

2009

Limited Resources, Unlimited Potential



SPRINGFIELD, IL

FINAL REPORT

ILLINOIS PLANNING TEAM

TABLE OF CONTENTS

Overview of conference and report	1
Committee Reports	
Chairs – Eric Hellgren, John Epifanio, and Ann Marie Holtrop	2
Audio – Visual – Paula Martel	5
Budget and Finance – Mike Moomey and Ann Marie Holtrop	9
Commercial and Non-Commercial Exhibits – Dan Stephenson and Mike Moomey	11
Facilities Administration – Tammy Miller	14
Graphics and Printing - Tammy Miller and Lisa Demeule	16
Local Arrangements – Mike Moomey	18
Program –Eric M. Schaubert and Jim Garvey	21
Raffle – Dan Sallee and Jeremy Tiemann	25
Registration – Lisa Bulinski	27
Student Events – Gary Potts and Stacy Lischka	29
Social Committee – Nancy Rogers and Tara Kieninger	43
Website – Ann Otten and Lisa Demeule	46
Appendix A. Letter to plenary speaker	48
Appendix B. Committee descriptions	49
Appendix C. Committee chair and volunteer solicitation letter	56
Appendix D. Planning timeline	57
Appendix E. Notes from planning team meetings	61
Appendix F. Table structure of online abstract submission	84
Appendix G. Judging forms and assignments for student papers and posters	87
Appendix H. Invitation letter to assist with Student Professional Mixer	96

Appendix I. E-mail letter sent to mentors/mentees	97
Appendix J. E-mail to student chapter advisors and others in academia	99
Appendix K. Invitation letter to Fenske breakfast	101
Appendix L. Announcement sent to universities for posting	102
Appendix M. E-mails to student chapter advisors announcing the workshop	103
Appendix N. Agenda for the Beginning Your Professional Journey workshop	105
Appendix O. Draft catering order for BYPJ workshop	106
Appendix P. 2009 Beginning your Professional Journey participant evaluations	108
Appendix Q. Beginning Your Professional Journey accounting	110
Appendix R. Budget summary for student events	111

OVERVIEW OF CONFERENCE AND REPORT

Springfield, Illinois, the Land of Lincoln, was home of the 2009 Midwest Fish and Wildlife Conference. December 6-9, 2009 marked the 70th year that natural resource professionals in the Midwest met to share new research, management experiences, and valuable insight on fish and wildlife issues. The Midwest is the premier fish and wildlife conference in the central U.S. with more than 1,000 attendees at past conferences.

In 1999, Illinois hosted the Midwest in Chicago. Given the cost of hosting a meeting in Chicago and the anticipation of a smaller meeting in 2009 vs 1999, the planning team selected Springfield as the host city. The Hilton Hotel, located in the heart of downtown Springfield, was selected as the conference venue. The Hilton staff was phenomenal to work with! They provided many amenities and discounts to the planning team, which was essential to providing an affordable meeting. Despite modest attendance, conference attendees experienced Abraham Lincoln's story as never told before. In celebration of Lincoln's 200th birthday, the welcome social was held at the prestigious Abraham Lincoln Presidential Museum, and Lincoln trivia was included throughout the Program at a Glance.

The following pages outline the activities that the planning team conducted for approximately 18 months prior to the conference. The planning team was comprised of many IDNR staff (Springfield and field), as well as academic staff from University of Illinois and Southern Illinois University. We envision this document guiding other planning staffs, including future IL planners. Questions should be directed to individual committee chairs, or to John Epifanio, Eric Hellgren, or Ann Marie Holtrop. Contact information for these individuals can be found in the committee reports.



SPRINGFIELD, IL

CONFERENCE CHAIRS

Co-Chairs: John Epifanio
Illinois Natural History Survey
1816 South Oak Street
Champaign, IL 61820
Phone: (217) 244-5059
Email: Epifanio@illinois.edu

Eric Hellgren
Cooperative Wildlife Research Lab
Southern Illinois University
Carbondale, IL
Phone: (618) 536-7766
Email: Hellgren@siu.edu

Committee Description: Organize and schedule plenary session.

Key Activities:	Timeframe/Deadline:
1) Identify / select Meeting Theme	1.5 - 2.0 years out
2) Invite speakers / budget for fees & travel	1.5 - 2.0 years out (re-confirm @ 1.0 & 0.5 years out; 1 month out)
3) Schedule Room w/ Local Arrangements Committee	1.0 - 0.5 years out
4) Arrange for Audio/visual with AV Committee	1.0 - 0.5 years out (confirm 1 month out)
5) Work with AFS and TWS for awards and time needs	1.0 & 0.5 years out (confirm 1 month out)
6) Secure person(s) for official Welcome	0.5 years out (confirm 1 month out)
7) Travel, Hotel, & Registration Arrangements for Speakers	3.0 months out (confirm 1.5 months out)
8) Water and other for speakers at Podium	1.0 months out (confirm 1 week out)
9) Volunteers to assist with seating / audience microphones	1.0 months out (confirm 1 week out)

Budgetary Implications

Primary costs are associated with any speaker fees, lodging and travel costs, and other any special AV costs.

Summary of Speaker Fees: \$4,500 (\$2,500 – Glennon & \$2,000 for Czech).

Anticipated Travel Expenses: \$2,000 (airfares, per diem, lodging – depending on specifics, may come in below anticipated).

Anticipated Book Expense: \$700 for purchase of Glennon book (offset by sales – unsold books to be returned to publisher).

No special AV or other costs anticipated.

Summary

We dedicated Monday Morning for the Plenary Session. We invited 3 speakers to address our Conference Theme: Limited Resources, Unlimited Potential –

Robert Glennon (University of Arizona Law School) to speak on water law (*Unquenchable: America's Water Crisis and What To Do About It*); **Brian Czech** (Center for the Advancement of the Steady State Economy) to speak on economics and resource management (*Shoveling Fuel for a Runaway Train*); and, **Sam Hamilton** (Director, US Fish and Wildlife Service) to speak on the agency's and administration's vision for living natural resources.

We also enlisted the Director of the Illinois Department of Natural Resource, **Marc Miller**, to officially welcome attendees to the conference and to officially recognize all sponsors and contributors for their support of this conference.

Additional Needs: a) Designated person to introduce speakers (ORC Director **Jim Herkert**); b) designated person to briefly describe events and any special announcements; c) table & area for Plenary Speaker book signing; d) slides for background and presentations.

Appendix A contains a sample letter sent to a potential plenary speaker.

Steering Committee Chair: Ann Marie Holtrop
IDNR
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217)785-4325
Email: ann.holtrop@illinois.gov

Committee Description: This position was not identified early in our planning. However, both of the conference chairs resided outside of Springfield and a need emerged to have a local lead. In this position, I solicited committee co-chairs and conference volunteers, scheduled and facilitated planning committee meetings, prepared and distributed planning meeting notes, and communicated frequently with committee chairs to ensure all tasks were completed.

In January 2009, we contacted all IDNR personnel within the Office of Resource Conservation as well as selected staff from other Offices. Included in the call was a list of list of available committees and a summary of each committee's responsibilities (see *Appendix B and C*). As

responses were gathered, we solicited a few volunteers to fill unstaffed committees. We communicated with potential volunteers throughout the planning process, and used them as greeters, social or registration helpers, and session room monitors during the conference.

The first two planning meetings focused on developing a timeline for planning activities (see [Appendix D](#)) and refining tasks for each committee ([Appendix B](#)). The planning team met monthly from January 2009 – September 2009, and twice monthly from October to the conference. A week prior to each planning team meeting, agendas were sent to all committee chairs, a contact for the 2010 Midwest planning team, and the NCD president. Following each meeting, minutes were sent to the same group as well as posted on the planning team's SharePoint site. Notes from each meeting can be found in [Appendix E](#). The SharePoint site was an internal website that contained all relevant contracts and documents for the planning team. The planning team was distributed throughout Illinois, and we desired a central depository for all important documents. The SharePoint site also contained contact information for each chair, progress tracking for each committee, announcements, and calendar of planning events. The planning staff that used the SharePoint site found it extremely useful. However, we ran into a few glitches with non-IDNR staff being able to access the site. SharePoint or something similar will be a very helpful tool in the future if all planning staff can access it.

AUDIO-VISUAL

Committee Contact: Paula Martel
IDNR
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217)557-0729
Email: paula.martel@illinois.gov

February 2009

At the steering committee meeting the audio-visual committee responsibilities were reviewed as well as the overall conference timeline. There was short discussion regarding handling audio-visual needs on our own or contracting with a vendor. Based on feedback from previous conferences and potential technical complications that could arise with equipment the committee decided to hire a vendor to provide the service for the conference.

March 2009

The Hilton Hotel where the conference will be held had a preferred vendor for providing audio-visual services. A bid would be obtained from them plus bids from a couple of outside vendors. The amount budgeted for audio-visual was \$15,000. A contract would hopefully be in place by June.

April 2009

It was discovered that outside audio-visual vendors were subject to a 35% charge by the Hilton. Due to this charge, it was not economically feasible to consider using an outside vendor so no additional bids were requested. The preferred vendor for the Hilton, Premiere Audio-Visual, would provide services for the conference. Premiere would actually bill the hotel for the services so a separate contract was not needed. The preliminary quote from Premiere was just under the \$15,000 budgeted for audio-visual which allowed us to make some needed additions or subtractions without going over budget. Premiere was very willing to work with us and offered to attend a steering committee meeting to discuss audio-visual needs. They added screens, projectors, and podium microphones for Sunday workshops at no additional charge. Also, they provided a “floater” person on each floor where equipment was being used to make sure everything was working properly for the presentations.

August 2009

Premiere Audio-Visual staff accompanied the steering committee on a tour of the Hilton conference room facilities. During the tour Premiere discussed how audio-visual was normally setup in each room we would be using. Again, Premiere was very amenable to addressing any of our audio-visual needs.

September 2009

At a steering committee meeting it was decided that audio-visual needs for Sunday workshops in addition to customary equipment (projector, screen, and microphone) would be charged to the group or organization hosting the workshops. The workshop hosts were instructed to contact the audio-visual committee chairperson who would handle arrangements with Premiere.

A meeting was held with Premiere Audio-Visual staff to review the check-in process for presenters, discuss the preferred locations for presenter check-in and practice area, clarify staffing needs for check-in and conference rooms, and look over Premiere's quote.

Language was developed for the check-in process so presenters can be informed when their abstracts are approved. It was also noted that the presenter check-in and practice areas should be located in close proximity for audio-visual assistance, and room assignments need to be made before the printing deadline for the program.

October 2009

After discussion at a steering committee meeting, the audio-visual committee decided to extend the practice area hours into the first two evenings of the conference for increased availability. Updated speaker check-in and practice area information was provided to the graphics and printing committee for inclusion in the printed program booklet.

An Internet Café area was discussed for conference attendees to check email and access abstracts during the conference. It was discovered that although wi-fi was included free of charge in the hotel rooms there was not free access available in the conference center. The hotel (not Premiere Audio-Visual) could provide this service at a cost. Additional computer equipment would be needed whether rented from Premiere or brought in from the DNR office.

The steering committee decided against recording any sessions. Permission would have to be granted at least from plenary speakers. Also, there was no real avenue to distribute the recordings once completed.

Six laser pointers would be purchased for presentation rooms. Often the pointers located on projector remotes are not reliable. Premiere Audio-Visual did not have enough laser pointers, and the steering committee decided that these could be obtained at a reasonable price.

The audio-visual committee requested a "screensaver" slideshow from the graphics and printing committee. This slideshow would include a conference title slide, sponsor logos, and advertisement of next year's conference and would play prior to opening remarks, at breaks, and in between sessions. A copy of the slideshow would be provided to Premiere for uploading on each computer in the presentation rooms.

November 2009

The steering committee decided to provide the Internet Café for the conference. The hotel agreed to provide the internet service for \$175 per day for up to four computers. The additional computers were requested from Premiere Audio-Visual, and this addition to the audio-visual needs did not increase the overall quote from Premiere.

The room assignments and setup information spreadsheet prepared by the Facilities Committee was updated to include audio-visual needs then provided to Premiere. Premiere also was present at the final walk-through and meeting at the hotel just before the conference. Final details were discussed at that time.

Volunteer and sign needs were provided to committee members assigned to those areas. Presentation guidelines and check-in information were included in an email to attendees sent out just prior to the conference.

An overall recommendation would be to contract out the audio-visual portion of the conference. If contracting out audio-visual the committee responsibilities can be handled by one person (one chairperson or combined with another committee).

Besides the audio-visual vendor, the audio-visual committee will work more closely with the following:

- Facilities committee – coordinating audio-visual needs for associated meetings and workshops; locations for speaker check-in, speaker practice area, and internet café (if providing)
- Program committee – communicating presentation guidelines to presenters when abstracts are accepted; obtaining final presenter list, including last minute changes, for use at speaker check-in
- Graphics and printing committee – providing details on speaker check-in, speaker practice area, and internet café for the printed program (see attached sheet or printed program copy); obtaining signs for designated areas; requesting or assisting with “screen-saver” slideshow since this committee has access to the needed logos
- Website committee – if possible, posting presentation guidelines and related speaker information

Speaker A/V Check-In

Each conference room was equipped with pc laptop, projector, screen, and microphone. The pc laptops were furnished with Microsoft Office 2007. Mac users had to ensure their presentations were Windows or PowerPoint compatible.

Each presenter was required to have their presentation checked by the conference audio-visual staff. Presenters were to report to Conference Center 3 one half day prior to their

presentation. At check-in time presenters provided the final version of their presentation via USB flash drive or CD/DVD.

Speaker A/V Check-In Hours:

Sunday, December 6 th	1:00 pm – 5:00 pm
Monday, December 7 th	7:00 am – 5:00 pm
Tuesday, December 8 th	7:00 am – 5:00 pm
Wednesday, December 9 th	7:00 am – 10:00 am

Presenters were encouraged to arrive at the scheduled room 20 minutes before their scheduled presentation to be sure that everything is loaded and working properly.

Speaker Practice Area

An area where presenters may practice their presentations was located in Conference Center 2. The room was equipped with a laptop, projector and screen and will be available:

Speaker Practice Area Hours:

Sunday, December 6 th	1:00 pm – 7:00 pm
Monday, December 7 th	7:00 am – 7:00 pm
Tuesday, December 8 th	7:00 am – 5:00 pm
Wednesday, December 9 th	7:00 am – 8:30 am

Internet Café

Users limited to 15 minute sessions. The Internet Café Hours:

Monday, December 7 th	7:00 am – 7:00 pm
Tuesday, December 8 th	7:00 am – 7:00 pm
Wednesday, December 9 th	7:00 am – 12:00 pm

BUDGET AND FINANCE

Committee Contacts: Mike Moomey

IDNR

One Natural Resources Way

Springfield, IL 62702-1271

Phone: (217) 782-0447

Email: mike.moomey@illinois.gov

Ann Marie Holtrop

IDNR

One Natural Resources Way

Springfield, IL 62702-1271

Phone: (217)785-4325

Email: ann.holtrop@illinois.gov

Budget Summary

INCOME:

Professional Rate	\$74,160.00
Student Rate (Student Reg.)	\$26,345.00
One Day - Monday	\$3,265.00
One Day - Tuesday	\$3,900.00
Exhibitor (18 full, 2 NFP)	\$14,200.00
Additional Exhibitors	\$1,100.00
Welcome Social Guest	\$320.00
Tuesday Dinner Guest	\$850.00
Sponsorship	\$15,543.72
TOTAL INCOME	\$139,683.72

EXPENSES:

Welcome Social Sunday

Food and drink	\$14,463.00
Rentals (tables, linens, etc.)	\$1,768.00
Insurance	\$2,171.00

Museum Rental

	\$4,000.00
Coat check and gift shop	\$425.00
Subtotal	\$22,827.00

Tuesday Social

Food & drink	\$27,450.00
Entertainment	\$1,000.00
Subtotal	\$28,450.00

Other Food Costs

Monday Continental Breakfast	\$9,554.00
------------------------------	------------

Breaks (M PM, T AM & PM, W AM)	\$10,757.00
Hospitality room for conference staff	\$350.00
Subtotal	\$20,661.00

Student Events

Fenske Breakfast (Monday)	\$1,293.00
Student - Professional Mixer	\$4,925.03
Student Workshop (Sunday)	\$2,735.91
Subtotal	\$8,953.94

Meeting Planner

On-site Registration @ \$10 ea	\$3,671.23
Merchant Fees @ 4.24% of registration cost	\$3,788.79
AV Equipment Services	\$12,450.90
Equipment Rental for Exhibits & Posters	\$1,000.00
Internet Café Rental	\$350.00
Subtotal	\$21,260.92

Plenary

Travel costs (lodging was free)	\$632.40
Honoraria/Fees	\$4,500.00
Subtotal	\$5,132.40

Printing

Program at a Glance	\$1,956.42
Signage	\$333.46
Namebadges and ribbons	\$341.11
Water bottles	\$4,239.00
Subtotal	\$6,869.99

Exhibits

Booth set up and clean up	\$805.00
---------------------------	----------

TOTAL EXPENSES \$114,960.25

PROFIT \$24,723.47

COMMERCIAL AND NON-COMMERCIAL EXHIBITS

Committee Contacts: Dan Stephenson

IDNR

700 S. 10th Street

Havana, IL 62644

Phone: (217) 801-3388

Email: dan.stephenson@illinois.gov

Mike Moomey

IDNR

One Natural Resources Way

Springfield, IL 62702-1271

Phone: (217) 782-0447

Email: mike.moomey@illinois.gov

Committee Charge: Solicit vendors for the conference and contract services for exposition display area and contract services for exhibit set up and tear down.

Key Activities:	Timeframe/Deadline:
1) Solicit vendors for the exhibit area	1 .0 year out
2) Select contractor to set up exhibit area	1.0 – 0.5 years out
3) Select area for exhibit area within hotel	1.0 year out
4) Develop registration process for vendors	1.0 - 0.5 years out
5) Develop exhibit information for web page	1.0-0.5 years out

A list of potential vendors was compiled from several sources including previous Midwest Fish and Wildlife conferences, similar professional conferences, and recommendations from fish and wildlife professionals. Packets that included information about the conference and the city of Springfield were mailed to potential vendors. The packets included a link to the conference website to make it convenient for vendors to receive updated information about the exhibit area, registration, conference schedule, and accommodations. The first mailing of these packets occurred in August 2009. As more vendors were recommended, additional informational packets were mailed. Approximately 120 informational packets were mailed to potential vendors. Vendors registered online by filling out a registration form and they were also provided contact information for the exhibitor contractor.

The exhibitor contractor was selected by directly contacting local contractors to determine if they would be interested in submitting a bid for the conference. Local contractors contacted were chosen by viewing advertisements in the local phone book and by contacting organizers of large conferences in the area to obtain recommendations. Best Expo, Inc. in Springfield, Illinois was chosen as the exhibitor contractor based on recommendations from area conference organizers. The owners of Best Expo, Inc. submitted a reasonable bid for the following services:

- Creation of event floor plan, associated revisions, and publication ready finalized layout
- Phone and email support pertaining to services available, event logistics, and planning

- Notification to vendors of services provided, rental equipment available, and email and phone support
- Trade show set up and dismantle including but not limited to; staffing of service desk during move-in hours, checking on show each day of exhibit hours, on site staffing during all show hours when requested, and required equipment listed below:
 - ◆ 10 x 6 booth – 8ft. back drape and 3 ft. side drape
 - ◆ 1 6 ft. skirted display table
 - ◆ 2 folding chairs
 - ◆ 1 wastebasket with liner
 - ◆ 1 one-line ID sign (including show logo, sponsor information, etc...)

In addition to the services provided above, Best Expo, Inc. provided 25, 4x8 tack boards for the poster sessions in the exhibit area. Each tack board had display areas on both sides of the board which allowed for 50 poster presentations per session. The tack boards were rented for \$40 each for the duration of the conference.

