**Email dated Sept 9, 2009 from me (General Mtg co-chair) to Technical Program chairs passing on info from AAPG / ScholarOne (Jean Reynolds) on managing abstracts and communicating with the chairs of the individual sessions. Please see related attachements.**

Hello Gary and Steve (and Jim),

Our online abstract submission site is now up and running. (Please go to [www.fourcornersgeologicalsociety.org](http://www.fourcornersgeologicalsociety.org) for more information).   This means that it's time to communicate with your session chairs (as listed in my attached file, Techsessions 24July09.doc).  Jean Reynolds from AAPG just sent me the other two attached files which are, 1) instructions for the session chairs on managing abstracts (Session Chair Email with login info 9-9-09.doc) and the list of userid's and logins for each chair (Techsessions 09Sept09 (2).doc), which they will need to get into the system to look at what abstracts have been submitted to their sessions.  Please send these files on to the session chairs with your welcome to them if you haven't communicated with them yet, your thanks to them for serving in this capacity and whatever other comments you might like to add.

I noticed that the instructions are for the AAPG-RMS/COGA  meeting, which is a mistake.  We are just the AAPG-RMS meeting.  No COGA this time.  Also, these instructions specify 8 talks per session.  We don't know yet how many talks we will have because we haven't worked out our schedule yet for each entire day of the meeting.  Logistics like transportation up from town and the timing of the All Convention Luncheon will impact how long the sessions can be, and therefore how many talks they can run.  We will resolve this soon, but 8 is a good guess for now.

It's up to you guys to steward this process now.  I'd appreciate an update on a regular basis of how many abstracts we have and what issues are coming up.

Thanks, Kim G.

----- Original Message -----

**From:** [Jean Reynolds](mailto:jreynolds@aapg.org)

**To:** [kim@mydurango.net](mailto:kim@mydurango.net)

**Cc:** [Terri Duncan](mailto:TDuncan@aapg.org)

**Sent:** Wednesday, September 09, 2009 9:18 AM

**Subject:** RMS Session Chair Login

Kim,

Attached is a table listing session chairs and their log-in information.

Also attached is an example letter that I will send to the session chairs along with this log-in information.   Page two and three of this document are examples of previous correspondence that was sent later in the process on behalf of  Mark Sonnenfeld.

At this time please review page one of this information and advise me of any changes.

If you need additional information, please contact me.

Jean Reynolds

Convention Events Coordinator

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