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Molly Kelley, Conference Coordinator, ISRP2024
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Dear ISRP2024 Invited Speaker,

On behalf of the American Dairy Science Association (ADSA), thank you for agreeing to be a speaker at the International Symposium on Ruminant Physiology planned for August 26-29, 2024 in Chicago, Illinois. We are confident that you will find this to be a rewarding and exciting opportunity!

Every five years, the ISRP provides a great forum to present the state-of-the-art thinking and practice in ruminant physiology to an international audience of scientists. ADSA is excited to host the 2024 event in the United States. The Organizing Committee for this conference, under the leadership of Kevin Harvatine and Bob Van Saun, The Pennsylvania State University, has done an excellent job of developing key topics and inviting expert speakers and moderators. For the latest information about ISRP2024, please consult the website at <https://www.isrp2024.org/>

I urge you to carefully read the enclosed abbreviated version of *Speaker Guidelines*, which covers some of the important aspects of your participation as a speaker. You will also find included information on expense reimbursement and a copy of the program to date. In this letter, I want to communicate some key points and ask that you contact me if you have any questions or additional needs. You will also find this material posted on the conference web site at <https://www.isrp2024.org/>

Registration & Travel Expenses: As an Invited Speaker, you will receive complimentary registration which includes most meals. We also have funds available to cover travel and hotel expenses for those who don't have other funding options. Our ability to cover invited speaker expenses is based on contributions we receive from our sponsors. *If you do not need ADSA to cover your travel and/or lodging expenses, please let me know soon so we can plan accordingly, and know that we appreciate this additional support!* ADSA policy prohibits payment of honorarium or speaker fees.

Please register now here: <https://www.adsa.org/cvweb/cgi-bin/eventsdll.dll/EventInfo?sessionaltcd=ISRP2024>

Note the registration form includes several optional ticketed events that may be of interest to you. Your ticket for these events will be paid for by the conference as a small token of our appreciation.

For your convenience and to allow us to effectively manage our sponsorship funds, we ask that by **June 1, 2024**, you make contact with our conference travel agent Terry Cimino at Destinations Travel Center at terry.cimino@destravctr.com Ph: 402-397-1314 x 204 or 800-551-1314 to make your flight and shuttle plans. *Speakers who are requesting payment of travel expenses (flight and/or shuttle) must book through our travel agent.* All flights should be booked no later than **July 1, 2024**. Our travel agent will contact you to finalize your shuttle times once all flights are booked. I will also send you reminders as the date draws near.

If you plan to drive, please refer to the Ground Transportation section of the accompanying ADSA Expense Reimbursement Policy.

Complete travel information including airport shuttle information and driving directions to Chicago Marriott Downtown can be found on the ISRP2024 web site.

Lodging: I will make your lodging reservations at Chicago Marriott Downtown Magnificent Mile for you. We have indicated your arrival at Marriott to be Monday, August 26, 2024, and your departure to be on Thursday, August 29, 2024. There is an optional post-symposium tour of Fair Oaks Farms being offered on Thursday afternoon that may be of interest to you. **If you wish to adjust your arrival or departure dates, or have any special needs related to your lodging, please contact me at your earliest convenience.**

The conference site is Chicago Marriott Downtown Magnificent Mile 540 North Michigan Avenue, Chicago, Illinois PH: 312/836-0100. The 4-star hotel sits amid magnificent shopping, renowned dining and nightlife, world-famous attractions, and historic landmarks, all within steps of the front door. The hotel offers a spacious well-equipped fitness center and a variety of eating options onsite. Guest rooms feature floor-to-ceiling windows with views of Lake Michigan or the skyline, modern furnishings, and entertainment.

Your Role as a Speaker: As stated in your invitation earlier this spring, each invited speaker should prepare a 45-minute presentation and submit a paper for ISRP Proceedings in a special edition of the *Journal of Dairy Science*. Presentations will be recorded for distribution to attendees and sale to others in the ruminant physiology field after the conference. If you have concerns about your presentation being included in our recording package, please contact us. Refer to the accompanying program for your presentation time.

Speaker Information Needed

- January 15, 2024
 - **Submit abstract for publication in the** ISRP Proceedings published as a special edition of the *Journal of Dairy Science*. Your final paper should be submitted one month after the event. You will receive more details about this submission in the coming weeks. Information will also be available on the ISRP2024 website at www.ISRP2024.org
 - **Photo and brief biographical paragraph** (uploaded with abstract)
 - Abstract reviews will be completed by February 15, 2024

- August 26, 2024
 - **Final presentation in PowerPoint** to be uploaded to <https://www.dropbox.com/request/YohGnuep98U89uLj1Rkq> *Speakers will have ability to make changes to their presentation during the conference.* Concise presentations are required. It is essential that speakers do not exceed the time allotted for your presentation. As you create your slides, we suggest you consult the Speaker Guidelines & Procedures included below for tips on creating an effective presentation.

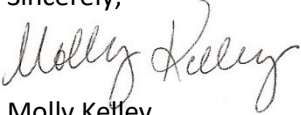
- August 26-29, 2024
 - ISRP2024 in Chicago, IL

- September 30, 2024
 - **Final paper submitted to Journal of Dairy Science.** *Travel reimbursements will be paid upon submission.*

Contact me, Joanne Knapp, Kevin Harvatine, Bob Van Saun, or any of the Organizing Committee members if you want to discuss any aspect of your responsibilities.

Again, thank you very much for your willingness to participate in this symposium.

Sincerely,

A handwritten signature in cursive script that reads "Molly Kelley".

Molly Kelley

ISRP2024 Coordinator

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