Best Expo, Inc. set up the exhibit area on Sunday, December 6 at 11:00AM. Their setup took approximately three hours to set up the booths, tack boards, tables, skirts, and signs. Exhibitors were allowed to set up their booths on the same day from 4:00PM to 7:00PM. Exhibitors were also allowed to set up their booths on Monday, December 7 from 7:00AM to 11:30AM. The established dismantle time for the exhibits was scheduled for was Wednesday from 12:00PM to 2:00PM.

Exhibit hours during the conference were as follows:

- Monday (12/7) 12:00PM to 6:00PM
- Tuesday (12/8) 8:00AM to 6:00PM
- Wednesday (12/9) 8:00AM to 12:00PM

Best Expo, Inc. provided staff to assist exhibitors during show hours. To allow for maximum traffic flow for the exhibitors, all breaks and poster sessions were held in the exhibit area. The exhibitors were very complimentary of the location because it attracted conference attendees to the area between break-out sessions.

Conference committee members visited with the vendors each day during the morning and afternoon sessions to see if they needed anything for their display area. The vendors appreciated the constant contact from the members.

Budgetary Implications

The primary costs associated with the exhibit area were the contractual costs. The contractor charged \$35.00 per booth for setup and tear down activities. The exhibit area had 23 booths for a total charge of \$805.00. In addition to the booths, 25 tack boards for the poster session

were rented from the contractor. The contractor charged \$40.00 per board for a total cost of \$1,000.00. The total invoice for the exhibit area was \$1,805.00.

Summary

The exhibit area was well organized and the contractor did an excellent job with the booths, skirts, and signs. The exhibitors were very pleased with the location and the traffic they received during the conference. It was a good decision to have the food and drink for breaks and the poster session in the exhibit area. In addition, the vendors were given the option of opening their booths during the social and raffle on Tuesday, December 8. It was also beneficial to have the contractor available during show hours to assist the exhibitors.

Future recommendations: It is always a challenge to increase traffic flow in the exhibit area. During future conferences we may consider requiring attendees to carry a punch card that would have to be punched by each exhibitor. The punch cards could be entered into a raffle at the social for a prize. The prize would have to be of significant value to encourage attendees to visit all of the exhibits.

FACILITIES ADMINISTRATION

Committee Contacts: Tammy Miller
IDNR
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217) 524-1266
Email: tammy.miller@illinois.gov

Committee Charge: Assign all meeting space, including paper sessions and associated meetings, for the conference.

Key Activities:	Timeframe/Deadline:
1) Solicit and schedule associated meetings	1.0 - 0.5 years out
2) Select and assign rooms for sessions and other conference activities	0.5 years out
3) Communicate with Arrangements and Program Committees regarding room assignments, meeting dates and times, for approval and for placement of information on the Conference Web Site	Continuous
4) Provide place for VIPs to relax during conference	1 month out

Space needs from those outside of the planning team were solicited through email calls and requested on the conference website. The email calls were sent to organizers of meetings (e.g., Governing Board and technical committees) and socials (e.g., alumni) from previous Midwest conferences approximately 4 months prior to the conference. Organizers were asked to contact the Facilities Chair with the following information: provide:

- Event name
- Contact name, affiliation, phone, and email
- Anticipated attendance
- Preferred time and date
- Amenities (e.g., food, projector and screen, desired room set)
- Is this event open or by invitation only?
- Should this event be listed in the printed conference materials?

Requests made before October 22nd were guaranteed to be included in the printed conference materials. Confirmations were made with each organizer after assignments were made. We should have followed up with groups two months prior to conference to confirm all spaces were still needed. The conference provided ice water and room space free of charge. However, each group was billed directly by the Hilton for any food and beverages. The Facilities Chair worked directly with the Hilton to set up these billings, but then the Hilton worked with the event organizers directly.

We ran into a few issues at the end with certain rooms not being available until the conference officially started on Monday. The Facilities chair needs to work closely with the hotel to ensure all set up requirements are possible. It would have helped to have a formal checklist or form for space requesters, rather than getting the information in separate emails.

GRAPHICS AND PRINTING

Committee Contacts: Tammy Miller
IDNR
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217) 524-1266
Email: tammy.miller@illinois.gov

Lisa Demeule
University of Illinois
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217) 785-4213
Email: lisa.demeule@illinois.gov

Key Activities:	Timeframe/Deadline:
1) Design and print Program at a Glance	0.5 years to 30 days out
2) Design and print name tags	30 days out - event
3) Design and print conference signage	15 days out

Program at a Glance

We selected a printer about 4 months prior to the conference. Based on the printer's needs, we set a content deadline of October 22, approximately six weeks before the conference. A final proof was due to the printer 30 days prior to the conference. We were able to make minor changes about a week prior to the conference. This was especially helpful since we had several last minute paper changes, and had additional exhibitors register. We printed 650 at-a-Glance programs \$3.01 a piece for a total \$1,956.42. Each one was 28 pages, full color front and back with one color on the remaining 24 inside pages.

We followed past conferences and set the programs out on a table for attendees to pick up. However, we would not do that again. Several people picked up additional copies when they misplaced their original. Additionally, several extra vendors and late/one-day registrants exceeded the surplus we originally ordered. We recommend printing an additional 200 programs as we had to Xerox approximately 150 extra color copies.

Name badges

We ordered name badge supplies approximately 30 days prior to the conference. We could have waited a little longer as ribbons only took 2 weeks to arrive. We used ribbons to identify conference staff, mentors, plenary speakers, etc. The breakdown of ribbons was:

Moderator (30)	Plenary Speaker(5)	Conference Chair(3)
Mentor (50)	Conference Sponsor(25)	Committee Chairperson (25)

Presenter(350)	Award Nominee(28)	Audio Visual (3)
Exhibitor(30)	Award Recipient(4)	Conference Staff (50)

Name badge supplies and ribbons were ordered from PC Nametag (pcnametag.com) for a total of \$341.11. In hindsight, we should have ordered more exhibitor ribbons and conference staff ribbons. Several late-registering exhibitors brought multiple people, and local exhibitors used different people for different days. Additionally, we ordered ribbons before all volunteers were assigned, and we used more volunteers than originally planned.

Signage

We created signs in house and used one of our plotters to print them. Registration and raffle signs were mounted to foam board (\$39.60). We used plastic sleeves to create reusable sign boards for session rooms, student activities, and daily schedules. The 18"x24" sleeves were ordered from Packaging by Design, Inc (763) 550-1544 for a cost of \$104.40 for 50 sleeves. We ordered 25 sheets of 24"x36" foam board from a local vendor for \$123.52. We printed headers for the sign boards and attached them to the foam board with spray adhesive. We attached the plastic sleeves to the foam board with special mounting tape. Each conference room had a sign that listed daily activities. An 18"x24" sign was made for each room for each day, and these were pre-loaded into the plastic sleeves. Each evening, conference staff pulled out the completed schedule and the sign was ready for the next day.

LOCAL ARRANGEMENTS

Committee Contact: Mike Moomey
IDNR
One Natural Resources Way
Springfield, IL 62702
Phone: (217) 782-0447
Email: mike.moomey@illinois.gov

Committee Charge: Oversee the many subcommittees that are responsible for making all the “on the ground” conference arrangements.

Key Activities:	Timeframe/Deadline:
1) Communicate with hotel staff for setup and room arrangements	1 .0 year out
2) Arrange rooms for groups requesting meeting space and social events at the conference	1.0 – 0.5 years out
3) Promote conference with Springfield Convention and Visitor’s Bureau	1.0 - 0.5 years out

The Local Arrangements Committee began working with staff at the Springfield Hilton approximately one year before the date of the conference. The Springfield Hilton was selected due to the location, competitive cost, amenities, and facilities. Numerous site visits were made to the hotel to meet with Springfield Hilton staff to discuss the meeting rooms, audio visual setups, exhibit area, and social events. The staff at the Springfield Hilton had hosted numerous large conferences and they were very helpful with recommendations for meeting room selections, room setups, and scheduling of meetings and social events.

The chairman of the Conference Steering Committee signed a contract with the Springfield Hilton in June of 2007 (2.5 years before the conference date). The contract specified the prevailing room rate and the complimentary meeting rooms rental rates, based on the number of room nights reserved by attendees. Based on the large attendance rate of the conference, all meeting rooms and rooms for socials were complimentary. The contract also included language for hotel check-in and check-out times, guest room cancellation policy, room attrition, early departure fee, function requirements, audio/visual services, banquet meeting room cancellation policy, cancellation charges, banquet menu pricing, and liability.

One contact was selected from the Steering Committee to receive requests from outside groups for meeting rooms and social events. The Committee received 23 requests for meetings and social events. The meeting rooms for these events were selected based on the size of the function and recommendations from hotel staff. If food or beverages were requested for the function, the group was referred directly to the Springfield Hilton catering staff to make arrangements for those services. Food and beverages were charged directly to the outside groups.

The Local Arrangements Committee worked with the Springfield Conference and Visitor's Bureau to provide information about Springfield including restaurants and local attractions. The Bureau set up a kiosk at the conference site that included information about Springfield and the local attractions. An employee from the Bureau was present to visit with attendees and to provide information. The kiosk was open on 12/6, 12/7, and 12/8. The Bureau also contacted the local media to promote the conference.

Summary

The hotel staff were very helpful in making our conference a success. Based on their experience with other conferences, they were able to provide excellent recommendations for scheduling social events, meeting rooms, traffic flow, and exhibit space. The catering staff also assisted with selecting food items for the social events, breakfast, and breaks. Contracting with the Springfield Hilton well in advance of the conference date was important, because Springfield does not have many sites that can accommodate large conferences. It was important to work with the hotel staff for scheduling events during the conference. Planning for the various functions were completed at least three months out from the conference date to avoid confusion and to insure the tasks were covered by the budget. During the conference, three individuals were selected to authorize addition funds when needed (e.g., addition food items and beverages for breaks, breakfast, and social events). By selecting three individuals to authorize additional expenditures, additional items were authorized quickly and hotel staff were able to provide services in an expedited manner. The Springfield Conference and Visitor's Center staff were also very helpful during the conference. By having Bureau staff onsite during the conference, attendees were able to obtain information about Springfield and local attractions, while and committee and hotel were able to concentrate on conference tasks.

Based on our experience with this conference, we recommend entering into a contract for the conference site as early as possible during planning. It is also beneficial to communicate with hotel staff frequently. The Steering Committee scheduled multiple meetings at the hotel to become familiar with the facility and to communicate directly with hotel staff. The

relationships that were established with the hotel staff early in the planning process were definitely an attribute that contributed to the success of the conference.

PROGRAM

Committee Contacts:

Wildlife: Eric M. Schauber
Coop. Wildlife Research Lab
Southern Illinois University
Carbondale, IL 62901
Phone: (618) 453-6940
Email: schauber@siu.edu

Fisheries: Jim Garvey
Fisheries and Illinois Aquaculture Center
Southern Illinois University
Carbondale, IL 62901
Phone: (618) 536-7761
Email: jgarvey@siu.edu

Committee Charge: Responsible for soliciting special workshops and symposia; soliciting abstracts for oral and poster presentations; reviewing abstracts for inclusion in program; developing program schedule; securing room space for sessions with Facilities Admin Committee, workshops or symposia; securing moderators for sessions; and judging student papers for awards.

Key Activities:	Timeframe/Deadline:
1) First Call for Symposia & Workshops	February 19, 2009
2) Final Call for Symposia & Workshops	April 8, 2009
3) Deadline for Symposia & Workshops	April 15, 2009
4) Symposia & Workshops Notification Date	May 15, 2009
5) First Call for Abstracts	August 4, 2009
6) Second Call for Abstracts	August 24, 2009
7) Initial Deadline for Abstracts	September 4, 2009
8) First Extension Call for Abstracts	September 4, 2009
9) Final Extension Call for Abstracts	September 18, 2009
10) Final "Deadline" for Abstracts	September 25, 2009
11) Lining up Abstract Evaluators	October 2-5, 2009
12) Presenter Notification Date	October 23, 2009
13) Identify and Select Judges	November , 2009

Symposia

We had seven symposia as part of the Midwest Conference. They included:

- Adaptive management of natural resources
- Midwest Coordinated Bird Monitoring
- Felid ecology and management in the Midwest
- The Nature Conservancy's Emiquon Preserve: Ecological lessons learned from a large-scale floodplain restoration effort
- Population regulation in black bass
- Management of rare aquatic species
- Evaluating biotic response to instream restoration practices: Case studies in practice

We ran into some issues with symposia, where neglecting to double-check author lists and proposed order of presentations led to last minute changes in the abstract listing and talk schedule. Maintaining communication and double checking would have mitigated or prevented such problems.

Abstract Submission and Search

Contact: Don Bricker
IDNR
One Natural Resources Way
Springfield, IL 62707-1271
Phone: (217) 782-0437
Email: don.bricker@illinois.gov

The submission and search applications were built with Visual Studio 2005 and SQL Server 2005. The pieces of information that were collected are reflected in the table structure in [Appendix F \(Attachment A\)](#). There were also four tables that held values for drop down lists. [Appendix F \(Attachment B\)](#) is the table that held the values for the type of presentation. [Appendix F \(Attachment C\)](#) held the values for the topic of the presentation. [Appendix F](#)

(Attachment D) held the values for the status of the presenter. The fourth table held the values for all U.S. states and Canadian Provinces.

Once all the submissions were collected, we did a database dump to an Access database and sent it to the Program Committee Chairs for approval and scheduling. When the Program Committee Chairs completed the approval and scheduling they returned the Access database and it was loaded back into SQL Server. At this point, we made a search page available to the public. The approval and scheduling process could be improved to allow the Program Committee Chairs to complete these tasks over the internet and directly in the SQL Server database.

We did have an issue early in the process. When one of the fields in the form was longer than what was specified in the database, the record was not inserted. No error was returned to the submitter and it appeared to users that everything was OK. Planning staff used the ID field, which was incremented, to determine that records were not submitted. This issue was resolved by putting restrictions on the number of characters that could be entered into the text boxes (i.e., if a field was 10 characters long in the database, then the text box would not allow more than 10 characters to be entered).

We currently plan to maintain the database on 10.155.58.50 and 10.155.184.75, and MN staff are welcome to use/improve on what we developed. The .Net application is stored on 10.156.56.52\DNR. We will maintain it for a year as well.

Although we attempted deadlines, there were not adhered to as hard deadlines. We continued to receive and accept abstracts up to 12/1! In part, this was because people thought their abstract was submitted, however they did not go through because the submitters failed to see the red error messages. Upon successful abstract submission, presenters were notified that they would receive a confirmation email within two weeks. Many potential presenters did not receive any notification at the end of their session (because they still had errors they missed), but failed to contact us until the schedule was issued. Several potential presenters did contact us, and we were able to get their abstracts submitted correctly. Most often the errors were

caused by invalid characters that were included in the text of the abstract. To avoid confusion, we strongly suggest your make error flags during submission very clear to submitters.

Paper Acceptance

Each abstract was evaluated by two external evaluators, who ranked each as “acceptable,” “borderline,” or “unacceptable.” Basically, we accepted all abstracts except for clear cases of duplication. There were a couple instances when we “demoted” a platform presentation to a poster, based on lack of evaluator enthusiasm or in the case of multiple submissions by 1 author.

Total Oral Presentations:	228 (77 were part of symposia)
Total Poster Presentations:	88

Notes/Comments

Evaluating abstracts required a fairly substantial amount of organization and effort, with little real justification, because we ended up accepting everything that came our way anyway. If you plan on being permissive, this step can probably be skipped entirely.

Thoroughly smoke-testing the abstract submission site is extremely important. Important features include: clear confirmation that a submission either was or was not successful, an “are you sure?” check on whether the submitter intends for a platform or poster presentation, and ability to handle all commonly used punctuation marks.

On the abstract submission website, a check-off box where submitters can volunteer to chair sessions would be very helpful.

Appendix G contains judging forms and assignments for student papers and posters.

RAFFLE

Committee Contacts: Dan Sallee

IDNR

2317 E. Lincolnway, Suite A

Sterling, IL 61081

Phone: (815) 625-2968

Email: dan.sallee@illinois.gov

Jeremy Tiemann

Illinois Natural History Survey

1816 South Oak Street

Champaign, IL 61820

Phone: (217) 244-4594

Email: jtiemann@illinois.edu

The Illinois Chapter of the American Fisheries Society, the Illinois Chapter of The Wildlife Society, and the Midwest Fish and Wildlife Conference Steering Committee teamed up to provide an excellent and entertaining raffle on Tuesday evening. The Raffle Committee coordinated raffle donations and purchased items at discounted rates with various vendors.

Ticket prices were tiered: two (2) for \$5.00 for tier 1 prizes. A \$20.00 purchase of eight (8) tickets included a single bonus ticket for a tier 2 prize. A \$30.00 purchase of twelve (12) tickets included a tier 2 ticket and a grand prize ticket to be used towards the Jon boat/motor/trailer. Individual buckets were used for each prize package so the raffle participants could select the specific prize he or she wishes to win.

Tier 1 Prizes: Typical tier 1 prizes included a framed print, a rod and reel combo, high quality optics, a set of beautiful elk sheds, or some other grouping of items valued at \$100-\$500.

Tier 2 Prizes: Tier 2 prizes included a kayak, a muzzle loading rifle, a leupold RX-1000 range finder, a high quality rod and reel combo, and a set of elk sheds from Wildlife Prairie Park near Peoria, Illinois.

Grand Prize: A 16 ½ foot Lowe Boat and trailer powered by a 25 hp 4 cycle Mercury motor donated by East Side Marine of Springfield, Illinois, Lowe Boats, the Professional Association of Conservation Resource Managers, and the Illinois Conservation Police Lodge.

Special thanks to the generous donators whom made this raffle possible! They include:

Commercial Fisheries Association

Dan Sallee
East Side Marine of Springfield, IL
Illinois Conservation Police Lodge
Illinois Quail Unlimited
Kodiak Custom Fish Tackle
Lowe Boats
National Wild Turkey Federation
Oquawka Boats
Professional Association of Conservation Resource Managers
Quality Fisheries
Quail Forever
Rocky Mountain Elk Foundation
Rutabaga's of Madison, Wisconsin

Raffle tickets were sold throughout the conference by sub-units of the two Societies. Two students were asked to be at the raffle table at all times. Additional helpers were recruited for Tuesday night during the final push for sales. The sub-unit schedule was:

Sunday from 12-6pm: SIU Wildlife

Monday from 8am-1pm: SIU Fisheries

Monday from 1pm-6pm: U of I Wildlife

Tuesday from 8am-1pm: U of I Fisheries

Tuesday from 1pm-6pm: EIU Wildlife/Fisheries

Additionally, all available students helped to sell tickets from 6 to 7:30pm, prior to the raffle.

REGISTRATION

Committee Contact: Lisa Bulinski
IDNR
One Natural Resources Way
Springfield, IL 62702
Phone: (217) 782-0041
Email: lisa.bulinski@illinois.gov

Online Registration: Association Central
Bonnie Chandler and Janet Bascom
Phone: (217) 585-1600
Regonline (www.regonline.com)

Registration Fees

Before November 16th

- | | |
|------------------------------|----------|
| • Professional registration: | \$225.00 |
| • Student registration: | \$95.00 |
| • One day Monday only: | \$125.00 |
| • One day Tuesday only: | \$125.00 |

After November 16th

- | | |
|------------------------------|----------|
| • Professional registration: | \$325.00 |
| • Student registration: | \$150.00 |
| • One day Monday only: | \$175.00 |
| • One day Tuesday only: | \$175.00 |

Workshops

Participants paid for workshops during registration and the steering committee paid out the collected fees to workshop organizers at the close of early registration. Any fees collected after the early registration deadline were paid to workshop organizers on Sunday, December 6. Workshop organizers were responsible for paying directly all associated food and beverage costs to the Hilton, speaker fees and travel expenses, and supplies.

