hear your sound effects anyway. The same goes for animated graphics and imbedded movie files. Your sounds and animated graphics will not be functional on the synchronized version of your webcast.
6. **Sure you can make the words boomerang onto the slide, but you don't have to.** Stick with simple animations if you use them at all. Remember that some of your audience may have learning disabilities such as dyslexia, and swirling words can be a tough challenge. These animations will not be functional in the webcast version.
7. **Proofread, proofread, proofread.** You'd hate to discover that you misspelled your company's name during your presentation in front of 40 colleagues, with your boss in the front row.
8. **Practice, practice, practice.** The more times you go through the presentation, the less you'll have to rely on the slides for cues and the smoother your presentation will be. PowerPoint software allows you to make notes on each slide, and you can print out the notes versions if you need help with pronunciations or remembering what comes next.

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POWERPOINT PRESENTATION FORMAT GUIDE

Prepare your presentation for publication in the Final Proceedings.

Review your presentation. Presentations are converted to Adobe PDF format. Although the conversion is quite sophisticated, it cannot handle extremely complicated slides, such as those with many layers or special effects.

If you don't like how it looks, consider doing the following:

- Remove any background graphics, pictures or effects.
- Change text to black, if it is any other color, especially a light one.
- Use high-contrast color combinations (black on yellow, black on white).

Check spelling, punctuation and grammar.

Embed fonts. MS PowerPoint 2007: Click Office Button—Save As—PowerPoint Options—under Save Option check Embed Fonts in the File—Embed all characters. MS PowerPoint 2002: File—Save As—Tools—Save Options—under Font Options for Current Document Only click Embed True Type Fonts—Embed all characters.

Embed graphics. Do not link to their files. Pictures will embed by default when inserted.

Add notes to graphs or pictures to explain them. MS PowerPoint 2007: Add notes to window at bottom. MS PowerPoint 2002: Click on View—Master—Notes Master.

The Final Proceedings will be published in a PDF file on CD, so viewers will be able to see your entire presentation, including special effects. However, if you expect that the slides may be printed, please consider that not everyone has a color printer.

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FINAL PROCEEDINGS FORMAT GUIDE

Program	MS Word
Margins	Left 1" Right 1" Top 1" Bottom 1"
Title	12 pt./Bold/All Caps/two lines down from top margin
By-line	11 pt./Italic/Upper and Lower Case/two lines down from title.
Text	Font and body size: 11 pt. "Arial" Begin three lines down from title or subheading, if used.
Subtitles	Flush left; 12 pt. bold; upper/lower case; underlined
Paragraphs	Do not indent the first sentence of each paragraph. Insert one line between paragraphs.
Alignment	Left justified
Page Numbers	Bottom footer, centered. Font size 10 pt "Arial"
Graphics	Include graphics or overheads with the text of your presentation, where you want them to appear. Add notes or captions to graphs or pictures to explain them. POWERPOINTS: See the POWERPOINT FORMAT GUIDE
Submission Date	On or before July 10, 2015 . Send either by email to itcwebmaster@teleport.com or on CD by regular mail to Intertribal Timber Council, 1112 NE 21 st Avenue, Suite 4, Portland, OR 97232.
Questions	Call Laura Alvidrez at ITC Portland Office 503-282-4296.

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LODGING OPTIONS



The Mill Casino Hotel & RV Park
3201 Tremont St.
North Bend, OR 97459
(800) 953-4800, ext. 1573
www.themillcasino.com

Book your room at the Mill Casino Hotel starting at a rate of \$83.00 for single or double occupancy per night plus tax for Mountain Lodge standard or plus rooms. Rooms start at \$83.00 for single or double occupancy per night plus tax for Spa Towers deluxe rooms. Simply call 1-800-953-4800, ext. 1573 and reference the “Intertribal Timber Council Symposium.” This special rate is only available until **May 15, 2015**. Reservation requests after this date will be booked at the best available rate and are not guaranteed availability. Please have your credit card available to make a reservation.



Red Lion Hotel Coos Bay
1313 N Bayshore Dr.
Coos Bay, OR 97420
(541) 267-4141
www.redlion.com

Single and double Queen rooms available at a rate of \$83.00 per night, plus taxes. King rooms start at a rate of \$93.00 per night, plus taxes. When reserving your room, please reference the Intertribal Timber Council. This special rate is only available until **May 29, 2015**.



