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Subject: Brown Bag Signup Procedures

There are some questions about the weekly Brown Bag signup procedures. Hopefully the following information will be helpful.

The normal capacity for the BLM conference room is seating for 80. Twenty of those seats are set aside for DASIA members. If DASIA seats are not filled by Thursday afternoon prior to the Friday program, seats are opened for general reserve seating.

Signup for the Brown Bag events are made available one week prior to each program. The reservations are open at approximately 1:10 p.m. after the current Friday program. Reservations may be made in person at the Public Lands Information Center (BLM), by telephone (435)688-3200, or e-mailed to [d-asia01@hotmail.com](mailto:d-asia01@hotmail.com). If you are a DASIA member, please indicate that when making your reservation.

In the past, signups were allowed for all programs within a month. However, many times the roster would be filled and there would be people turned away.

Frequently, signups would not show and there were empty seats that could have been filled. If you are not able to attend a program signed up for, please let us know so the seat(s) becomes available to fill.

Plan, if possible, to check-in for the Brown Bag approximately 11:45 a.m. This helps in getting the programs started on time.

A weekly e-mail is sent out with monthly brown bag programs and other scheduled events. If you would like to reserve with an e-mail, it is suggested that you use the [d-asia01@hotmail.com](mailto:d-asia01@hotmail.com).

We appreciate the support of the Brown Bag Program. It has become quite popular and we would like it to be informative, positive experience for attendees. Any questions or suggestions, please let us know.

Thank You!