- Advanced Fast Modeling Workshop: \$100.00 (cancelled)
- Biotic Response to Stream Restoration: \$75.00
- Students – Beginning Your Professional Journey: \$20.00

Guest Fees

We envisioned a very thin profit margin for this conference, and therefore felt it was necessary to have all guests to pay food costs.

- Sunday social: \$40.00
- Tuesday dinner: \$50.00

Exhibitor's registration fees

The cost for additional Exhibitor's covered all meals and breaks.

- \$700.00
- \$350.00 (not for profit)
- \$100.00 (additional reps)

Payment Methods

We accepted: credit cards: VISA, Mastercard; checks; purchase orders; and cash.

Registration Summary

Type	Number	Income
Student	243	\$26,345.00
Professional	307	\$74,160.00
One Day – Monday	19	\$3,265.00
One Day – Tuesday	27	\$3,900.00
Exhibitor (18 full, 2 NFP)	20	\$15,470.00
Exhibitor additional reps	13	\$1,100.00
Welcome social guest	8	\$320.00
Tuesday dinner guest	17	\$850.00

Comments

Association Central was great to work with. They were flexible in designing the web-based registration pages, and communicated well with conference staff. We encourage the 2019 Illinois planning staff, or other states, to consider using this vendor.

STUDENT EVENTS

Committee Contacts: Gary Potts

IDNR
129 North Kennedy Blvd.
Vandalia, IL 62471
Phone: (618) 283-3070
Email: gary.potts@illinois.gov

Stacy Lischka

Illinois Natural History Survey
84 Nino Drive
Sault Ste. Marie, ON, Canada P6B 3V6
Phone: (517) 420-3557
Email: slischka@illinois.edu

Committee Charge: Student/Professional Mixer

Key Activities:	Timeframe/Deadline
1) Discuss the student/professional mixer and funding for all student events with the Conference Steering Committee.	Spring and Summer.
2) Place text on the Student/Professional mixer on the conference website (see below).	Summer.
3) Work with other groups for funding such as AFS and TWS at the state and division/section levels, Critter Control, USDA APHIS, USF&WS, etc.	Spring, summer and fall.
4) Secure a large room for 400+ attendees for the mixer which should be very accessible.	Work with hotel staff in the summer and fall.
5) Work with hotel staff on food/drink prices for the student meal and drinks for the mixer. Ask for alternative prices if the number of attendees goes beyond the estimated number.	Summer and fall.
6) Provide hotel staff the estimated number of students/professionals who will attend the mixer. Registration numbers must be tracked to ascertain the number of students and professionals who will attend the conference. Note: not all conference attendees will attend the mixer.	Once registration is completed about a week before the conference.
7) Compile a list of professionals who would be willing to stand at a station to advise students in the following categories: 1) state fish jobs, 2) state wildlife jobs, 3) federal fish jobs, 4) federal wildlife jobs, 5) NGO fish and/or wildlife jobs, 6) university fish jobs, 7) university wildlife jobs. 2-4 people in each category will suffice as some professionals won't want to stay in one area all	Summer and early fall.

evening. Have back-up staff or rotate times for assistance.	
8) Send an e-mail letter to the above list of professionals and request their assistance with the mixer (see letter below).	About a month prior to the conference.
9) Color Coding Labels (four colors, self-adhesive, round dots) – We secured a couple of packets (420 total in a packet divided by 4 colors = 105 per color) of ¾" diameter dots from Z-International. The colors were green, blue, red, and yellow. Each color represented a state, federal, university or NGO job. As an example; green was for state jobs, blue for federal, red for university and yellow for NGO jobs. Once a professional indicated who they work for and the colored dot was selected, then a "W" for wildlife or "F" for fisheries was printed on the colored dot to represent the discipline. The colored dot was then placed on the nametag of professionals. A key designating what each color represents should be displayed on a table at the entrance to the mixer.	A few weeks prior to the conference.
10) Using a microphone, explain the colored dot system and job categories.	Explain system at the beginning of the event during the student meal, at the beginning of the mixer when professionals come in and also about every half hour. Utilizing the colored dot system will hopefully keep the participants mixing around the room.
11) Thank all the participants.	At the end of the evening.

Budgetary Implications

- a) Student Meal - Food (Pizza and drinks) for 200 students at \$2,163.00.
- b) Drinks for 400 students and professionals for the mixer at \$2,752.03.
- c) Colored dots for the mixer for identifying the specialty of the professional was around \$10.00 (provided by IL DNR)

Total of \$4,925.03

Funding came from the Conference Steering Committee.

Summary

This is the **key** student event for the conference, which occurs on Monday evening. The committee work prior to the conference is to raise funds, secure a large room for the event, work with hotel staff on the food/drinks for the student meal and drinks for the student/professional mixer portion of the event. At many past student /professional mixers, the routine was simply for the students to eat, then the professionals come in later and drinks are available for the evening. This type of venue works fine but we wanted to give students an increased chance of talking to the professional(s) who could help them the most. Thus, we tried a new twist to the event by organizing stations around the room for various disciplines to be present to discuss education and careers with the students. The stations represented the following disciplines: 1) state wildlife jobs, 2) state fisheries jobs, 3) federal wildlife jobs, 4) federal fisheries jobs, 5) NGO wildlife and fisheries jobs, 6) university wildlife jobs, and 7) university fisheries jobs. We asked a few professionals in each category to stand at the table stations. Folks who did not want to stay at a station but still wanted to participate were asked to mingle.

In addition to the stations, we also employed the colored dot system on nametags to allow students to quickly identify the professionals in their area of interest. When professionals came into the mixer, we asked them if they were employed by a state or federal agency, university or NGO. We selected the colored dot as mentioned in the “Key Activities” section above to represent their type of employer, then asked them if they worked in the wildlife (**W** placed on dot) or fisheries (**F** placed on dot) discipline. Thus, regardless if students wanted to go to a station or to simply mingle, by identifying the color of the dot on nametags and the “F or W” designation, they could quickly identify the professional in the category that they wanted to talk with. We received feedback from numerous professionals and students who appreciated how the mixer was designed which was very user friendly.

Website Text

<http://dnr.state.il.us/midwest/students>

Student-Professional Mixer

Monday, Dec. 7, 2009

6:30 – 7:30 pm – Students only

7:30-9:30 pm – All conference attendees

You are invited to attend the Student-Professional Mixer on Monday evening, December 7, 2009 from 6:30PM – 9:00PM at the Hilton Hotel.

Students are invited to arrive early for pizza and soft-drinks from 6:30 to 7:30 pm. Come early to get a chance to meet some of your fellow students at the meeting, learn a little about how to network in a social setting, and enjoy some refreshments.

The mixer will officially kick off at 7:30 pm when all conference attendees are invited to mingle with students. Professionals will be asked to apply a sticker to their name tag upon entry to identify their interests and type of employment. Snacks and beverages will be provided.

This mixer will be a special opportunity for students to meet with representatives of state and federal agencies, private companies, non-government organizations and universities. What an opportunity to discuss graduate school, your career and share some relaxed social time with others in your profession!

Students and professionals are encouraged to participate in this important event to support the future generation of our field!

For more information contact:

Student Events Co-Chairs

[Gary E. Potts](#) or [Stacy Lischka](#)

Appendix H contains an invitation letter to professional colleagues to assist with Student Professional Mixer.

Committee Charge: Set up a Mentor program

Key Activities:	Timeframe/Deadline
1) Place text on the mentor program on the conference website (see below).	Mid -summer

2) Place a sign-up check box on the conference registration form. The check box should indicate if you are interested in being a mentor or mentee at the conference.	During registration form development.
3) Match mentors with mentees and create an Excel spreadsheet (see attached Excel file with matches) based on interest area(s).	Student Events Committee should make matches ASAP after the registration deadline is over.
4) Purchase Mentor and Mentee Ribbon Tags based on the number of people who sign-up.	As soon as registration closes and numbers are known.
5) Send letter to Mentors and Mentees (see below) indicating ways they can interact. Also attach the Excel spreadsheet showing the matches of professionals and students and the contact information.	After matches are made and a couple weeks prior to the conference.
6) Place Mentor/Mentee Ribbon Tags in Registration Packet and attach them to the name tags.	Prior to conference.

Budgetary Implications

Secured 50 Mentor and 50 Mentee nametag ribbons for **\$38.00**.

We had 40 professionals and 39 students sign-up, respectively for the program. Primary costs are the ribbons for Mentors and Mentees. The terms “Mentor” and “Mentee” are the terms used by The Wildlife Society for their annual conference Mentor Program. The ribbons have a glue backing and can be attached to the conference name tag along with other ribbons (examples: Moderator, Committee Chairperson, and Speaker). Secure a vendor to get prices on the ribbons.

Summary

This was a key student event for the conference. The committee work is prior to the conference beginning with 1) placing mentoring program information on the website, 2) placing a Mentor/Mentee check box on the registration form for students and professionals to sign-up, 3) matching of professionals with students, 4) purchase nametag ribbons, 5) sending a program information letter and spreadsheet to participants, and 6) placing the ribbons on the nametags in the registration packet.

A sample letter sent to mentors/mentees can be found in [Appendix I](#).

Website Text

<http://dnr.state.il.us/midwest/students>

■Conference Mentoring

Are you a little nervous about attending your first Midwest Conference? Or are you a seasoned veteran student interested in meeting more professionals in your field? Would you like the chance to meet and talk individually with a one of the professional attendees to learn about their professional journey? If so, sign up for the Conference Mentoring at this year's meeting!

We will pair interested students with professionals of similar interests to give you the opportunity to interact personally with each other. Graduate and undergraduate students are encouraged to participate. Professionals will represent management agencies, academic institutions, and non-government organizations in multiple specialties from around the Midwest. This is a unique opportunity to get to know a professional from outside your normal group of colleagues!

Several weeks before the conference, we will forward contact information to mentors (professionals) and mentees (students). We encourage you to meet for lunch or dinner early in the conference to get to know each other and to continue your interactions during the sessions, social events and even after the conference has ended! Use this opportunity to get to know someone in your field personally, and get another perspective on what it means to be a fish or wildlife professional today!

Student Mentee Responsibilities:

- Contact your mentor before the meeting to determine how and when you will meet.
- Come prepared with some questions to discuss with your mentor.
- Be prepared to share some things about yourself and where you'd like to take your career in fish or wildlife management.

Professional Mentor Responsibilities:

- Contact your mentee before the meeting to determine how and when you will meet.
- Engage your mentee during sessions, meetings, social events and at other times to discuss what being a professional means to you and in your field.

■ Be prepared to share your experiences and professional journey.

■ Introduce your mentee to other professionals who they may be interested in speaking with.

If you are interested in signing up for the Conference Mentoring activity, please indicate that on your registration form. Don't forget to include your area of interest so that we may match you with an appropriate mentor!

Committee Charge: Fenske Breakfast

Key Activities:	Timeframe/Deadline
1) Discuss Fenske Award with Jessica Mistak, President of the Midwest Division of the American Fisheries Society.	Mid-Summer
2) Place Fenske Award information on the conference website and criteria for students to apply for the award (see text below).	Summer.
3) Send Fenske Award information to Student Chapter Advisors and others in Academia (see below)	Done late summer by North Central Division (NCD) of the American Fisheries Society (AFS) President Jessica Mistak
4) Raise funds with AFS, TWS, Conference Steering Committee and other groups.	Summer and fall.
5) Secure a room for the breakfast for Monday morning of the conference.	Late summer working with the committee who secures rooms with the hotel.
6) Compile the list of nominees into an Excel Spreadsheet. Send letter to the Fenske Award Nominees inviting them to the Fenske Award Breakfast.	Done by NCD AFS President.
7) Secure Award Committee to review and select award winners which will be one for wildlife and one for fisheries.	Done by NCD AFS President.
8) Select a group of about 25 key distinguished professionals (local, regional and a few national) who will be attending the conference to participate in the breakfast (free to invitees). Develop an Excel spreadsheet of the group (see attached). Send the group an invitation letter (see letter below). Ask for a short biography from each professional and compile them into a	Done by committee in early fall.

booklet provided to each student.	
9) Secure Award Nominee (25-30; get number from nominee list) and Award Winner (2) ribbons. Ribbons should be glue-backed and can be attached to the conference nametags.	Done a couple of weeks prior to the conference and added to nametags during registration packet development.
10) Secure a photographer for the student awards. Great to provide pictures of the group and award winners. Place pictures on the conference website for retrieval of attendees after the conference.	Line up a photographer for this event and other events a few weeks prior to the conference.
11) Student Events Committee should have one presenter for the fisheries award and one for the wildlife award. The committee 1) welcomes the professionals and students, 2) acknowledges financial supporters, 3) presents the awards, and 4) gets a group picture with the fisheries and wildlife nominees.	At the Fenske Award Breakfast on Monday Morning of the conference.

Budgetary Implications

Breakfast (hotel rate for your conference) total for 52 people at the Executive Buffet rate of \$18.95 each plus gratuity and tax = \$1,293.00 + nametag ribbons for \$7.50 = \$1,300.50.

Summary

This award started in MI and has been given for a few years at the Midwest Fish and Wildlife Conference. The Student Events Committee should inquire with both AFS and TWS at the North Central Division and Section levels, respectively, to see if they could sponsor the event. The state chapters of AFS and TWS should also be asked regarding sponsorship. The MI Chapters of AFS and TWS should specifically be asked to sponsor inasmuch as MI is where the award started. Other funding sources may need to be secured.

An e-mail to student chapter advisors and others in academia can be found in [Appendix J](#) and an invitation letter to the Fenske breakfast can be found in [Appendix K](#).

Website Text

Website: <http://dnr.state.il.us/midwest/students>

Janice Lee Fenske Memorial Award for Outstanding Students

Monday, December 7, 7:30-8:30 a.m.

Springfield, Illinois

Sponsored by:

Illinois Chapter of the American Fisheries Society

Illinois Chapter of The Wildlife Society

Midwest Fish and Wildlife Conference Steering Committee

We are pleased to accept applications from students for the *Janice Lee Fenske Memorial Award*. Up to 25 outstanding students majoring in fisheries or wildlife management will be selected, formally recognized for their achievements, and invited to attend an exclusive breakfast held during the Midwest Fish and Wildlife Conference in honor of the late Jan Fenske. The breakfast will provide a unique opportunity for students to meet and closely network with many fish and wildlife leaders from around the region.

Undergraduate and graduate students who plan to attend the Conference are encouraged to apply. Student finalists will be selected based on academic ability and scholarly achievements. Two of the student finalists, one majoring in fisheries management and one majoring in wildlife management, will be presented with a Fenske Memorial Award that includes a scholarship of \$500. The two winners of the Fenske Memorial Award will be selected based on the characteristics that made Jan a remarkable fisheries biologist, including enthusiasm to protect fisheries and wildlife resources through management activities, selflessness and motivation to teach others, interest in professional involvement, and integrity, positive attitude, and compassion. For more information, please visit the [Michigan AFS website](#).

To apply, please submit a resume including your GPA, two letters of recommendation from academic advisors or professionals in fisheries or wildlife management, and a cover letter including future career goals and reasons for attending the Midwest Fish and Wildlife Conference to:

Jessica Mistak, Fenske Award Committee Chair

mistakjl@michigan.gov

Deadline for submission is October 30, 2009. E-mail submissions are preferred. Please have the recommendation letters e-mailed directly from the academic advisor or resource professional.

Student applicants selected as finalists will be notified by November 20, 2009.

Committee Charge: Organize the Beginning Your Professional Journey workshop

Key Activities:	Timeframe/Deadline
1) Discuss the possibility of the workshop and partial funding with the conference Steering Committee.	Summer
2) If approved as a workshop, contact Rebecca Christoffel of IA State University to see if she and other past speakers (Mike Pagel of Univ. of WI Stevens Point and Jim Schneider of MI State Univ.) are willing to participate.	Summer
3) If 1 and 2 above are approved, then place information about the workshop on the conference website (see example below)	Summer during website development.
4) Announce workshop via University postings, letters to TWS and AFS student chapter advisors (see below).	Done by Rebecca Christoffel.
5) Place a workshop check box on the registration page of the conference website (limit of 50 students)	Summer during website development.
6) Secure a room for the workshop which will be held 8:00 a.m. to 5:00 p.m. on Sunday at the beginning of the conference.	Work with hotel and room committee to secure a room reservation during the summer-early fall.
7) Secure funding in addition to the student registration fee (\$20 each student). Critter Control via Happi Truan (PH: 743-453-6300 and E-mail: haps@crittercontrol.com), USDA APHIS, and AFS and TWS are good sources.	Summer and fall.
8) Develop an Excel spread sheet listing the attendees (see attached) and provide to Rebecca Christoffel.	After registration closes.

9) Workshop materials	Coordinated by Rebecca Christoffel
10) Workshop agenda (see below)	Provided by Rebecca Christoffel
11) Items Needed from the Conference Hotel: a) Food/drink for attendees. Get price quotes from the hotel on a per person basis. See the draft catering order below. b) b) Once workshop registration numbers are finalized, provide the number to the hotel. c) A/V Equipment	a) Early fall for price quotes. b) Provide numbers to the hotel ASAP. c) Ask Rebecca Christoffel about needs and get price quotes from the hotel. These may be provided if enough hotel and speaking rooms are booked.
12) Volunteers	Rebecca Christoffel may request 2-5 people to help with the workshop a few weeks before the workshop.
13) E-mail Letter to attendees.	Done by Rebecca Christoffel
14) Photographer – If someone is doing photos for the conference, it would be nice to take some pictures for the workshop attendees. Place on the conference website after the conference.	Secure the photographer weeks prior to the conference. Often a state/federal agency photographer will be asked to take pictures.
15) Workshop follow-up survey (see write –up below showing the results from the participants) and PR via a newsletter article for the North Central Section of TWS (see below).	Done by Rebecca Christoffel
16) Workshop accounting (see below)	Done by Rebecca Christoffel and committee

Budgetary Implications

See the final accounting on the last page at the end of the report which shows the actual workshop costs for supplies and speaker costs paid for by Rebecca Christoffel, then reimbursed by the Steering Committee. The Steering Committee paid for the food/drinks at the hotel directly.

Workshop costs:	Budgeted:	Actual Cost:
Supplies	\$770.00	\$485.44

Speaker Fess	\$900.00	\$479.38
Food/drinks below)	\$1,850.00	\$1,771.09 (From Draft Catering order
Total:	\$3,520.00	\$2,735.91

We budgeted \$770.00 for supplies for the workshop, speaker fees were \$900.00, and \$1,850.00 for food and drinks for a total of \$3,520.00. The students (50 maximum) who register for the workshop pay \$20.00 each. We had 29 students register and 28 (one dropped out) who participated in the workshop. Thus the student registrations paid for \$580.00 of the cost of the workshop and Critter Control's donation of \$3,000.00 and the Conference Steering Committee paid for the balance. Note that if the maximum of 50 students would have registered, then the costs would have approached the budgeted amount. The speaker fees are for Mike Pagel, Univ. of WI at Stevens Point. When the Midwest F&WC is close to WI, his travel costs will be lower. **In order for the workshop to come to fruition, external funds must be raised.**

Summary

The workshop has probably been coordinated by various committees from past Midwest Fish and Wildlife Conferences. The Students Events committee was approved by the Steering Committee in IL to coordinate the workshop with Rebecca Christoffel.

A valuable workshop held four times within the past five years at the Midwest Fish and Wildlife Conference. The workshop provides some great information and tools for the students to advance their career as noted by the workshop survey results below.

Appendix L contains an email announcement sent to universities for posting. *Appendix M* contains sample emails to TWS and AFS student chapter advisors announcing the workshop. *Appendix N* contains the agenda for the Beginning Your Professional Journey workshop, and *Appendix O* contains the draft catering order for BYPJ workshop. *Appendix P* contains participant evaluations, and *Appendix Q* contains the workshop accounting.

