

WHIL Conference 2009

Treasurer Talk

The numbers are in and fees have been set.

For all delegates conference fees are set at:

- **\$30.00** per delegate including a t-shirt.

Late registrations will be taken February 7 @ midnight- February 14 @ midnight. There will be a \$5.00 fee per late delegate registration.



Fast facts about UWSP:

- UWSP has 275 acres nature reserve adjacent to campus with a lake and lots of trails to explore!
- Knutzen Hall, our "Eco-hall," is home to families of worms living in the lobby, to help decompose waste food scraps.
- This year the Residence Halls are running off of over 50% renewable energy!

What time is it? ... It's Tally Time!

Our web designers have been working around the clock to make registration as easy for you as possible.

You may register from **December 6, 2008 @ noon** through **February 7, 2009 @ midnight**.

To register:

1. Go to our webpage: <http://www.uwsp.edu/stuorg/nrhh/whil/>
2. First, your WHIL CC should register your school. To do this click on: School Registration. (You will be redirected to another website... this is ok and suppose to happen.)
3. Next, register each delegate that will be attending the conference. To do this click on: Delegate Registration. (If you are clicking on this tab from the home page, you will be redirected to another website... this is still ok.)
4. Finally, register any programs that you would like to submit. (Once again you will be directed to another website.)
5. Remember, that technology for programming is limited and will come on a first come first serve basis.
6. Relax, you are registered! We will be sending you an invoice for your fees. You may pay this the day of the conference.



If you have any questions, comments, or concerns, you may email us at: whil2009@uwsp.edu.

And now a word from our Co-Chairs...

"We are so excited to host you all at UWSP! The conference team has been working to provide you with the most terrific "T-Time" you will ever take part in. We look forward to seeing all of your smiling faces in 84 days."

Can we register on paper?

You sure can! We are encouraging all schools to register online and save a tree!

However, if you would like to register for the conference the old fashioned way

with pen and paper, please email us at whil2009@uwsp.edu and request for us to send you the forms.

Inside Story Headline

This story can fit 150-200 words.

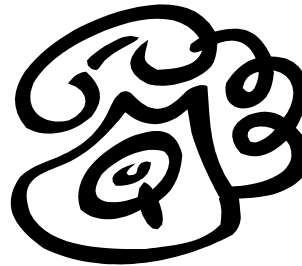
One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to

your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also re-search articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics



Caption describing picture or graphic.

but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new

procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article



Caption describing picture or graphic.

and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images

from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Inside Story Headline

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UWSP

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Your business tag line here.

We're on the Web!
example.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all

employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is

a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.