Intertribal Timber Council

BOARD OF DIRECTORS

President Philip Rigdon, Yakama Nation; Vice President Vernon Stearns, Jr., Spokane Tribe; Secretary Orvie Danzuka, Confederated Tribes of the Warm Springs Indian Reservation of Oregon; Treasurer Timothy P. Miller, Grand Portage Band of Lake Superior Chippewa BOARD MEMBERS: William Nicholson II, Colville; James "Bing" Matt, Confederated Salish & Kootenai; Larry Blythe, Eastern Band of Cherokee Indians; Darin Jarnaghan, Sr., Hoopa; Bill Picard, Nez Perce; James Sellers, Quinault Nation; Jonathan Brooks, White Mountain Apache Tribe

MEMBER TRIBES

Alabama-Coushatta Indian Tribe
of Texas
Association of Village Council Presidents
Bois Forte Band of Chippewa
Choctaw Nation of Oklahoma
Coeur d'Alene Tribe
Confederated Salish & Kootenai Tribes
Confederated Tribes of Coos,
Lower Umpqua & Siuslaw
Confederated Tribes of Grand Ronde
Confederated Tribes of Siletz Indians
Confederated Tribes of
the Colville Reservation
Confederated Tribes of the
Umatilla Indian Reservation
Confederated Tribes of the Warm Springs
Indian Reservation of Oregon
Coquille Indian Tribe
Cow Creek Band of Umpqua Tribe
Crow Tribe
Eastern Band of Cherokee Indians
Fond du Lac Band of Lake Superior
Chippewa
Forest County Potawatomi Community
Grand Portage Band
of Lake Superior Chippewa
Hoopa Valley Tribe
Hualapai Tribe
Karuk Tribe
Kawerak, Inc.
Keweenaw Bay Indian Community
Klamath Tribes
Leech Lake Band of Ojibwe
Makah Indian Tribe
Metlakatla Indian Community
Mississippi Band of Choctaw
Muckleshoot Indian Tribe
Nez Perce Tribe
Passamaquoddy Tribe
Penobscot Nation
Quileute Tribe
Quinault Indian Nation
Red Lake Band of Chippewa
Round Valley Indian Tribes
San Carlos Apache Tribe
Sealaska Timber Corporation
Seminole Tribe of Florida
Skokomish Indian Tribe
Southern Ute Indian Tribe
Spokane Tribe
Stockbridge-Munsee Community
Tanana Chiefs Conference
Tulalip Tribes
Tule River Tribe
Turtle Mountain Tribe
White Earth Reservation
White Mountain Apache Tribe
Yakama Nation
Yurok Tribe

INTERTRIBAL TIMBER COUNCIL

Native people are becoming increasingly involved in the management of their timber resources. The Intertribal Timber Council was established in 1976 to provide a forum for communicating between tribes and the Bureau of Indian Affairs (BIA) on matters relevant to the pursuit and development of timber resources for the benefit of Indian people.

PURPOSE

The primary purposes of the Intertribal Timber Council are:

1. Promoting sound economic management of natural resources so as to sustain Indian forests and dependent economies in accordance with tribal goals and objectives.
2. Providing information concerning legislative and federal policies affecting management of Indian forest resources.
3. Facilitating communication among members on matters relevant to the management of Indian forest resources. The Intertribal Timber Council distributes a newsletter (nationally) to tribes, BIA, and other interested people.
4. Advising and working with BIA and other interested entities to develop the full potential benefits attainable to Indian people from the management of their forest resources in a manner that achieves a harmony between the needs of people, plants, soil, water, and wildlife.
5. Assisting the establishment and development of Indian business enterprises that will utilize forest resources.
6. Encouraging the training and development of Native American professionals engaged in management of Indian natural resources.

The Intertribal Timber Council has for the past 38 years coordinated and conducted an Annual National Indian Timber Symposium. The symposium is designed to facilitate communication from the perspective of tribes, the BIA, private industry, legislative bodies, and academia on issues and concerns of current forestry management practices.

The Coquille Indian Tribe will host the 39th Annual National Indian Timber Symposium, June 28 – 11, 2015, in North Bend, OR. The 40th Annual National Indian Timber Symposium will be hosted by the San Carlos Apache Tribe, sometime in 2016, in San Carlos, AZ.

Symposium participants produce findings and recommendations, which are submitted to the Assistant Secretary of the Interior and other federal agencies for follow-up. This procedure gives the Intertribal Timber Council and the BIA a foundation to analyze the progress occurring to resolve the issues being confronted. Published final proceedings of the symposium serve as comprehensive documentation and are mailed to each participant.

The Bureau, after receiving and reviewing the findings and recommendations, schedules follow-up meetings with the Intertribal Timber Council Executive Board to discuss the responses of the administration.

INTERTRIBAL TIMBER COUNCIL MEMBERSHIP

General Membership in the Intertribal Timber Council is open to any Indian tribe or Native Alaskan Corporation with a demonstrable interest in the management of Indian forest resources. Presently there are 52 General Member tribes, located from Maine to Alaska to New Mexico.

Associate Membership is open to any person or organization supporting the purposes of the Intertribal Timber Council. The Executive Board shall approve or disapprove the application. Presently there are 15 associate members.

EXECUTIVE BOARD OF DIRECTORS

The Intertribal Timber Council operates under the direction of the Executive Board, consisting of eleven tribes. The Board of Directors is elected by member tribe representatives at the annual general meeting held during the annual symposium. The Executive Board then elects from its membership a President, Vice President, Secretary and Treasurer. Each board member serves a two-year term.