Website Text

<http://dnr.state.il.us/midwest/students>

Beginning Your Professional Journey Workshop

Sunday, Dec. 6, 2009

8:30 a.m. – 5 p.m.

Are you trying to figure out the requirements and best way to apply to graduate school, or what types of positions employers have for new graduates and what they're looking for in future employees? Eager to prepare for those inevitable interview questions such as "Why should we hire you for this position?" If so, 'Beginning your Professional Journey' is the workshop for you! Four sessions will include Resumes and Professional Correspondence, Academic and Employer Panels, Networking, and Interview Skills. Participants will have opportunities to practice their newly acquired skills during the Midwest Fish and Wildlife Conference and will receive binders full of resource materials for future use.

Participants from the past 2 years enthusiastically endorsed the workshop. "This workshop far exceeded all expectations that were held by students. We came out of it with a feeling that we were more equipped to start applying for jobs and for graduate schools. I think every undergraduate should attend this workshop!"

Specifically designed for undergraduates, this all-day workshop is available to students for only \$20 and is limited to the first 50 pre-paid registrants.

Contact [Rebecca Christoffel](#) with questions about this workshop.

A budget overview for the student events committee can be found in [Appendix S](#).

SOCIAL COMMITTEE

Committee Contacts: Nancy Rogers

IDNR

One Natural Resources Way

Springfield, IL 62707

Phone: (217) 524-2544

Email: nancy.s.rogers@illinois.gov

Tara Kieninger

IDNR

One Natural Resources Way

Springfield, IL 62707

Phone: (217) 782-2685

Email: tara.kieninger@illinois.gov

Committee Charge: Arrange all social events and breaks (except for Student Events).

Key Activities:	Timeframe/Deadline (estimates):
1) Arrange venues for each event (2 receptions, continental breakfast, & 4 breaks)	9-10 months out
2) Work with other committees to determine event times & locations	3-4 months out
3) Select food & drink options and coordinate placement of those at each event w/facility staff	3-4 months out
4) Contract with entertainment (i.e. band)	8 months – 1 year out
5) Develop contract with facility and caterer, especially if held off-site	8-9 months out
6) Work closely with registration committee to determine # of attendees to plan for	3-4 months out
7) Stuff drink tickets into name badges and/or hand out at the door	4-5 days out
8) Work with graphics to develop any necessary signs	1+ months out
9) Purchase event insurance, especially if held off-site	8 months out

Event Notes:

Abraham Lincoln Presidential Museum

Welcome Reception (Sunday pm):

- We wanted the event to be held off-site and in Springfield, our only option was the Museum as no other facility could hold 500 people.
- Attendance was limited to 500, or else we would have had to break the event into 2 sessions.

- Because the reception was held off-site, it added additional expense to our budget.
- Attendees did not partake of the museum attractions as much as we had expected. Though the museum provided great atmosphere, a welcome reception at the hotel would likely have been just as enjoyable without the added expense.
- Due to the cost of renting the museum facility, our food budget was lowered so we had to go with light appetizers. The caterer did not offer much selection in our price range. A heartier meal selection would likely have gone over better than finger sandwiches and fruit/cheese trays.
- The facility did not allow a cash bar; therefore, attendees left the event soon after their 2 drink tickets were used. If you want attendees to stay longer, provide more drink tickets or offer a cash bar.
- After hearing that food ran out quickly in Ohio, we asked the caterer to stagger the food so that it was available throughout the evening. We planned food for 500, but only roughly 400 attended, so we had food left at the end of the evening.
- Expenses:
 - Museum facility rental - \$4,000.00
 - Food & drinks – \$14,463.00
 - Rentals (tables/chairs, etc.) – \$1768.00
 - Event insurance & liquor liability - \$2171.00
 - Gift shop & coat check - \$425.00
 - **Total - \$22,827.00**

The Hilton

- 21% gratuity on all break/reception items at the Hilton was a budget killer.

Continental Breakfast (Monday am):

- We thought a Continental Breakfast would be a nice way to kick off the conference.
- Because we offered the breakfast, we were able to omit the morning break.
- Expenses:
 - **Total food & drinks – \$9,554.00**

Dinner Reception (Tuesday pm):

- Due to the number of conference attendees, we had to break out into several rooms for dinner. This resulted in the need for a dual entrée for dinner. The hotel chef came up with a dinner selection for us but in hindsight, a simpler selection would have been better.

- Attendees each received 2 drink tickets for wine, soda, or beer. The Hilton also provided the conference with 3 complimentary beer kegs. A cash bar was available when the drink tickets or free beer ran out.
- Guaranteed 610 guests at \$45 each for food and drinks.
- We received 29 requests (out of 581) for a vegetarian meal.
- Expenses:
 - Food & drinks - \$27,450.00
 - Band - \$1,000.00
 - **Total - \$28,450.00**

Breaks (Monday pm, Tuesday am & pm, and Wednesday am):

- Because of the gratuity, we had few choices for breaks within our budget.
- Expenses:
 - **Total food & drinks – \$10,757.00**

Hospitality Room Suite:

- We stocked the Hospitality Room Suite with food & drinks for conference staff & volunteers.
- The Hilton provided some free beer & an extra large food basket as well so we had quite a bit of food left over after the conference.
- Expenses:
 - **Total food & drinks – \$350.00**

Water Bottles:

- We provided a metal water bottle to every conference participant in order to maintain the green theme of the conference. We ordered 700 bottles. We were charged an art fee for using the conference logo and had to pay for shipping.
- The Hilton placed water dispensers throughout the conference rooms so that people could fill up.
- Expenses:
 - **Total – \$4239.00**

Grand Total: \$76,177.00

WEBSITE

Committee Contacts:

Ann Otten
IDNR
One Natural Resources Way
Springfield, IL 62702
Phone: (217) 782-9567
Email: ann.otten@illinois.gov

Lisa Demeule
University of Illinois
One Natural Resources Way
Springfield, IL 62702
Phone: (217) 785-4213
lisa.demeule@illinois.gov

Website URL: <http://www.dnr.state.il.us/midwest>

- Created using Adobe Dreamweaver software
- Template designed by Ann Otten, Ann Holtrop, and Lisa Demeule and was based on template and content from the 68th and 69th Midwest meetings
- Website created by Ann Otten, and worked on by Lisa Demeule
- Info was edited/added as it became available from the respective committee members

Site Content

Homepage

- Buttons linking to relevant conference materials (see **bold** headings below)
- Welcome message
- What to do / where to stay
- Downloadable Program (a digital version of what was handed out at the conference)
- Links to sponsors / co-hosts
- Photo gallery
- Abstracts
- Contact list of names/numbers of committee members

Schedule at a Glance

- Originally posted a temporary schedule of events/times/locations that was added to as more information became known.
- Once the Program was completed, it replaced the original template

Plenary Speakers

- Pictures and biographies of the three plenary speakers

Workshops

- Info on the workshops (name, times, cost, description, agenda, etc)
- Links to registration page that was created by Association Central (see Registration section)

Symposia

- Symposia overview, including contact info

Exhibitors and Vendors

- Description, booth info, show info, hours

Student Events

- Frequently asked questions
- Workshop info (beginning your professional journey)
- Conference mentoring info
- Janice Lee Fenske Memorial Award info and application
- Student-Professional mixer
- Connect with other students

Social Activities

- Continental breakfast
- Janice Lee Fenske memorial award breakfast
- Student-professional mixer
- Main social
- Conference Breaks

Registration

- Registration form created by Association Central (see Registration section)

Submit Papers

- Created by Don Bricker (see Program section)

Associated Meetings

- Info on how to reserve a space should you wish to hold a meeting

APPENDIX A. PLENARY SPEAKER LETTER

Dr. Leon Carl, Midwest Regional Executive
US Geological Survey/BRD
Great Lakes Science Center
1451 Green Road
Ann Arbor, Michigan 48105

Dear Dr. Carl,

The Fish and Wildlife Professionals in Illinois are proudly organizing and hosting this year's 70th Midwest Fish and Wildlife Conference at the Downtown Springfield Hilton December 6 – 9, 2009. This year's conference theme is "*Limited Resources, Unlimited Potential*" to capture both the challenges and opportunities that face our profession.

As you well know, the Conference is attended annually by fishery, wildlife, and natural resource professionals from 12 US states and the Province of Ontario. The Steering Committee has been diligent in securing a top flight facility, several high profile and engaging plenary speakers, and a program of talks and network opportunities that are a hallmark of this annual conference. Among our Keynote speakers, we will have Dr. Brian Czech, Center for the Advancement of the Steady State Economy and author of *Shoveling Fuel for a Runaway Train*, which tackles the issue of runaway economic growth.

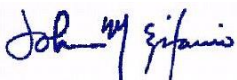
This year, we also plan to highlight the Abraham Lincoln Bicentennial by including a welcome social at the Lincoln Presidential Museum and a tour of other Lincoln sites. We hope you will include this year's conference in the annual conference travel plans for you and your staff. More information about the conference, please visit our website at <<http://dnr/state.il.us/midwest>>.

As a primary player in regional living resource science, management and conservation, we invite the **USGS** join us as an official Major Sponsor of this year's conference. We have also requested other federal and bi-national partners in the region join to us at the \$5,000 level. Sponsors at this level will be fully recognized in the printed and online program and in media materials. We will also reserve a space for a USGS display as well as 2 complimentary registrations for full access to Conference activities and events (please note we sent a similar request to the UMESC leadership as well). Current Sponsors and Contributors at various levels include the Great Lakes Fishery Commission, the Illinois Department of Natural Resources, Southern Illinois University, the Illinois Natural History Survey, the Illinois Association of Natural Resource Professionals, USDA Forest Service, US Fish and Wildlife Service, Trout Unlimited, and The Nature Conservancy.

Please visit our website for more details on the exciting events that we have planned and then join us as a Major Sponsor. I would be happy to discuss this opportunity for the Fish and Wildlife Service and make sure your needs are accommodated.

Thank you for your consideration and we look forward to seeing you in Springfield!

Sincerely,



John Epifanio, Co-Chair
70th Midwest Fish and Wildlife Conference

APPENDIX B. COMMITTEE DESCRIPTIONS

The Steering Committee is comprised of the conference chairs and committee chairs.

Conference Chairs

Provide overall structure and tone for the conference. This committee oversees the program and arrangements committee and receives periodic updates on the progress of all the committees.

- Develop conference theme and logo
- Solicit agency/university financial and human resources support for conference
- Secure cash donations and sponsorships for the conference (separate committee?)
- Inform local press and radio about the event through press releases
- Write speeches for DNR director and Governor, if those individuals are used.
- Arrange transportation for VIPs during the conference
- Identify and secure plenary speakers

Steering Committee Chair

- Find and coordinate volunteers to work at 70th Midwest
- Organize committee structure, committee chairs, and committee charges
- Find and coordinate volunteers to work at 70th Midwest
- Oversee all committees and progress on conference planning and preparation
- Develop a SharePoint site to manage all planning committee correspondence

Audio-Visual

- Obtaining all necessary AV needs, either through contract with the hotel or other sources
- Semi-final approval of AV contract w/hotel
- Set up of all computers and loading of presentations
- Liaison with hotel AV staff to troubleshoot problems
- Arrange internet café and speaker check in

Budget and Finance

- Creating and monitoring the conference budget
- Liaison with Conference Planners, i.e., tell planners what bills to pay, check incoming funds
- Create conference office and manage office during conference hours
- Liaison with Steering Committee to provide updates on budget status

Commercial and Non-Commercial Exhibits

- Actively solicit exhibits through direct mailing, telephone contact and internet
- Recommend exhibitor fees, develop exhibitor rules and contracts
- Secure additional signage and display equipment for other activities (such as H.Q. needs, easels for museum) during the conference
- Coordinate set up of exhibit hall and poster session
- Provide assistance to exhibitors before, during and after the conference
- Establish a contract with a display contractor for poster boards and other items needed for exhibitors

Facilities Administration

- Select of rooms and room setup for all activities associated with the Conference, including conference Head Quarters, presenter practice room, Internet Café, storage, concurrent sessions, plenary sessions, small meetings, receptions, conference registration, poster demonstration area, vendor display area, etc.
- Communicate with Arrangements and Program Committees regarding room assignments, meeting dates and times, for approval and for placement of information on the Conference Web Site
- Solicit and schedule associated meetings
- Provide place for VIPs to relax during conference

Graphics and Printing

- Work with the Steering committee on the creation of a Logo and theme
- Create and print the Program-at-a-glance (PAAG)
- Create and print all signs for outside conference rooms (stating presentation times, presenter, and title)
- Work with Program committees on material for program (including presenter information and poster titles and presenters)
- Work with Facility Administration committee on necessary signage for conference rooms and information in the PAAG (What presentations would be where)
- Work with Exhibit committee on material for PAAG (Exhibit map and Exhibitor names)
- Work with Conference Chairs on material for PAAG (Sponsors names and dollar amounts), create large sponsor boards to be placed by the registration table
- Order ribbons for nametags

Local Arrangements Committee

This group oversees the many subcommittees that are responsible for making all the “on the ground” conference arrangements. It is critical that these subcommittees provide periodic updates to the Steering Committee.

- Communicate with the Hotel staff for setup and room requirements
- Communicate with individuals representing groups seeking to have meetings, receptions, etc.
- Reserve space with hotel staff based on recommendations and requests from Facilities Administration, Hospitality, Commercial and Non-Commercial Exhibits, Student Events, and Program Committees

Program Committee

Responsible for soliciting special workshops and symposia; soliciting abstracts for oral and poster presentations; reviewing abstracts for inclusion in program; developing program schedule; securing room space for sessions with Facilities Admin Committee, workshops or symposia; securing moderators for sessions; and judging student papers for awards.

Fisheries

Workshops and symposia -

- Program schedule-
- Moderators-
- Student paper judges-
- Poster judges -

Wildlife

- Workshops and symposia -
- Program schedule-
- Moderators-
- Student paper judges-

- Poster judges -

Raffle

- Secure donations of merchandise for the conference and raffles
- Solicit student volunteers to sell raffle tickets
- Hold raffle on Tuesday

Registration

- Coordinate with the Steering Committee and Association Central on conference registration
- Collect size requests and ordered apparel for conference committees and volunteers to wear at the meeting so that they could be easily identifiable
- Develop a FAQ sheet for the registration table, committee members, and greeters to help answer questions of attendees
- Schedule greeters to stand in entrance way and other high traffic areas during registration hours to help direct people and answer questions
- Schedule volunteers to help with registration during conference. The committee members also assisted with registration, set up of the registration table each day, and other general help at conference
- Select and purchase the “give away” items (bag, pen, padfolio, etc.)
- Order name badges, decide on attendance categories for the badges (exhibitor, speaker, officers, etc.)

Student Events

- Create an opportunity for students to network with a variety of professionals including high level agency and university professionals

- Create a fun, relaxing atmosphere for students by providing some refreshments to cut down on travel costs
- Provide content to Website committee specifically pertaining to students
- Arrange student volunteers that could be used for various duties throughout the conference but mostly running AV equipment
- Provide an opportunity for students to build their resume
- Coordinate with Jessica Mistak (NCD) and Facilities Committee on the Janice Fenske award breakfast

Social Committee

- Organize two receptions:
 - Sunday night –
 - Tuesday night –
- Develop contract with facility and caterers for socials if offsite
- Develop contract with entertainment (i.e., bands) if used
- Select food for breaks Monday through Wednesday and work with Facilities committee to coordinate placement of food
- Organize refreshments for volunteers

Website Development

- Create web design and providing updates to web provider throughout the months prior to the conference
- Work with the web provider
- Work with Program committees (presenter information).

- Work with Facility Administration committee (what presentations would be where and what meetings would be occurring at the Conference)
- Work with Poster committee (poster names and presenters)
- Work with Exhibit committee (exhibitor rules and application, exhibit map and exhibitor names)
- Work with Donation committee (sponsors names and dollar amounts)
- Work with Registration committee on how to create the online registration page
- Work with the Workshop/Symposium committee (title, times, workshop deadlines and maximum number of participants)



CALL FOR COMMITTEE CHAIRS AND VOLUNTEERS!

70th Midwest Fish and Wildlife Conference

“Limited Resources, Unlimited Potential”

December 6-9, 2009 in Springfield, IL

The Conference Steering Committee is looking for eager volunteers willing to devote their time and talent to assist Illinois in hosting the 70th Midwest Fish and Wildlife Conference at the Hilton in downtown Springfield. This conference is an excellent opportunity to meet and to interact with professionals and students in the natural resources field. Scientific papers from the Midwest will be featured. The Conference theme is, “Limited Resources, Unlimited Potential”. Please help us make the most of our limited resources by volunteering!

If you are interested in helping, please complete the information below, identify your top three committee choices, and indicate if you are willing to chair the committee (if a chair is not yet identified). Completed forms should be returned to Ann Marie Holtrop (ann.holtrop@illinois.gov). We welcome help at anytime, but preference for chairs will be given to those who return forms by February 6. If you have questions, please contact Conference Co-Chairs, John Epifanio (217) 244-5059 or Epifanio@uiuc.edu and Eric Hellgren (618) 453-6941 or Hellgren@siu.edu, or Ann Marie Holtrop (217) 785-4325.

Name: _____ Affiliation: _____

Address: _____ City: _____ Illinois Zip: _____

Phone: _____ Email: _____

Committee	Preference	Willing to Chair?
Audio - Visual		
Budget and Finance		
Commercial and Non-Commercial Exhibits		
Facilities Administration		
Graphics and Printing		
Local Arrangements		Mike Moomey – Chair
Program		Jim Garvey - Fisheries Co-Chairs; Eric Schaubert – Wildlife Chair
Raffle		
Registration		
Student Events		Gary Potts and Stacy Lischka – Co-Chairs
Social Committee		Nancy Rogers – Chair
Volunteer Coordination		
Website		
Any – sign me up where I’m needed most!		

APPENDIX D. PLANNING TIMELINE

Winter, 2007

- Conference co-chairs identified
- Began negotiations with Springfield
- Signed contracts for Hilton
- Solicit proposals from vendors to handle conference registration.

December 14, 2008 Attend 69th Midwest in Ohio. Represent Illinois at Time and Place Committee meetings.

January 13, 2009 Steering Committee meeting.

- Review of Ohio meeting – lessons learned.
- Identify committees and responsibilities.
- Develop timeline for committees and activities.
- Review registration contract.
- Discuss logo ideas and timeline for development.
- Discuss social ideas and locations if off site.
- Discuss AV options including contract with hotel or outside vendor.
- Continue discussion of plenary session ideas and speakers.

January 20, 2009 First call for volunteers, committee chairs, symposia and workshops sent out with deadline of February 6. Sponsorship letters start going out.

February 19, 2009 Steering Committee meeting.

- Develop vision for conference.
- Discuss committee responsibilities.

- Review draft budget and proposed registration fees.
- Develop sponsorship categories.
- Discussion of meeting space needs and utilization.
- Adjust timeline.
- Select logo.

March 6, 2009 Deadline for symposia and workshops.

March, 2009 Steering Committee meeting.

- Finalize committee chairs and structure.
- Begin discussing student activities.
- Outline abstract submission guidelines.
- Develop database for accepting abstracts.
- Assemble email lists to develop our distribution list.

March 30, 2009 Email first announcement promoting Midwest.

April, 2009 Steering Committee meeting.

- Review of workshops and symposia to date.
- Updates from committees.

May, 2009 Steering Committee meeting.

- Continue to refine budget.
- Plenary speaker line up finalized?
- Updates from committees.

- Decide abstract submission deadline.

Mid May, 2009 First call for papers sent out via email

June, 2009 Steering Committee meeting.

- Website operational.

July 13, 2009 Registration system up and running through conference website.

