Subject of Email: Instructions to Forum Recorders:

Thank you for volunteering to serve as a recorder at the 2009 MOBIUS Conference forum "title of forum."

At the conference, the recorder participates in the forum discussion and takes notes.

After the conference, the recorder writes a report that includes the most important points made during the forum. The written report should be submitted to Donna Russell at drussell@truman.edu and Mary Batterson at mebatterson@ccis.edu **by 5 p.m. on Monday, July 6th**.

After the MOBIUS Annual Conference Planning Advisory Committee (MACPAC) approves the report, it is posted to the website of the MOBIUS conference.

If you have any questions, please contact either of us.

We look forward to seeing you on June 3rd.

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