

SEVENTEENTH INTERNATIONAL NEUROTOXICOLOGY CONFERENCE

Theme:

Children's Health and the Environment: Mechanisms and Consequences of Developmental Neurotoxicology

October 17-20, 1999 • DoubleTree Hotel, Little Rock, Arkansas USA

Memo

Date: July 21, 1999

To: Advisory Committee, Session Chairs, Invited Speakers, Sponsors and Contributors

From: Dr. Joan Cranmer, *Conference Chair*

Re: Enclosures on October Conference in Little Rock (NTX XVII)

On behalf of the Advisory Committee, it is my pleasure to acknowledge your acceptance of our invitation to give a presentation at the *Seventeenth International Neurotoxicology Conference* to be held October 17-20, 1999 at the DoubleTree Hotel in Little Rock, Arkansas. The theme of this year's conference is *Children's Health and the Environment: Mechanisms and Consequences of Developmental Neurotoxicology*. You have been identified as an expert in an area related to this theme and we are delighted that you will be able to participate!

As an Invited Speaker, your Registration Fee will be waived. Tina will be contacting each of you directly to make specific arrangements for your travel, etc. A formal letter of invitation with "all the particulars" then will be sent. We need your help as soon as possible to proof the enclosed draft materials and contact me or Tina Daniel to confirm that your information is correct or to supply the necessary changes. Enclosed please find the following materials related to your participation:

1. Photocopied Brochure Containing the Near-Final Program

Check your entry and contact me CranmerJoanM@exchange.uams.edu with any questions, corrections or changes. Changes will be reflected in the FINAL PROGRAM. Brochures contain the following information:

- Announcement/Call for Papers
- Letter of Invitation to Participate/Submit an Abstract/Present from Poster
- Program overview
- Near-Final Program
- Sponsors/Contributors/Host Institutions
- General Information
 - Hotel
 - Dates
 - Weather
 - Student Awards
 - Conference Country Cookout
- Registration Form
- Abstract Submission Guidelines
- List of Publications in the *International Neurotoxicology Conference Series*
- Conference Hi-Lights

2. Distribution of Brochures

Color brochures currently are being printed. When finished we will send several to each of you to distribute to your interested colleagues and/or post at your institution.

3. Advisory Committee Address Listing

Please proof and contact us with corrections.

4. DRAFT Address/Phone/FAX/E-mail Listing of Invited Speakers

Please proof and contact us with corrections.

5. Audio-Visual Request Form

Please fill in and return.

6. Send Abstract by August 30, 1999

We need your abstract *as soon as possible* but no later than **August 30, 1999**. Abstracts of Invited Speakers will be circulated among other speakers in your session so you know what your colleagues will be presenting. Feel free to contact other speakers to coordinate presentations, etc.

7. Biographies of Advisory Committee and Invited Speakers

Biographical Sketches of all speakers will be included in the Conference Packets. If you have not already done so, please email your bio ASAP. A sample format from last year is enclosed. Your bio should focus on your expertise related to the topic you are presenting.

8. Invitation to Submit a Paper Based on Your Presentation

We ask all invited speakers to submit a manuscript for publication in the international journal *Neurotoxicology*. A special issue(s) devoted to the theme will result from these papers. Details will be included in your formal letter of invitation. Invited Speakers can prepare papers following the usual format for *Research Papers* or use headings that correspond to their talk. Informative figures based on slides are especially useful. Your paper can take the form of a *Review* but should be up to date and thorough for a very limited topic. *Position Papers* are also appropriate. All papers will be peer-reviewed.

9. Information for Authors

Please follow these instructions in preparing your paper. Please bring your manuscript with you to the conference. Editorial staff will be available to assist you and answer any questions you may have. If the Conference is reimbursing your expenses from a grant, a paper must be received prior to reimbursement.

We look forward to welcoming you to Little Rock and the Conference in October for what promises to be a very interesting and exciting meeting!

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13. DoubleTree Hotel Brochure and Hotel Registration Card

Please make your own reservations at the DoubleTree Hotel as soon as possible to insure your room at the meeting hotel. We want our Invited Speakers to have the best rooms and we have consistently run out of room availability as we get closer to the conference. You can always cancel your reservation if there is some reason you cannot attend, but you cannot get a room at the DoubleTree if our block is sold out (and it frequently is).