- Second call for papers sent out via email.

July, 2009 Steering Committee meeting.

- Budget and committee updates.
- Symposium and abstract updates.

August 24, 2009 Third and final call for abstracts.

August, 2009 Steering Committee meeting.

- Tour of Hilton with committee.
- Discussion of AV needs and options.

September, 2009 Steering Committee meeting

- Draft program on website.
- Discuss access to abstracts during conference

September/October Deadline for abstracts.

October 22	Follow up letters to Exhibitors
November 24	Volunteer schedule set
December 1	Volunteer training and walk through at Hilton

APPENDIX E. STEERING COMMITTEE NOTES

Steering Committee Meeting IDNR Headquarters – Mallard Room February 19, 2009

Meeting began at 10:02. John Epifanio, Tammy Watson, Dan Stephenson, Tara Kieninger, Ann Holtrop, Eric Schaubert, Mike Moomey, Jim Garvey, Eric Hellgren, Paula Martel, Gary Potts, Chad Bartman, Lisa Bulinski, John Buhnerkempe, and Nancy Rogers were in attendance. Others planned to join via phone, but were unable to join due to phone issues in the Mallard Room.

- The meeting began with introductions. John Epifanio provided an overview of the conference schedule and of planning progress to date. The theme of the conference is Limited Resources, Unlimited Potential and will be held Dec. 6-9, 2009 at the Hilton in downtown Springfield. Robert Glennon and Brian Czech will be plenary speakers; one to two more are needed. Any ideas should be forwarded to John E. and Eric H. Plenary speakers should be finalized by May. Gary Potts suggested Marc Miller (IDNR Director) or Governor Quinn provide the initial welcome to the conference. John Epifanio will contact these folks. Even if these folks cannot attend, we may want to ask for a video-taped welcome from the Governor to play at the plenary session.

- We then moved into an overview of committees, which was led by Eric H., John E., and Ann H. We discussed the currently identified tasks for each committee and asked each chair for a status report.

Audio – Visual – Paula Martel – Mike Moomey provided Paula with initial bid from the Hilton's preferred AV vendor.

Budget and Finance - Amina Everett – Amina was unable to attend the meeting, but met with Ann and Mike Moomey afterwards. She has drafted a budget, which is being reviewed by the conference chairs.

Commercial and Non-Commercial Exhibits – At the meeting, this committee did not have a chair. However, Dan Stephenson has volunteered! A suggestion was made to contact exhibitors from the recent Illinois Lakes Management Association meeting.

Facilities Administration – Tammy Watson has experience with conferences at the Hilton. She will begin working with Mike to identify space needs.

Graphics and Printing – Tammy Watson has agreed to chair. Nancy Williamson, Lisa Demeule, and Mike Jeffords have agreed to help.

Local Arrangements – Mike Moomey has contacted the Tourism Bureau and they will help with signs around Springfield.

Program –Eric M. Schaubert, Jim Garvey, and Dave Wahl – The first call for symposia and workshops was sent and includes a deadline of April 15. Jim is leading an effort to identify what

fields are needed on the abstract submission part of the website. Ann H is checking with Don Bricker on how fast a searchable schedule can be posted to the website after the Program Committee orders presentations. Deck Major and Bob Bluett expressed interest in helping with Wildlife paper review and moderating sessions.

Raffle – Dan Sallee recruited Tom Bissell from The Wildlife Society to co-chair the raffle committee with him. Income from the raffle will 1) be used to reimburse state societies for start-up contributions, 2) be used to offset conference expenses if conference lost money, 3) be split by IL AFS and IL TWS. Following this meeting, IL AFS allocated up to \$1500 for raffle start-up funds, and will match TWS allocation.

Registration – Lisa Bulinski received the draft contract from Association Central from Mike Moomey and will be reviewing it.

Student Events – Gary Potts and Stacy Lischka – Gary and Stacy have started discussing ideas for the student program. Gary solicited input on professional mentoring opportunities during the conference as well as interest on a pre-conference workshop titled, “Beginning Your Professional Journey”. Overall, those present thought both opportunities would be helpful for students. A question was asked if students attending the pre-conference workshop would have to register for the entire meeting. The general consensus was that they could attend the workshop and not the entire conference.

Social Committee – Ann H. reported that Nancy Rogers had contacted most (if not all) of the potential off-site social locations and none can handle 600-800 people. Therefore it is most likely that all socials (Sunday and Tuesday) will be at the hotel. Nancy is working on an optional Lincoln site tour on Sunday afternoon or Monday evening.

Volunteer Coordination – This committee is currently vacant. Given that registration and AV are in large part being contracted out, conference volunteers may be handled by individual committees.

Website – Ann Otten has created a web page for the conference and is waiting for content.

- We then briefly reviewed the conference timeline that Mike Moomey and Ann H drafted. All chairs are encouraged to review it (it's posted on the SharePoint site) and make adjustments as needed.

- The Illinois Conservation Foundation is our banker. Mike Moomey, John Epifanio, Eric Hellgren, and Amina Everett are authorized to sign expenditures. John Epifanio will sign all contracts.

- Chad Bartman has created a SharePoint site that will be used by the Steering Committee and volunteers to keep track of due dates as well as a central depository for conference documents. All chairs and volunteers are encouraged to check out the site at:

https://dnr.portal.illinois.gov/ORC/wildlife/USFW_Meeting/default.aspx If you are unable to log in, please contact Chad at chad.bartman@illinois.gov.

- There was no expressed concern over adopting the penny logo. A .jpg of the logo is available on the SharePoint site and a letterhead file will be posted shortly.

- The next Steering Committee meeting will be held on Tuesday, March 17th at 10:00 am in the Rock River Room.

**Steering Committee Meeting
IDNR Headquarters – Rock River Room (2nd floor SE)
March 17, 2009**

The meeting began at 10:03 am. Tammy Watson, Paula Martel, Gary Potts, Lisa Demeule, Chad Bartman, Tara Kieninger, Trent Thomas, John Epifanio, Mike Moomey, Amina Everett, Nancy Rogers, Eric Hellgren, Dan Stephenson, Ann Otten, and Ann Holtrop were in attendance. Jeremy Tiemann and Stacy Lischka joined via phone.

We introduced everyone in attendance since some folks were new to the group. Next we got updates from each committee.

I. Updates from committees –

Co-Chairs - Eric Hellgren and John Epifanio updated the group on plenary speakers. John contacted IDNR Director, Marc Miller, and Marc offered to give opening remarks at the conference. Marc indicated that Governor Quinn would be interested in attending if Richard Louv was a plenary speaker. John will find out the cost and availability of Richard Louv. Nancy Rogers has compiled a list of Lincoln impersonators that may be used at the plenary or at other times.

Audio – Visual – Paula Martel – Paula will compare an outside bid or two with the bid supplied by the preferred vendor. She hopes to have a contract in place by June.

Budget and Finance - Amina Everett – Amina gave an overview of the draft conference budget. Amina, John, Mike, Eric, and Ann will discuss the budget more in depth after the meeting.

Commercial and Non-Commercial Exhibits – Dan Stephenson - Mike M. passed business cards from the Ohio exhibitors to Dan Stephenson. Eric H. then passed along Ohio's exhibit area layout to Dan. Dan, Ann H., and Mike will contact hotel to get cost estimates for tables, drape, etc. Dan and committee will use this information to set exhibitor rates.

Facilities Administration – Tammy Watson and Ann H. will develop a call for space, which will help solicit needs from attendees.

Graphics and Printing – Tammy Watson and Lisa Demeule are starting to design the look and feel of conference materials. The group will strive to use soy ink and recycled paper wherever possible. Tammy, Lisa, Ann O., and Ann H. will meet to discuss the website design in the next few weeks. Ann H. will help the committee identify how many signs are needed for the conference.

Local Arrangements – Mike Moomey – A separate bank account needs to be set up at Bank of Springfield for registration fee deposits and merchant fee withdrawals.

Program –Eric M. Schaubert, Jim Garvey, and Dave Wahl – The first call for symposia and workshops was sent and includes a deadline of April 15. Don Bricker is modifying abstract submittal interface to accommodate the committee's requests.

Raffle – Dan Sallee & Tom Bissell – The committee is formalizing a donation letter to be sent to various businesses. Dan Stephenson has secured a grand prize for the raffle – a boat (courtesy of East Side Marine and Lowe), motor (courtesy of East Side Marie and Mercury), and trailer! Excellent job!

Registration – Lisa Bulinski – Mike M. reported that the contract from Association Central has been executed. Association Central will need four volunteers to help with registration on Sunday afternoon and Monday morning. The Registration Committee will design a registration form, which will be provided to Association Central. On line registration should be operational by July 1.

Student Events – Gary Potts and Stacy Lischka – Professionals will have the opportunity to mentor students during the conference. Both students and professionals will be asked to check boxes on the registration form to indicate if they wish to mentor or be mentored respectively. Additionally, professionals will be asked on the registration form to participate in the student/profession mixer on Monday evening. Those checking "yes" will be asked to select "fish" or "wildlife", as well as "agency", "academic", or "NGO"; these categories will be identified on the nametags during the social. Gary asked for a place holder in the budget to offset the cost of the pre-conference workshop titled, "Beginning Your Professional Journey". Gary and Stacy proceeding with planning this even.

Social Committee –Nancy Rogers solicited feedback from the group on having the Sunday welcome social at the Lincoln Presidential Museum. With approx. 500 attendees, a social at the museum will work. All present thought this was a great idea! Nancy is working with the Museum to work out the details.

Volunteer Coordination – This committee is currently vacant. Given that registration and AV are in large part being contracted out, conference volunteers may be handled by individual committees. Ann H will be helping with this.

Website – Ann Otten presented the URL for the conference site: <http://dnr.state.il.us/midwest>
She is working with Lisa Demeule, Tammy Watson, and Ann Holtrop on content.

II. Other items:

- Mike Moomey talked to Mike Conlin about ORC staff attending the Midwest. Mike C. will need a list of potential names in May. The groups discussed what level of volunteerism justified paying full conference fees. Overall steering committee members felt that volunteers should cover food costs, but should not have to pay full conference fees. This will be a topic at the next steering committee meeting.
- The call for symposium and workshops was received by national Wildlife Society members, but was not received by Fisheries Society members. Eric H. will follow up. (Following the meeting, AFS members did receive the call.)
- The group briefly discussed any special invitees for the conference. Ann H will follow up with Jessica Mistak, current NCD AFS President, to see if there are customary invites that the host state extends.
- The next meeting will be held on Tuesday, April 21 at 10:00 am in the Mallard Room at IDNR Headquarters.

- The group adjourned and Eric H., John E., Mike M., and Ann H. discussed additional items over lunch. Eric H. is following up with the author of “Animal Investigator”, whom was interested in hosting a side event at the Midwest. Additionally, we discussed the role of North Central Division American Fisheries Society liaison and liked Jessica’s proposal. Ann H will follow up with Jessica. Finally, we modified the working budget and Ann H. followed up with Amina on 3/20. More details are being added to the budget, and we’re working to “firm up” the income and expenses.

Steering Committee Meeting
IDNR Headquarters – Mallard Room (3rd floor SE)
April 21, 2009

I. Updates from committees –

Co-Chairs - Eric Hellgren and John Epifanio (corporate sponsorship)

Audio – Visual – Paula Martel

Budget and Finance - Amina Everet

Commercial and Non-Commercial Exhibits – Dan Stephenson

Facilities Administration – Tammy Watson

Graphics and Printing - Tammy Watson and Lisa Demeule

Local Arrangements – Mike Moomey

Program –Eric M. Schauber, Jim Garvey, and Dave Wahl

Raffle – Dan Sallee

Registration – Lisa Bulinski

Student Events – Gary Potts and Stacy Lischka

Social Committee – Nancy Rogers

Website – Ann Otten

II. Richard Louv – John Epifanio

III. Conference insurance update – Eric Hellgren

IV. Establish next meeting date – Ann H.

**Steering Committee Meeting
IDNR Headquarters – Mallard Room (3rd floor SE)
May 20, 2009**

Attendees: Mike Moomey, Lisa Bulinski, Ann Holtrop, Tammy Watson, Paula Martel, Tara Kieninger, Chad Bartman, Nancy Rogers, John Epifanio, Eric Hellgren, Dan Sallee, and Gary Potts.

Updates from committees –

Co-Chairs - John Epifanio has made contact with potential Federal sponsors, but no formal monetary commitments have been made. The group suggested changing the proposed sponsorship level in the budget from \$20,000 to \$10,000 and subsequently adjusting the registration fee. Ann will work with the Finance Committee on this.

Audio – Visual – Paula Martel reported that AV services (projectors, computers, screens, etc.) will be provided for the Sunday workshops at no charge to the conference. If Macs or other special equipment is needed for Sunday, please contact Paula.

Budget and Finance - Amina Everet was not present.

Commercial and Non-Commercial Exhibits – Dan Stephenson has been working with Ann H. and Mike Moomey on a letter and informational packet to send to potential exhibitors. He will send Ann the address list of potential vendors and the Springfield staff will send out the packets.

Facilities Administration – Tammy Watson requested email addresses for groups desiring meeting space during the conference. She is drafting a “request for meeting space” and plans to send that out in July.

Graphics and Printing - Tammy Watson and Lisa Demeule reported that all material for the Program at a Glance needs to be submitted to them by October 26 to allow adequate time for printing. They have

reviewed the ribbon categories for nametags and currently propose: presenter, exhibitor, moderator, host, sponsor, student, and mentor. Other suggestions are welcome.

Local Arrangements – Mike Moomey is working with Best Expo on the contract for exhibit set up and tear down, and poster board rental. He passed around the nametags that the Springfield Tourism Bureau will provide. They only have clip badges. If we prefer lanyards, then we may want to buy the nametags ourselves.

Program –Eric M. Schaubert, Jim Garvey, and Dave Wahl submitted a report via email that they have approved three workshops for Sunday (Beginning your professional journey for students, Advanced FAST modeling, and Biotic responses to stream restoration). Additionally they have seven symposia for the paper sessions. Workshop organizers should contact Mike Moomey if they need food or drink, and Paula Martel if they have special AV needs.

Raffle – Dan Sallee announced he secured a raffle license! Jeremy Tiemann is contacting NGO's for additional support and raffle items. Ann H. asked Dan for logos for raffle donators and will start putting them on the web site.

Registration – Lisa Bulinski is working with Association Central to have Exhibitor registration added to the web application. She's reviewing disclaimer language that Association Central recommended adding to the registration form. Early registration will end November 6.

Student Events – Gary Potts and Stacy Lischka have drafted web material for the student section of the web site. This includes a FAQ section. They prefer to have a keg during the student social rather than drink tickets. They have contacted Pheasant Forever, but have not yet talked to them about support. They plan to contact Critter Control before the next meeting.

Social Committee – Nancy Rogers and Tara Kieninger drafted text for the website. The contracts with the Abraham Lincoln Museum and caterer are in place. They are working with the Museum on tickets or badges for the event.

Website – Ann Otten, Ann H. and Lisa Demeule have been working on the website. They will be meeting soon to discuss the color scheme and layout. The site is hoped to be operation by July 1.

Other Business

- Volunteer needs:

Committee	Volunteer Needs
AV	1 per check-in session
Facilities Administration	2 – Sunday 4:00 pm – 8:00 pm; 2 – Monday 8:00 am – 5:00 pm 2 – Tuesday 8:00 am – 5:00 pm *prefer helpers work ½ or whole day
Program	May need 1 person in each session room; there will be a moderator and AV assistant in each room
Raffle	1 person at table at all times; student helpers to sell tickets

Registration	2 – Sunday 12:00 pm – 7:00 pm; 2 - Monday 8:00 am – 5:00 pm; 2 – Tuesday 8: am – 12:00 pm
Social	2 – Sunday 5:00 pm – 10:00 pm

- John Epifanio contacted Richard Louv and he is still interested in speaking at our conference. However, Louv is not sure Monday will work. The committee discussed other options for Louv such as speaking at Tuesday's banquet, but most preferred the Monday plenary session. We may be serving dinner in multiple rooms on Tuesday, which would make having a speaker difficult. John will ask Louv if Monday is an option. We will decide whether to book Louv or not during the June meeting.

- Nancy Rogers updated the group on conference insurance. She has a quote for general liability at \$1526; this does not include liquor or catastrophic weather events. Mike Moomey is investigating insurance for weather events. Nancy is pursuing liquor liability insurance and will update the group at the next meeting.

- Ann H. requested material for the website ASAP. July 1 is rapidly approaching and we'd like as much material on the website by then.

- The next meeting was planned for June 25 at 10:00 at the Hilton. Following the meeting, Mike M. contacted the Hilton and staff was unavailable on the 25th. Therefore, we will meet at 10:00 in the Mallard Room at IDNR and will meet at the Hilton in July.

**Steering Committee Meeting
IDNR Headquarters – Mallard Room (3rd floor SE)
June 25, 2009**

Attendees: Mike Moomey, Eric Hellgren, Gary Potts, Paula Martel, Eric Shauber, and Nancy Rogers. John Epifanio and Stacy Lischka participated by phone.

Updates from committees:

Co-Chairs - John Epifanio reported that he has verbally received the following sponsorship:

- Trout Unlimited - \$500
- IL/IN Sea Grant - \$1000
- U.S. Forest Service - \$3000-\$5000 (Milwaukee Office)

John requested contacts for the CORP.

Audio – Visual – Paula Martel had no report.

Budget and Finance – Amina will be out for surgery in the fall, so Mike Moomey and Ann Holtrop will take over the budget duties.

Commercial and Non-Commercial Exhibits – Mike Moomey sent out letters/packets to potential vendors. Each exhibitor will receive one full registration as part of their fee. The group discussed what

to charge for additional people who will assist the primary vendor. \$100 fee should cover most food costs.

Facilities Administration – No report.

Graphics and Printing – No report.

Local Arrangements – Mike Moomey had no report.

Program –Eric Schaubert indicated the program group is working with symposia organizers to identify presenters. They hope the abstract submittal application will go live July 6 or 7.

Raffle – No report.

Registration – Mike Moomey reported that the registration form is almost complete and should be live close to the target date of July 1.

Student Events – Gary Potts reported that material has been placed on the website. Stacy Lischka developed a Face Book page, and that link is on the website as well. Gary and Stacy discussed what to put on name tags. They also expressed a desire to have a good number of professionals from various backgrounds available to mix with students. Finally, they are searching for more donors.

Social Committee – Nancy Rogers had no report.

Website – Ann Otten, Lisa Demeule, and Ann Holtrop are working on the website and hope to have a more complete site ready in mid-July.

Other business:

- John reported that Richard Louv is not available to speak at the conference. He is trying to get Sam Hamilton, whom is the new Director of the U.S. Fish and Wildlife Service.

- Nancy Rogers reported that conference insurance will be handled by Troxell; they do not offer “Act of God” insurance for inside events.

The next steering committee meeting will be Thursday, July 23rd at 10:00 at IDNR.

Steering Committee Meeting IDNR Headquarters – Heron Room (3rd floor center) July 23, 2009

Members present: Mike Moomey, Gary Potts, Ann Holtrop, Tara Kieninger, Lisa Bulinski, Paula Martel, Mike Chandler, and Justin Ramey

Updates from committees:

Co-Chairs - John Epifanio reported sponsorship from:

Trout Unlimited - \$500 (check received)

Illinois Indiana Sea Grant - \$1000

Forest Service - \$3000-\$5000

Water Resources - \$250

Great Lakes Fisheries Commission - \$3000 (check received)

US Fish and Wildlife Service - \$5000 (grant received)

Audio – Visual – Paula Martel reported that Premiere AV will join us at the Hilton in August.

Budget and Finance – Mike Moomey and Ann Holtrop reported that they will be replacing Amina Everett as committee co-chairs. Mike will arrange for Ann to have signature authority on the account with the Conservation Foundation.

