

## STANDARDIZATION OF STATE REPORTS

The following is a standardization outline to follow when writing your state reports submitted at the Horticultural Inspection Society Annual Meeting. The written reports can be as long as the individual sees fit. However, in an effort to make the information a little more usable, a standardized format is needed.

The oral portion of the report should not exceed 5 minutes in order to maintain the meeting schedule. A brief question and answer period is allowed after the presentation of the report.

We request you use the following format for the oral and written reports:

### SECTION I                      FACTS AND FIGURES

- A. Nurseries
  - 1. number inspected.
  - 2. An increase/decrease over last year?
- B. Dealers (if inspected)
  - 1. number inspected.
  - 2. An increase/decrease over last year?
- C. Phytosanitary Certificates (Optional)
  - 1. Number issued.
  - 2. An increase/decrease over last year?
- D. Trapping Data
  - 1. Gypsy Moth, Japanese Beetle, Other
    - a. Number of traps/number of finds.
    - b. An increase/decrease over last year?
- E. Top Ten List
  - 1. Top 10 insect/mite pests.
  - 2. Top 10 diseases.

### SECTION II                      DISCUSSION

- A. Expand on any of Section I.
- B. New Finds.
- C. Program changes, new personell.
- D. Problems, questions.
- E. Other