Commercial and Non-Commercial Exhibits – Mike Moomey sent letters to 25 vendors. One exhibitor has registered. Mike Chandler requested a copy of the list so he could contact additional potential vendors. Mike will follow up with Dan Stephenson regarding how many vendors have contacted him with questions.

Facilities Administration – Tammy Watson will be sending a call for associated meetings.

Graphics and Printing – Ann Holtrop reiterated the deadline of October 26 for all printed materials.

Local Arrangements – Mike Moomey announced the next meeting would be at the Hilton.

Program –Eric M. Schaubert, Jim Garvey, and Dave Wahl are seeking judges for posters and oral presentations, as well as compiling a list of moderators. The deadline for abstract submissions is September 4.

Raffle – Ann asked Mike Chandler about the status of donations. We need logos for all major prize donors.

Registration – Lisa Bulinski will check on the frequency of updates from Association Central.

Student Events – Gary Potts reported that Critter Control is donating \$3000 to help support student events at the conference.

Social Committee – Tara Kieninger had nothing to report.

Website – Ann Holtrop reported that Lisa Demeule and Ann Otten have been working on the website. Registration and abstract submission are live. We need logos from sponsors and raffle donors.

Plenary Speakers – John Epifanio contacted Sam Hamilton, whom was named the new Director of US Fish and Wildlife Service. Sam has until September to accept or decline the invitation. Gary Potts suggested Tom Melius (?), the regional director of FWS in Minneapolis, might be a good option should Mr. Hamilton decline.

Website overview – Ann Holtrop pulled up the website and those present reviewed its functionality and offered suggestions for improvements.

DNR staff attendance – Mike Moomey will initiate a call to all DNR staff to find out who wants to attend the meeting and in what capacity. He will discuss the results with Deputy Director Rogner.

Establish next meeting date – The next meeting will be at 10:00 am on August 27th at the Hilton. We will meet in Conference Room 3.

**Steering Committee Meeting
Hilton Hotel, Conference Room 3
August 27, 2009**

Committee Reports:

Co-Chairs - John Epifanio reported that Fish and Wildlife Service donated \$5000 to the conference. He is working on having CWLP provide drinking water for the conference. More details to come. Current sponsorship includes:

- Trout Unlimited - \$500 received
- Illinois Indiana Sea Grant - \$1000 anticipated
- Forest Service - \$3000 - \$5000 anticipated
- Water Resources - \$250 anticipated
- Great Lakes Fisheries Commission - \$3000 received and logo posted on website
- U.S. Fish and Wildlife Service - \$5000 received
- Critter Control - \$3000 anticipated

Audio – Visual – Paula Martel reported that we'd meet Premier AV staff during our tour.

Budget and Finance – Mike Moomey and Ann Holtrop reported that not much has changed with the budget. Sponsorship is still needed.

Commercial and Non-Commercial Exhibits – Mike and Ann asked that all steering committee members contact business they know and encourage them to exhibit. We have three exhibitors now, but really need at least 20.

Facilities Administration – Tammy Watson reported that she is drafting material for the website and the call for potential associated meetings. Ann will send her the list of NCD-AFS needs for meeting space.

Graphics and Printing - Tammy Watson and Lisa Demeule need content for the program at a glance by October 26. They are looking into nametag and lanyard costs for the conference. We need to ask Mike Chandler if he has a lead on lanyards from Pheasants Forever.

Local Arrangements – Mike Moomey set up a tour of the hotel facilities that will follow this meeting.

Program –Eric Hellgren and Ann Holtrop reported that we have 4 platform, 1 poster, and 4 symposium abstracts submitted at this point. The deadline for the first call of abstracts is on Sept. 4 (one week away). TNC approached the Program Committee about possibly adding a symposium. All are in favor of this if TNC can get the speakers.

Raffle – Ann will get an update on raffle items from Dan Sallee.

Registration – Lisa Bulinski reported that we have 3 students and 3 exhibitors registered at this point.

Student Events – Gary Potts reported that professionals were being contacted for participation in the Student/Professional mixer on Monday evening. Critter Control has agreed to sponsor some of the student events. Stacy Lischka reported that plans are in place for the Fenske breakfast. She and Gary are discussion which professionals to invite to the event. John asked if we could invite representatives from each sponsor to the breakfast. Stacy will follow up with Jessica Mistak regarding this option.

Social Committee – Nancy Rogers and Tara Kieninger reported that are waiting for an attendee count before making any food changes.

Website – Ann Holtrop reported that Ann Otten and Lisa Demeule have done a fantastic job with the website. Please provide us with sponsor logos so we can recognize those that have contributed money and product to the conference.

Other Items:

Plenary update – John Epifanio has secured Sam Hamilton as our third plenary speaker. John has requested Mr. Hamilton's bio and picture for the website. Nancy Rogers contacted a Lincoln Impersonator and discussed options for him participating in the conference. Now that we have Mr. Hamilton, we may or may not want to include Lincoln. We discussed the plenary session and tentatively identified the following timeline:

7:00-8:30 – Continental breakfast

8:45-9:00 – Welcome

9:00-9:45 – Speaker 1

9:45-10:30 – Speaker 2

10:30-11:15 – Awards

11:15-12:00 – Speaker 3

Registration discounts – Ann was contacted by a potential exhibitor whom requested the non-profit rate because he has a small company. The group decided to wait and see how many exhibit spots were available by our next meeting before making a decision to offer a discounted rate.

DNR attendance at the meeting – Mike Moomey and Ann Holtrop met with Deputy Director John Rogner to discuss IDNR participation in the conference. John has discussed this issue with the Director, and has requested additional information from Mike.

Sponsor, Raffle, and Exhibitor logos – Ann requested logos from sponsors and raffle contributors to include on the website and in the printed conference materials. Mike suggested we update the thank you letter that the Illinois Conservation Foundation sends to request an organization's logo.

The next steering committee meeting will be Thursday, September 17 at 10:00 at the IDNR headquarters (Mallard Room).

**Steering Committee Meeting
IDNR Headquarters – Mallard Room (3rd floor, SE)
September 17, 2009**

Members present: Mike Moomey, Dan Stephenson, John Epifanio, Ann Holtrop, Lisa Bulinski, Nancy Rogers, Paula Martel, Gary Potts, and Tammy Watson. Eric Hellgren, Eric Schaubert, Stacy Lischka, and Dan Saltee participated by phone.

Updates from committees –

Co-Chairs - Eric Hellgren was contacted by the International Catfish Symposium folks about magnets they would like to distribute at the meeting. All agreed the magnets could be placed on the "free stuff" table. John Epifanio has contacted CWLP, Forest Service, UMESC and other science centers, CERL, and Rock Island Corps (thru Marvin Hubble) about sponsoring the conference. He sent an invoice to TNC and followed up with Water Resources Center. Sea Grant funds are still anticipated. John will check with HDR about possibly providing lanyards for our nametags. Additionally, he will provide us with information about the room boards used as the national AFS meeting.

Audio – Visual – Paula Martel is waiting for the presenter list and AV needs for Sunday workshops.

Budget and Finance – Mike Moomey will contact Conservation Foundation about getting the bank statements now that Glen Kruse is retired.

Commercial and Non-Commercial Exhibits – Dan Stephenson reported that we have four exhibitors. Mike Moomey will follow up with Mike Chandler to see whom else has been approached. Ann will try to track down the exhibitor list from 1999.

Facilities Administration – Tammy Watson has sent a call out via email for associated meetings. She is compiling requests and will start assigning space around October 1.

Graphics and Printing - Tammy Watson and Lisa Demeule will start designing the Program at a Glance on October 1. Ribbon needs (for nametags) need to be given to Tammy and Lisa by November 1. They will attempt to mock up a nametag for all to see.

Local Arrangements – Mike Moomey will get an update on hotel room reservations by the next meeting. He is also checking to see if parking will be comped by the hotel.

Program –Eric M. Schauber reported that 174 abstracts (oral and poster) have been submitted to date. This includes 100 platform, 33 posters, and 41 symposium presentations. The submission deadline is the 18th (tomorrow). The committee hopes to inform presenters of acceptance by October 4. By Oct. 11, they will have the sessions outlined.

Raffle – Dan Sallee is following up with the raffle team on items donated. The boat and trailer are in and we are waiting for the outboard motor. Since TU is a conference sponsor, they will likely not donate a print.

Registration – Lisa Bulinski reported that we have 8 professionals, 8 students, and 4 exhibitors registered so far.

Student Events – Gary Potts sent an invoice to Critter Control for \$3000. Stacy contacted Jessica Mistak regarding the professional attendees at the Fenske breakfast. Stacy has a draft list of attendees if anyone is interested. Jessica can find up to \$500 to support the breakfast if needed. Stacy and Gary will handle the food ordering for the Fenske breakfast and the Beginning Your Professional Journey workshop on Sunday. Stacy approached the committee about comping the registration fee for Mark Pagel whom is part of the student workshop on Sunday. Mark's registration fee has been covered by the conference in the past. After some discussion, the committee decided not to waive Mark's registration fee because the conference is already contributing \$1000 toward the workshop and these funds can be used to cover his registration fee. Mike Moomey will follow up with Kristin regarding ID checks at the socials. Gary and Stacy would like a list of attendees wishing to participate in the mentor and mentee program by mid-November.

Social Committee – Nancy Rogers and Tara Kieninger are on hold until we have firmer registration numbers.

Website – Nothing new to report.

Other Items:

- Mike Moomey reported that approximately 70 DNR staff expressed interest in attending the conference as professionals and 15 wished to volunteer but not participate as a professional. The Director's Office is currently evaluating this request.
- Ann reported that we've had some issues with abstract submittals, but we've been able to get them in so far. Students now have the option of registering for Sunday's workshop only.
- Gary will follow up with USDA Wildlife Services about potentially exhibiting at the conference.

- Dan Stephenson contacted local outdoor writers about conference coverage. Mike Moomey submitted a short article for the October edition of Outdoor Illinois.

- We are switching to two updates a month. The next four will be at 10:00 on:

October 6 in IDNR Mallard Room

October 22 in IDNR Heron Room

November 5 in IDNR Rock River Room

November 19 in IDNR Heron Room

**Steering Committee Meeting
IDNR Headquarters – Mallard Room (3rd floor, SE)
October 6, 2009**

Members present: Tammy Watson, Paula Martel, Mike Moomey, John Epifanio, Ann Holtrop, Tara Kieninger, Lisa Bulinski, Gary Potts and Nancy Rogers. Eric Hellgren, Jim Garvey, and Stacy Lischka participated by phone.

Updates from committees:

Co-Chairs - Eric Hellgren and John Epifanio – After some discussion, we settled on two different scenarios for the plenary session. They are:

Scenario 1	Scenario 2	Title
7:00 – 8:15	7:00 – 8:30	Continental breakfast
8:30 – 8:45	8:45 – 9:00	Welcome
8:45 - 9:45	9:00 – 10:00	Robert Glennon
9:45 - 10:00	10:00 – 10:15	TWS awards
10:00 - 10:45	10:15 – 10:45	Sam Hamilton
10:45 – 11:00	10:45 – 11:00	AFS awards
11:00 – 12:00	11:00 – 12:00	Brian Czech

Following the plenary, Robert Glennon and Brian Czech would be available in the Mezzanine Lobby for book signing. In general, the planning team preferred scenario 2 because it would allow commuters and those attending the Fenske breakfast to attend the entire plenary session.

Eric approached Mike Moomey about taking care of Brian Czech's travel. Mike will purchase Brian's plane ticket; Brian's hotel room has already been reserved.

Audio – Visual – Paula Martel reported that she will be compiling slides for a screen show that will run between papers. Minnesota will be providing a slide, and she will add logos of our sponsors to other

slides. Speakers will have a practice room from 7:00 am – 5:00 pm, with evening hours on Sunday and Monday. The schedule has been updated to reflect these changes. The planning team would like for computers available for attendees to check email. Paula is looking into the cost of that with the hotel. Ideally the abstracts will be available on lap tops (no via internet) in the registration area. A paper copy or two may also be available. Prior to the conference, all participants will be encouraged to print or to review the abstracts before they come. We will have two screens for the plenary session and we will not be recording it. Finally, we will purchase six laser pointers and Nancy is looking into prices.

Budget and Finance – Mike Moomey and Ann Holtrop reported that updates to the budget have been made to reflect more realistic numbers. The bottom line is looking better.

Commercial and Non-Commercial Exhibits – Mike Moomey updated the group on who had been contacted. The following exhibitors have signed up: WILDLIFE MATERIALS, Inc., Tomahawk Live Trap Company, Truax Company, Advanced Telemetry Systems, Forrest Keeling Nursery, Pizzo & Associates, Ltd., and Environmental Solutions & Innovations, Inc.

Facilities Administration – Tammy Watson will meet with Ann Holtrop and Mike Moomey to discuss room needs for associated meetings.

Graphics and Printing - Tammy Watson and Lisa Demeule need Program-at-a-Glance content by October 26; Tammy needs ribbon orders and room sign needs by November 1. John is looking into the boards that were used in TN.

Local Arrangements – Mike Moomey reported that 168 room nights had been reserved so far.

Program –Jim Garvey reported that there 270 abstracts were submitted; this includes 153 platform (76 fisheries, and 104 wildlife), 65 symposia, and 52 posters. The Program Committee is on track to notify presenter of their time slots by Oct. 16.

Raffle – Dan Sallee updated Ann via email on the prizes. The Raffle group has done a great job compiling various guns, boats, prints, etc.

Registration – Lisa Bulinski reported that 101 folks have officially registered.

Student Events – Gary Potts and Stacy Lischka requested a list of students and professionals that signed up to be part of the Mentor/Mentee program following the early registration deadline. They may need to change the room for the student/professional mixer on Monday night depending on meeting attendance.

Social Committee – Nancy Rogers and Tara Kieninger reported that Steve Pescitelli's band will be playing on Tuesday night during the raffle.

Website – Ann Holtrop reported that we are putting sponsor logos on the web as we get them.

Other Business:

- The group decided to allow folks to register for a Sunday workshop without registering for the entire meeting. Lisa is working with Association Central to make that change to the registration application.
- We made some changes to the schedule. All changes need to be made my next meeting.
- Mike is contacting Mike Chandler about getting Pheasants Forever to donate lanyards.
- We need to contact photographers to take pictures during the meeting. Adele Hodde and Ann Fletcher were mentioned.
- Gary provided John with a contact that provided stainless steel water bottles at the TWS meeting in CA.

- Next meeting dates:

October 22 in IDNR Heron Room

November 5 in IDNR Rock River Room

November 19 in IDNR Heron Room

December 1 at Hilton

Steering Committee Meeting

IDNR Headquarters – Heron Room (3rd floor, Center)

October 22, 2009

Members present: Lisa Bulinski, Paula Martel, Mike Moomey, Tammy Watson, Tara Kieninger, Nancy Rogers, and Gary Potts. Ann Holtrop, Eric Hellgren, Eric Schaubert, and John Epifanio joined by phone.

Updates from committees –

Co-Chairs - John Epifanio is John working to get Sam Hamilton's bio, photo, and title to Tammy by October 26. He will ask Robert Glennon if there is additional information he wishes to include in the program. Eric Hellgren sent a higher resolution photo of Brian Czech to Ann for use in the program and on the website. Brian requested free booth space to exhibit his group, the Center for Advancement of the Steady State Economy. Given that we have plenty of space for exhibits, all were in favor of granting him a free booth. John requested that honoraria checks be available for our plenary speakers upon their check in. Mike can get checks ready for Brian Czech (\$2000 to Center for Advancement for Steady State Economy) and Robert Glennon (\$2500). John is following up with Forest Service about the sponsorship level and will request a higher resolution logo from Fish and Wildlife Service. Finally, John and Eric will draft a welcome letter for the program at a glance and will send to Tammy by Monday.

Audio – Visual – Paula Martel is working with Lisa Demeule on the screen saver/slide show.

Budget and Finance – Mike Moomey reported that the Conservation Foundation can accept credit cards for sponsorship. If a group wishes to use a credit card, please send Mike the name on the credit card along with the expiration date.

Commercial and Non-Commercial Exhibits – Dan Stephenson is out of the office until November, so Mike Moomey and Ann Holtrop are covering. John reported that HDR is interested in exhibiting, but they have not yet registered. John will follow up. We have eight exhibitors so far. Mike reported that Melanie (Best Expo) will draft a floor plan and will assign space based on exhibitor needs. We are

waiting to see if we'll get more exhibitors before we have her do this. Mike will get list of exhibitors from Lisa and will talk to Melanie about contacting them.

Facilities Administration – Tammy Watson reported that space is filling up, especially on Monday. Tammy will follow up those groups needing food and will put them in contact with the Hilton. Tammy and Ann will meet tomorrow to discuss space needs, especially the 6th presentation room.

Graphics and Printing - Tammy Watson and Lisa Demeule are looking for photos to use as a wrap around on front cover. John will talk to Mike Jeffords about using his Cache River picture. Tammy talked us through the program at a glance including what content she has so far. Mike will ask exhibitors if they have a blurb they'd like to include in the program. Ann is working with Dan Sallee on a page for the raffle. October 26 is the deadline for program-at-a-glance content, and November 1 is the deadline for ribbon needs. Ann and Nancy provided Tammy with a link for plastic sleeves for the session signs.

Local Arrangements – Mike Moomey requested an estimate from the Hilton on the cost of the "Internet Café". Eric sent list of 13,000 past Midwest attendees to Mike, and Mike sent an email to all those folks. Mike is checking with the Springfield Tourism Bureau on available signage around town.

Program – Eric M. Schaubert reported that oral talks are scheduled and that the schedule was sent to Tammy this morning. The Committee is working on dividing posters into two sessions. Additionally they are identifying moderators and will have the list to Tammy by the 26th.

Raffle – Dan Sallee sent a report via email. Ticket prices will be: Grand Prizes - These will require a coveted red ticket. Red tickets are not for sale, but if you buy \$20 worth of blue tickets we'll give you 1 red ticket. We could add a 3rd class of ticket just for the Boat, Motor and trailer if folks felt strongly about it. Something like \$50 buys you 1 boat chance, 3 red chances, and 30 blue chances.

1. Boat, Motor, and trailer gathered by Dan Stephenson
2. muzzle loading rifle from Knight rifles AFS
3. Leupold RX-1000 rangefinder TWS
4. Kayak from Rutabaga's of Madison, Wisconsin AFS

Blue ticket items. \$2 per ticket or 12 for \$20. Placed in individual buckets for each prize (or in some cases choice of a small group)

1. set of elk sheds from Wildlife Prairie Park
2. A number of framed prints
3. Nikon Monarch ATB binoculars TWS
4. Backpacking fly rod and reel TWS

5. Cetica/Bionic Blade rod and reel combo TWS
6. Pflueger spinning reel on a Johnny Morris rod TWS
7. Knight muzzle loading shotgun AFS
8. Miscellaneous smaller items (not too many we hope).

Registration – Lisa Bulinski reported 116 professionals and 33 students are registered so far; most are IDNR! 108 are registered for the Sunday social. The mentoring program includes 6 students and 28 professionals so far. The Advanced FAST workshop has no registrants yet, and the Beginning Your Profession Journey workshop has eight so far. We'd like to know how many folks Ohio had registered at the end of the early registration deadline.

Student Events – Gary Potts and Stacy Lischka have a conference call tomorrow to discuss student events in more detail. Scott Beckerman (DOA) will be involved in student workshop and mixer. He will be providing a few hundred dollars for student events. Gary indicated that the Wildlife side of the professional for mixer is all set, and he will work with Ann on contacts for the Fisheries side. The committee is working with the Hilton to reduce the cost of food for the student mixer. The least expensive dinner option right now is \$15.95 per person before gratuity and drinks. They are hoping Kristin can create a less expensive pizza buffet option. Stacy has the invitation list for the Fenske breakfast nearly complete and plans to send invitations out soon.

Social Committee – Nancy Rogers and Tara Kieninger indicated they are on track with Lincoln museum. Insurance is nearly final, but they need final counts of attendees.

Water bottles – John looked into prices, but we need to see how we're doing with registrations.

Website – Gary asked if photo gallery could be added to website. Ann H will follow up with Ann O.

Other Issues

- We reviewed Program-at-a-Glance content, and all will get Tammy comments by the 26th.
- Nancy reported that laser pointers are \$23.97. John and Nancy will touch base about pointers.
- Ann H. reported that time and place meetings with MN will be Sunday from 4-5 and Wednesday from 12-1.
- Next meeting we will review volunteer needs and start placing folks in spots.
- Next meeting dates – Ann Holtrop
 - November 5 in IDNR Rock River Room
 - November 19 in IDNR Heron Room
 - December 1 at Hilton

Steering Committee Meeting
IDNR Headquarters – Rock River (2nd floor, SE)
November 5, 2009

Members present include: John Epifanio, Tara Kieninger, Lisa Bulinski, Paula Martel, Ann Holtrop, Mike Moomey, Nancy Rogers, Tammy Watson, and Gary Potts. Stacy Lischka and Eric Schauber participated by phone.

Updates from committees –

Co-Chairs - Eric Hellgren and John Epifanio reported that FWS will be represented at the plenary session, but Dan Ash will likely take Sam Hamilton's place. Mike and John will send flight itinerary for Czech and Glennon respectively to Lisa McWard. The Hilton will provide shuttle service from the airport for the plenary speakers. Ann put Robert and Brian in suites at the Hilton.

Audio – Visual – Paula Martel will make final arrangements with Premier. The cost of four computers for the Internet Café will be within scope of the original bid since we are reducing the number of screens during the plenary session. A 15 minute time limit will be suggested for use on these computers, and a volunteer from registration will spot check this.

Budget and Finance – Mike Moomey and Ann Holtrop are updating the budget as registrations are added.

Commercial and Non-Commercial Exhibits – Mike Moomey will work with Lisa to get a current list of exhibitors. He will work with Best Expo on a floor plan.

Facilities Administration – Tammy Watson is assigning space as requests are made. Michigan State canceled their alumni social.

Graphics and Printing - Tammy Watson announced that name tag and ribbons will be ordered on Nov. 13. Mike will get lanyards from Pheasants Forever. Program is going to printer tomorrow (Nov. 6).

Local Arrangements – Mike Moomey is checking with the Tourism Bureau on signage throughout town. Ann is working on the comped rooms with the Hilton.

Program –Eric M. Schauber provided an update on the schedule. Ann and Eric discussed search options for the website. The two agreed to allow users to search by key words, last name, and session. The search would return presenter name, title, time, and location.

Raffle – Dan Sallee is on track with prizes and provided information for the program.

Registration – Lisa Bulinski reported that we have 387 people registered including 124 students and 224 professionals. 296 have registered for the Sunday social. Ann encouraged Association Central to bring a computer on Dec. 1 to make sure the internet connection works in lobby area.

Student Events – Stacy Lischka distributed invitations to professionals for the Fenske breakfast; 14 have responded yes so far. 40 students have applied for the award. Stacy will contact Kristen at the Hilton this week to discuss food and room arrangements for Beginning Your Professional Journey and the Fenske breakfast. Gary has wildlife professionals identified for the mixer and is working with Ann on fisheries professionals.

Social Committee – Nancy Rogers and Tara Kieninger had insurance papers for John to sign. Kathy Wheeler will get checks ready next week. They are checking on arrangements for the band, Redhorse, including stage size and set up time. They will make tickets for veggie meals and other special dietary arrangements, and will purchase two colors of tickets for drinks.

Website – Ann Holtrop contacted Lisa Demeule about a photo gallery section on the website. Lisa will add this.

Other items

- Ann started tables for volunteer needs. She will work with Mike on filling spots with the DNR volunteer list.

Update from Hilton

- Coat room will be available to us on Friday (Lisa, Tammy, and Ann will have keys)
- Ann will work with Kristen on parking passes for steering committee and volunteers.

- Next meeting dates – Ann Holtrop

 - November 19 in IDNR Heron Room

 - Training on Dec. 1. Rendezvous Room

 - 9:30 - Steering Committee will meet with Hilton Mangers

 - 10 – 11 – Steering Committee meeting

 - 11 – Volunteer walk through and discussion

Steering Committee Meeting

IDNR Headquarters – Heron (3rd floor, center)

November 17, 2009

Members present: John Epifanio, Tara Kieninger, Lisa Bulinski, Paula Martel, Mike Moomey, Dan Stephenson, Mike Chandler, Nancy Rogers, and Ann Holtrop. Gary Potts, Eric Hellgren, Eric Schaubert, and Stacy Lischka participated by phone.

Updates from committees –

Co-Chairs - Eric Hellgren reported that Brian Czech sent his books to IDNR (Mike received them). CASSE will sell books at the booth and may sell after the plenary session as well. John Epifanio reported that Dan Ashe will be unable to attend the conference on behalf of Director Hamilton. Rowyn Gould (? spelling) may proxy, but we are not sure. John talked to IDNR Director Marc Miller and ORC Director Jim Herkert about giving opening comments at the conference. John drafted a report template for each committee to use. He will finalize the template and will distribute to all committee chairs. Reports should be prepared by each committee in time for our time and place meetings with MN.

Audio – Visual – Paula Martel reported that Premier AV will provide four computers for our Internet Café. Paula is checking with Premier on how presenters will move between slides. John asked if we will have microphones in plenary session in case folks have questions. Paula will check on this.

Budget and Finance – Mike Moomey and Ann Holtrop had nothing new to report.

Commercial and Non-Commercial Exhibits – Dan Stephenson and Mike Moomey reported that we have 17 paid exhibitors and four potential comped exhibit spaces. The exhibit hall will be capped at 30 exhibit spaces. Mike and Ann are working with Best Expo regarding a floor plan. Critter Control will not be attending the conference.

Facilities Administration – Tammy Watson had nothing new to report.

Graphics and Printing – Nametags, ribbons, foam board, and plastic sleeves have been ordered. If you need signs, please let Tammy know ASAP. John requested logo signs for each podium. Nancy will look into adhesive options and we will talk to the Hilton on Dec. 1. Mike Moomey reported that the Springfield Tourism Bureau will have staff available on Sunday afternoon.

Local Arrangements – Mike Moomey had nothing new to report.

Program –Eric M. Schaubert reported that three Iowa State students that had trouble submitting abstracts have been taken care of. We have 45 posters on Monday and 42 on Tuesday. Eric and crew are working on the abstract “book”.

Raffle – Dan Sallee arranged for prizes to be stored in Springfield. Brian Metzke is coordinating student sub-units to help with the raffle.

Registration – Lisa Bulinski reported that we have 546 registered.

Student Events – Gary Potts is working on a request to send to professional helpers for the student mixer. He has the colored dots to identify affiliation and expertise. Stacy Lischka reported that 23 professionals have RSVPed to the Fenske breakfast. 37 students have signed up for mentoring and 30 for the BYPJ workshop.

Social Committee – Nancy Rogers and Tara Kieninger reported that there will be a two drink maximum at the Sunday social.

Website – Lisa will change the button text to reflect the search functionality, add the new .pdf program at a glance, add exhibitor descriptions, and add button for a photo gallery.

Other Topics:

Name tags – Lisa B., Tammy, Lisa D., Ann, and Nancy will discuss name tags.

- Ann is filling DNR volunteers into spots.

- We plan to send an email to registrants with an overview of:

- Sunday social (drink tickets, movie times, etc)
- Photo gallery
- Internet café
- Raffle prizes
- Parking

V. Next meeting dates – Ann Holtrop

- December 1 at Hilton Rendezvous Room 9:30 with Hilton staff, Steering committee 10-11, walk through with volunteers at 11

**Steering Committee Meeting
Rendezvous Room - Hilton
December 1, 2009**

I. Meet the Hilton staff

II. Updates from committees –

Co-Chairs - Eric Hellgren and John Epifanio

Audio – Visual – Paula Martel

Budget and Finance – Mike Moomey and Ann Holtrop

Commercial and Non-Commercial Exhibits – Dan Stephenson and Mike Moomey

Facilities Administration – Tammy Watson

Graphics and Printing - Tammy Watson and Lisa Demeule

Local Arrangements – Mike Moomey

Program –Eric M. Schaubert, Jim Garvey, and Dave Wahl (judging, abstract book)

Raffle – Dan Sallee

Registration – Lisa Bulinski (DNR vouchers)

Student Events – Gary Potts and Stacy Lischka

Social Committee – Nancy Rogers and Tara Kieninger

Website – Ann Otten

III. Other items

- Contact numbers

- Staff availability

- Conference office

- Lanyards

- Time and Place meetings with MN

- Reports

- printers for nametags and student career counseling

III. Walk through


- table placement for raffle, book signing, Tourism Bureau, magnets, MN literature

- easels

- hospitality suite

APPENDIX F. TABLE STRUCTURE FOR ON-LINE ABSTRACT SUBMITTAL

Attachment A

	Column Name	Data Type	Allow Nulls
	PresenterID	int	<input type="checkbox"/>
	Approved	char(3)	<input type="checkbox"/>
	LastName	nvarchar(30)	<input type="checkbox"/>
	MidInitial	char(1)	<input checked="" type="checkbox"/>
	FirstName	nvarchar(20)	<input type="checkbox"/>
	EMail	nvarchar(50)	<input checked="" type="checkbox"/>
	ProfStatus	nvarchar(75)	<input type="checkbox"/>
	BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
	Address1	nvarchar(50)	<input type="checkbox"/>
	Address2	nvarchar(50)	<input checked="" type="checkbox"/>
	City	nvarchar(20)	<input type="checkbox"/>
	State	nchar(2)	<input type="checkbox"/>
	Zip	nvarchar(10)	<input type="checkbox"/>
	Phone	nchar(14)	<input checked="" type="checkbox"/>
	CA1Last	nvarchar(30)	<input checked="" type="checkbox"/>
	CA1MidInit	nchar(1)	<input checked="" type="checkbox"/>
	CA1First	nvarchar(20)	<input checked="" type="checkbox"/>
	CA1BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
	CA2Last	nvarchar(30)	<input checked="" type="checkbox"/>
	CA2MidInit	nchar(1)	<input checked="" type="checkbox"/>
	CA2First	nvarchar(20)	<input checked="" type="checkbox"/>
	CA2BusAff	nvarchar(60)	<input checked="" type="checkbox"/>
	CA3Last	nvarchar(30)	<input checked="" type="checkbox"/>
	CA3MidInit	nchar(1)	<input checked="" type="checkbox"/>
	CA3First	nvarchar(20)	<input checked="" type="checkbox"/>
	CA3BusAff	nvarchar(50)	<input checked="" type="checkbox"/>

CA4Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA4MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA4First	nvarchar(20)	<input checked="" type="checkbox"/>
CA4BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
Pref1	nvarchar(20)	<input checked="" type="checkbox"/>
Pref2	nvarchar(50)	<input checked="" type="checkbox"/>
Program	nvarchar(50)	<input checked="" type="checkbox"/>
Location	nvarchar(100)	<input checked="" type="checkbox"/>
AbstractTitle	nvarchar(150)	<input type="checkbox"/>
Abstract	nvarchar(1750)	<input type="checkbox"/>
Schedule	nchar(100)	<input checked="" type="checkbox"/>
Keyword1	nvarchar(20)	<input type="checkbox"/>
Keyword2	nvarchar(20)	<input checked="" type="checkbox"/>
Keyword3	nvarchar(20)	<input checked="" type="checkbox"/>
SubmitDate	datetime	<input checked="" type="checkbox"/>
CA5Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA5MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA5First	nvarchar(20)	<input checked="" type="checkbox"/>
CA5BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
CA6Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA6MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA6First	nvarchar(20)	<input checked="" type="checkbox"/>
CA6BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
CA7Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA7MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA7First	nvarchar(20)	<input checked="" type="checkbox"/>

CA7BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
CA8Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA8MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA8First	nvarchar(20)	<input checked="" type="checkbox"/>
CA8BusAff	nvarchar(50)	<input checked="" type="checkbox"/>
CA9Last	nvarchar(30)	<input checked="" type="checkbox"/>
CA9MidInit	nchar(1)	<input checked="" type="checkbox"/>
CA9First	nvarchar(20)	<input checked="" type="checkbox"/>
CA9BusAff	nvarchar(50)	<input checked="" type="checkbox"/>

Attachment B

	Column Name	Data Type	Allow Nulls
►	Pref1ID	int	<input type="checkbox"/>
	Description	nvarchar(50)	<input type="checkbox"/>
	DisplayOrder	int	<input type="checkbox"/>

	Pref1ID	Description	DisplayOrder
1	4	Symposium	3
2	1	Poster	2
3	2	Platform	1

Attachment C

	Column Name	Data Type	Allow Nulls
►	Pref2ID	int	<input type="checkbox"/>
	Description	nvarchar(50)	<input type="checkbox"/>
	DisplayOrder	int	<input type="checkbox"/>

	Pref2ID	Description	DisplayOrder
1	1	Adaptive Management	5
2	2	Emiquon Reserve	6
3	3	Felid Ecology and Management	7
4	4	General Fisheries	1
5	5	General Wildlife	2
6	6	Management of Rare Aquatic Species	4
7	7	Midwest Coordinate Bird Monitoring	8
8	8	General Policy and Management	3
9	9	Population Regulation in Black Bass	9
10	10	Stream Restoration Symposium	10

Attachment D

	Column Name	Data Type	Allow Nulls
►	ID	int	<input type="checkbox"/>
	Status	nchar(75)	<input type="checkbox"/>
	DisplayOrder	int	<input type="checkbox"/>

	ID	Status	DisplayOrder
1	1	Professional	1
2	2	Student -- judged for best paper / poster	2
3	3	Student -- not judged	3

APPENDIX G. JUDGING FORMS FOR ORAL AND POSTER PRESENTATIONS

2009 Midwest Fish & Wildlife Conference Instructions for Judges Evaluating Student Presentations & Posters

Criteria for distinguishing among excellent, very good, acceptable and below average presentations are specified below, along with point values corresponding with each. While the criteria detailed below coincide with the specific categories used for judging oral presentations, the standards described easily transfer to judging posters. Some of the categories are identical, and others analogous. Please use these standards as a general guideline regardless of the type of presentations you are evaluating...and thank you again for your efforts!

1) Introduction & Title: 0-15 points

Excellent (14-15 pts.): Title is informative, relevant, and compelling. Introduction addresses & defines (as appropriate) key terminology, concepts, and relevant ecological, management, sociological, economic and/or other critical background material. Study is placed in a meaningful, compelling and appropriate context (i.e., background material links effectively to study objectives). Research questions, study objectives and/or hypotheses are presented clearly. The entire introduction is exceptionally well-organized and presented, with excellent flow, smooth transitions, and a logical, engaging, and persuasive buildup to the research questions. The audience really wants to hear what's next.

Outstanding!

Very Good: better than average presentations (12-13 pts.): Includes all critical components (see above), but lacks finesse of truly excellent work. Title is informative and professional. Introduction addresses important terms, concepts and background material, placing the study in an appropriate context. Study objectives are presented, generally clearly. Presentation is generally clear, logical, and organized, but lacks the fluid and compelling nature of truly exceptional presentations. **Well done!**

Acceptable: professional, but average (10-11 pts.): Introduction includes most of the critical components, but may omit important items, include unnecessary ones, or present ideas with less clarity, flow, logic and effectiveness than better-quality presentations. Title is professional, but may be somewhat vague or misleading. **A good effort!**

Below average (0-9 pts): Introduction omits important components, or presents them ineffectively or inaccurately. Presentation is poorly organized, lacking clarity, flow, logic or other critical qualities. Title may be misleading, unprofessional, extremely vague, or have other problems. **Needs improvement!**

2) Methods & Data Analysis: 0-15 points

Excellent (14-15 pts.): Explains clearly & succinctly where, when, and how data were collected, omitting trivial details. Addresses key field & lab techniques, sampling design, sample size & data analyses; each of these components links effectively & appropriately to the study objectives. Unusual or innovative techniques or analyses are explained & referenced. Information is exceptionally well-organized and presented, with a logical, engaging, and persuasive explanation of what was done and *why*.

Very Good: (12-13 pts.): Includes most critical components (above), but lacks finesse of truly excellent work (e.g., may state rather than explain information). Presentation is generally clear, accurate & logical. May omit some details, but includes all critical components (e.g., sampling design, major techniques & statistical analyses).

Acceptable (10-11 pts.): Techniques employed (including statistics) are acceptable, but may not be the most appropriate available to address study objectives, or are not justified sufficiently. Presentation includes most of the critically important information, but in a less clear, complete, and compelling manner.

Below average (0-9 pts.): Study design, implementation and analysis have major flaws, and/or are insufficiently explained and justified. Key features are omitted, incomplete, or inaccurate. Difficult to understand (e.g., poorly organized, unclear).

3) Results, Discussion and Conclusions: 0-15 points

Excellent (14-15 pts.): Summarizes data clearly, logically, and effectively, noting striking patterns and addressing the study objectives in a compelling and convincing manner. Presents clear and complete statistical results, appropriately. Addresses study objectives in the order introduced previously. Interpretations are appropriate, but also creative and persuasive. Presentation is fluid, well-integrated

and insightful, places the study in an appropriate scientific or professional context, and provides a new perspective, perhaps raising new questions. Of notably higher quality compared to most presentations.

Very Good: (12-13 pts.): Includes most critical components specified above, but lacks finesse of truly excellent work. Presentation is generally clear, well-organized, and highly competent, addressing study objectives and interpreting the study in a complete and professional manner. More interesting, insightful and polished compared to average presentations.

Acceptable (10-11 pts.): Presentation includes many of the important elements specified above, but in a less compelling manner (e.g., may be relatively perfunctory & predictable). May not address subtle but interesting or important patterns, or to consider alternative or innovative interpretations of the results. Presentation is generally competent and professional, comparable to average presentations.

Below average (0-9 pts.): Presentation is poorly organized, confusing, incomplete, or contains obvious errors. Summarizes only obvious patterns, or fails to present important relationships & patterns. Interpretation of results is faulty, illogical or obviously biased. Demonstrates a lack of competency or professionalism; notably poorer in quality compared to average presentations.

4) Originality & Significance: 0-15 points

Excellent (14-15 pts.): Study addresses highly original questions or problems, or addresses them in an innovative and creative fashion. May employ new means of collecting data or measuring responses, design elegant experiments to test hypotheses, or implement innovative means of analyzing data. Study may employ ideas, techniques or technologies from other fields to address research questions. Study objectives address problems or questions of significance. You are likely to remember this presentation!

Very Good: (12-13 pts.): Study objectives, methods, statistical analyses and/or interpretation demonstrate a degree of creativity, innovation, or originality, but are not as distinctive as truly excellent presentations. Study objectives address problems or questions of importance.

Acceptable (10-11 pts.): Study objectives, methods, statistical analyses and/or interpretation are professional and competent, but not especially original or innovative. Study objectives may address

problems or questions of interest only to local professionals, may merely confirm or reiterate previous studies, or may otherwise be of less significance than more notable presentations.

Below average (0-9 pts.): Demonstrates a distinct lack of originality in design, implementation, analysis and interpretation. Notably lower in significance and interest level compared to average presentations.

5) Visual Presentation: 0-15 points

Excellent (14-15 pts.): Tables & figures illustrate patterns clearly and compellingly, are selected to highlight important or interesting points, and employ effective combinations of color and pattern. Labels, captions, keys, etc., are appropriate, legible, and helpful. Text supports speaker effectively and without distracting, using legible, easy-to-read font size, style and color. Other visuals are appropriate, clarifying and supporting the speaker without distracting or overpowering. Visual quality is superb throughout.

Very Good: (12-13 pts.): Tables, figures, text and other visuals exhibit qualities described above, but with occasional minor imperfections. Generally exhibits highly competent use of color, pattern, font features, text, and other visual features. Visual quality enhances presentation consistently.

Acceptable (10-11 pts.): Tables & figures illustrate major patterns clearly, but are not as effective or imaginative as those in better presentations. Overall quality of visual elements is acceptable, but lessened because of data patterns presented, style or format of tables and figures used, or the pattern, scale, color, font or other stylistic features selected. Text or other visual features may occasionally be excessive, distracting or illegible. Visual features are generally competent throughout the presentation.

Below average (0-9 pts.): Tables & figures present information ineffectively or unclearly (e.g., poorly organized; too busy or too simple; not centrally relevant to study objectives; contain multiple technical errors or omit critical labels; poor selection of colors, fonts, styles, etc.). Text is excessively wordy, distracting, misleading or illegible (due to font size, color, style, etc.). Generally confusing.

6) Verbal Presentation: 0-15 points

Excellent (14-15 pts.): Speaker is audible, articulate, well-organized and effective, assisting audience members in remaining attentive, engaged and interested in the study and its implications. Presentation is evenly paced and within time limits. Questions are discussed effectively and astutely. Quality of verbal presentation is superb throughout, though the style of excellent speakers may vary.

Very Good: (12-13 pts.): Speaker is generally audible, articulate, well-organized and effective. Consistently leads the audience through a well-designed and executed presentation with skill, though with occasional imperfections. Ends within time limits & handles questions well; leaves a positive impression.

Acceptable (10-11 pts.): Speaker is sometimes inaudible, may use uneven pacing, use interjections noticeably (e.g., “um”), or otherwise lessen quality of presentation through common flaws. Speaker is well-prepared and generally competent throughout the presentation.

Below average (0-9 pts.): Speaker is frequently inaudible, speaks too rapidly or too slowly, uses excessive interjections (e.g., “um”), or is difficult to understand. Generally confusing; appears unprepared.

7) Other Considerations: 0-10 points [optional; reserved for the top 5-10% of presentations]

Exceptional (9-10 pts.): Among the very finest of presentations at this meeting. An outstanding study, presented with distinction. Absolutely deserves consideration for the award. Provide specific comments to assist the committee in determining awardees.

Excellent: (7-8 pts.): Among the best presentations of the meeting. Certainly deserves consideration for the award. Provide specific comments to assist the committee in determining awardees.

Special Merit (3-5 pts): A highly competent study and presentation, deserving of a second look for reasons you will specify in your comments (allows for consideration of special circumstances, etc.).

JUDGING ASSIGNMENTS FOR PRESENTATIONS/POSTERS

MONDAY

Papers: Aquatic Invasives and Fish Ecology
Judges: Mike Nannini, Mark Pyron

Time: 1:00-5:00
Location: Plaza 1

Posters: Fish and Aquatic Ecology
Judges: Rob Colombo, Mark Pyron, Greg Sass

Viewing hours: 12:00-6:00
Location: Prairie Room

TUESDAY

Papers: Fish Ecology
Judges: James Diana, Geoff Steinhart

Time: 8:00-12:00
Location: Plaza 1

Papers: Streams and Rivers
Judges: Mark Pegg, Reuben Goforth

Time: 8:00-12:00
Location: Rendezvous Room

Symposium: Population Regulation in Black Bass
Judges: Cory Suski, Michael Allen

Time: 1:00-5:00
Location: Plaza 1

Symposium: Management of Rare Aquatic Species
Judges: Bill Hintz, Greg Whitley

Time: 1:00-5:00
Location: Plaza 3

Posters: Fisheries Management
Judges: Reuben Goforth, Dan Isermann

Viewing hours: 8:00-6:00
Location: Prairie Room

WEDNESDAY

Papers: Fisheries Management
Judges: Dan Isermann, Bill Hintz

Time: 8:00-12:00
Location: Plaza 1

Papers: River Fishes
Judges: Rob Colombo, Sara Tripp

Time: 8:00-12:00
Location: Plaza 3

Papers: Streams and Rivers
Judges: Greg Sass, Kevin Irons

Time: 8:00-12:00
Location: Rendezvous Room

2009 Midwest Fish & Wildlife Conference

Best Student Presentation Award Competition- Oral Presentations

Presenter _____ Day/Time _____

Title _____

Scoring Criteria (refer to rubric for detailed guidance):

1. **Introduction & Title:** Is the title informative & relevant? Are key concepts, terms, and relevant background information provided to place the study in a meaningful context? Are clear study questions or objectives provided? **(15 pts possible)** _____

2. **Methods & Data Analysis:** Are experimental design, data collection, and statistical analyses explained clearly, but succinctly? Do the study design and statistical analyses address the study objectives appropriately? Effectively? In an innovative fashion? **(15 pts possible)** _____

3. **Results, Discussion & Conclusions:** Are key patterns & highlights in the data presented clearly, logically, and compellingly in a manner that addresses the study objectives? Are interpretive conclusions supported by the data analyses? **(15 pts possible)** _____

4. **Originality & Significance:** Are significant objectives addressed? Does the speaker address original questions, provide a creative perspective, use innovative design, techniques, or statistical methods, or interpret his/her findings in a fresh, insightful manner? **(15 pts possible)** _____

5. **Visual Presentation:** do figures & tables present data clearly & compellingly? Are text & labels legible, well-organized, effective? Are visuals aesthetically pleasing? **(15 pts poss)** _____

6. **Verbal Presentation:** was speaker audible, articulate, well-organized, engaging,

persuasive, effective, within time guidelines? Were questions answered effectively?
(15 pts possible) _____

7. **Other Considerations:** What qualities & features made this presentation exceptional?
Please comment below. *Reserved for truly outstanding presentations (10 pts poss.)* _____

TOTAL _____

Comments (use the back as desired):

Presenter/Title: _____

Judge: _____

2009 Midwest Fish & Wildlife Conference

Best Student Presentation Award Competition- Poster Presentations

Presenter _____ No./Location _____

Title _____

Scoring Criteria (refer to rubric for detailed guidance):

1. **Abstract, Introduction & Title:** Is the title informative & relevant? Does the abstract include a concise summary of all components of the study? Does the introduction address key concepts, terms, and relevant background information (with citations), placing the study in a meaningful context? Are clear study questions or objectives provided?

(15 pts possible)

2. **Methods & Data Analysis:** Are experimental design, data collection, and statistical analyses explained clearly, but succinctly? Do the study design and statistical analyses address the study objectives appropriately? Effectively? In an innovative fashion?

(15 pts possible)

3. **Results, Discussion & Conclusions:** Do tables, figures and text present key patterns & highlights in the data succinctly, but clearly, logically, and compellingly, and in a manner that addresses the study objectives? Are conclusions supported by the data analyses?

(15 pts possible)

4. **Originality & Significance:** Are significant objectives addressed? Does the presenter address original questions, provide a creative perspective, use innovative design, techniques, or statistical methods, or interpret his/her findings in a fresh, insightful manner?

(15 pts possible)

5. **Visual Presentation:** Is the layout well-organized, logical, easy-to-follow and aesthetically pleasing? Do figures & tables present data clearly, using appropriate and effective colors,

patterns, design, and scale? Are text & label fonts legible and proportional? Are supplemental visual elements proportional, appropriate, and effective in supporting the presentation? **(15 pts poss.)**

6. **Verbal Presentation**: Was the presenter clear, articulate, engaging, and persuasive? Were questions answered effectively? **(15 pts possible)**

7. **Other Considerations**: What qualities & features made this presentation exceptional? Please comment below. *Reserved for truly outstanding presentations* **(10 pts poss.)**

TOTAL

Comments (use the back as desired):

Presenter/Title: _____

Judge: _____

APPENDIX H. INVITATION LETTER TO ASSIST WITH STUDENT PROFESSIONAL MIXER



70th MIDWEST FISH AND WILDLIFE CONFERENCE

Limited Resources | Unlimited Potential

November 24, 2009

Dear Colleague:

We are writing today to ask for your assistance during an important event at the 70th Midwest Fish and Wildlife Conference. **The Student Professional Mixer, on Monday, December 7**, allows students the opportunity to interact with professionals from around the Midwest to learn about graduate school, careers, and job opportunities. You may have attended mixers where folks simply mingle all night; however, we have found that students in this venue often gravitate to professionals within their previously developed networks. To ensure students an opportunity to chat with a diversity of professionals, we would like you to attend the Mixer from 7:15 pm on, as part of a group of professionals we feel represent a diversity of employers and specialties. Your participation will ensure that students have a mix of new individuals to chat with at the outset of the Mixer. We hope this encourages mingling in the truest sense, and that students will meet a wide variety of professionals as a result. Students will arrive at the mixer at 6:30 pm to enjoy food and beverages and some time to mingle with their fellow students. We will brief them on some things to consider for the evening, and at 7:15 pm, with your arrival, the mixing will begin! As more professionals arrive at the mixer, you can feel free to excuse yourself as you wish. We hope everyone participates throughout the mixer, but we hope to have several professionals represent each employment type and specialty, so you will not feel obligated to participate in the full two hour Mixer.

Please note this is an evening event and you will not miss any papers by attending. We, hope you will join us in this great opportunity to network with representatives of the future of our profession. A response by December 2, 2009 to Gary Potts (e-mail: gary.potts@illinois.gov or by telephone (618) 283-3070) regarding your attendance and participation would be appreciated.

Sincerely,

Gary E. Potts and Stacy Lischka

Student Events Co-Chairs

2009 Midwest Fish and Wildlife Conference

APPENDIX I. E-MAIL LETTER SENT TO MENTORS/MENTEES

Hello all!

Thank you for signing up for the mentoring program at the 2009 Midwest Fish and Wildlife Conference! We're emailing today with contact information for your mentor/mentee and some suggestions of things you might want to do to make the most of the mentoring program. If for some reason you are unable to participate in the program, please let Stacy Lischka know ASAP so that we may reassign your mentor/mentee to another person.

You've been matched up with a mentor/mentee based on the questions you answered on your registration form. We did our best to match all of your preferences with your mentor/mentee, but this was not always possible. Please approach this situation with an open mind and try to learn as much as you can from the person you were paired with. We hope that you all enjoy and benefit from your experience, no matter what your specialties!

You can find your mentor/mentee information in the attached spreadsheet. You are listed on the same line as your mentor/mentee. Find your name under the student or professional column and look across to the other column to find the name of your mentor or mentee. You will find both of your email addresses and phone numbers listed. Please make every effort to get in touch with each other before the conference to set up an initial time to meet. We suggest you use the Sunday night welcome social to make initial contact, from which you can set up additional times to chat or attend sessions together. Once you arrive at the meeting, we will not have a way to introduce you to your mentor/mentee. Making contact and setting up an initial meeting time and place is your responsibility.

Here are some activities you might consider doing with your mentor/mentee to get the most out of this experience:

- 1) Meet individually for breakfast, lunch or between sessions to discuss your experiences and goals. Professionals, you might talk about jobs or things you wish you'd known before entering the field. Students, be prepared to talk about what you'd like to do "when you grow up." Come prepared with some specific questions to which you'd like to learn the answers.
- 2) Meet up at the social events (Sunday, Monday and Tuesday nights). Professionals, introduce your mentee to other professionals that might share their interests or have a unique perspective to share. Students, use this as a chance to develop your networking skills. Come prepared to chat and learn about working for employers around the Midwest. It would not be a bad idea to also come armed with some business cards or resumes, especially if you are actively seeking a job or graduate position.
- 3) Attend oral or poster sessions together. Professionals, you might share your view on what

can be gained from attending these sorts of meetings and presentations. Students, ask questions about what makes a good presentation and how the information presented might be applied in your mentor's job.

4) Attend the AFS or TWS business meetings together. Professionals, tell your mentees how these professional societies benefit you in your career and about opportunities for people to get involved. Students, think about how you might get involved with your state, regional or national professional organization. You may also want to talk about certification processes and the benefits of certification in job seeking.

5) Continue your conversations after the meeting via email, phone calls or at other conferences! You will find that the fisheries and wildlife field is quite small and the relationships you develop during the 2009 Midwest may serve you well into the future. Remember the lessons and the faces you learn here in Springfield!

We hope that you make the most of your opportunity to interact one-on-one with a student or professional at the meeting, but understand that everyone has obligations during these meetings. We don't expect that you spend the entire conference with your mentor/mentee. Please choose from the list of activities above (or come up with your own ideas!), and take some time to connect with your mentor/mentee!

If you have any questions about the mentoring program or suggestions on how to improve the program for next year, please feel free to contact Stacy Lischka (phone: 517/420-3557 or email slischka@illinois.edu) or Gary Potts (phone: 618/283-3070 or email: gary.potts@illinois.gov).

Looking forward to seeing you all in Springfield!
Stacy Lischka and Gary E. Potts

APPENDIX J. E-MAIL TO STUDENT CHAPTER ADVISORS AND OTHERS IN ACADEMIA

2009 Midwest Fish and Wildlife Conference

Janice Lee Fenske Memorial Award for Outstanding Students

Monday, December 7, 7:30-8:30 a.m.

Springfield, Illinois

Sponsored by:

North Central Division, Illinois Chapter, and Michigan Chapter of the American

Fisheries Society

North Central Section, Illinois Chapter, and Michigan Chapter of

The Wildlife Society

Midwest Fish and Wildlife Conference Steering Committee

We are pleased to accept applications from students for the ***Janice Lee Fenske Memorial Award***. Up to 25 outstanding students majoring in fisheries or wildlife management will be selected, formally recognized for their achievements, and invited to attend an exclusive breakfast held during the Midwest Fish and Wildlife Conference in honor of the late Jan Fenske. The breakfast will provide a unique opportunity for students to meet and closely network with many fish and wildlife leaders from around the region.

Undergraduate and graduate students who plan to attend the Conference are encouraged to apply. Student finalists will be selected based on academic ability and scholarly achievements. Two of the student finalists, one majoring in fisheries management and one majoring in wildlife management, will be presented with a Fenske Memorial Award that includes a scholarship of \$500. The two winners of the Fenske Memorial Award will be selected based on the characteristics that made Jan a remarkable fisheries biologist, including enthusiasm to protect fisheries and wildlife resources through management activities, selflessness and motivation to teach others, interest in professional involvement, and integrity, positive attitude, and compassion. For more information, please visit http://www.fisheries.org/units/miafs/jfenske_award.html.

To apply, please submit a resume including your GPA, two letters of recommendation from academic advisors or professionals in fisheries or wildlife management, and a cover letter including future career goals and reasons for attending the Midwest Fish and Wildlife Conference to:

Jessica Mistak, Fenske Award Committee Chair

mistakj@michigan.gov

Deadline for submission is October 30, 2009. E-mail submissions are preferred. Please have the recommendation letters e-mailed directly from the academic advisor or resource professional.

Student applicants selected as finalists will be notified by November 20, 2009.

APPENDIX K. INVITATION LETTER TO FENSKE BREAKFAST



70th MIDWEST FISH AND WILDLIFE CONFERENCE

Limited Resources | Unlimited Potential

November 2, 2009

Dear Colleague,

The Steering Committee for the 2009 Midwest Fish and Wildlife Conference cordially invites you to attend the Janice Lee Fenske Memorial Award Breakfast planned for **Monday, December 7** at 7:30 a.m. This award honors Jan Fenske, a long-time Michigan Department of Natural Resources' fisheries biologist, who passed away in March 2005. Jan exemplified the best characteristics of a fisheries biologist with her commitment to the resource, her personal character and integrity, her drive to mentor, and her involvement in professional societies.

The intent of the Fenske Memorial Award is to encourage students to become active in the American Fisheries Society and The Wildlife Society, including membership in their State's local chapters and in the Midwest Fish and Wildlife Conference. It is hoped that the Fenske Memorial Award will create an incentive for outstanding students to become more engaged by providing them an opportunity to network with their peers as well as leaders in fisheries and wildlife management.

The event will bring together up to 25 outstanding fisheries and wildlife management students with well-established fisheries and wildlife management professionals. As an attendee, you will have the unique opportunity to meet and closely network with some of the top students in fisheries and wildlife management. The highlight of the event will be the selection of two Fenske Memorial Award winners, one majoring in fisheries management and one in wildlife management, who embody the characteristics that made Jan Fenske a remarkable fisheries biologist. The Fenske Memorial Award winners will each receive a \$500 scholarship and a plaque commemorating their achievement.

We hope that you will join us in this celebration of the very best students in fisheries and wildlife management and use this unique opportunity to network with these future professionals. A response by November 16, 2009 to Stacy Lischka, Illinois Natural History Survey, (517) 420-3557, slischka@illinois.edu regarding your attendance would be appreciated. If you do plan on attending, please submit a short biographical sketch with your response so that we may share it with the students.

Sincerely,

Stacy Lischka and Gary Potts
Student Events Co-Chairs

APPENDIX L. ANNOUNCEMENT SENT TO UNIVERSITIES FOR POSTING



Attention Students!

“Beginning Your Professional Journey”

A full-day workshop for undergraduate students

Are you trying to figure out the requirements and best way to apply to graduate school, or what types of positions employers have for new graduates and what they’re looking for in future employees? Eager to prepare for those inevitable interview questions such as “Why should we hire you for this position?” If so, ‘Beginning your Professional Journey’ is the workshop for you! Four sessions will include Resumes and Professional Correspondence, Academic and Employer Panels, Networking, and Interview Skills. Participants will receive binders full of resource materials for future use. And for those who register for the Midwest Fish and Wildlife Conference, there will be ample opportunity to (1) learn about ongoing research in fisheries and wildlife as you listen to talks given by professionals and students and (2) practice your newly acquired skills during Sunday evening’s reception and several other Conference events. Previous participants gave the workshop a “thumbs up!” From a student participant, *“It was the most informative workshop I have attended. It is nice to not have anything else to worry about. The 1 hr, 30 minute workshops you get at school just don't cut it!”*

The workshop will be held on Sunday, December 6 from 8:30a.m. – 5:00 p.m., and is limited to the first 50 pre-paid registrants. Workshop cost (including breaks, lunch and a binder stuffed with relevant resources) is only \$20! ****NOTE:** Registration for the conference is NOT included in this fee. To register for the workshop and/or Conference, please do so via the Conference Web site (<http://dnr.state.il.us/MIDWEST/>). Questions? Contact co-organizers: Rebecca Christoffel (christof@iastate.edu) and Jim Schneider (schne181@msu.edu). We look forward to seeing you in Springfield!

APPENDIX M. E-MAILS TO ADVISORS REGARDING BYPJ WORKSHOP

Dear Advisors to Student Chapters of The Wildlife Society:

We are writing to ask if you would share the attached announcement with your Student Chapter members for a full-day professional development workshop, geared specifically for undergraduate fisheries and wildlife majors. **NOTE: Workshop space is limited to the first 50 registrants.**

We have co-organized the workshop at three of the past four Midwest Fish & Wildlife Conferences and are pleased to be able to present the workshop once again on Sunday, December 6, 2009, at the 70th Midwest Fish and Wildlife Conference in Springfield, Illinois.

Student cost for the full-day workshop is \$20. This fee includes a light breakfast, lunch and an afternoon break, and a copy of the AFS publication, "A Guide to Careers in Fisheries", a sheet of laser-printed business cards for use at the conference, a directory of professionals who assist with the workshop for their future use, and a binder full of resource materials related to their budding careers in fisheries and wildlife.

We encourage students to register for the whole conference so that they have the opportunity to hear talks about the latest research in fisheries and wildlife given by professionals and graduate students, and to take advantage of the plethora of opportunities that they will have to practice the skills that they have started to master at the workshop.

Mike Pagel, Natural Resources & Sciences Employment Specialist at University of Wisconsin, Stevens Point, will once again be co-instructing the workshop and will be available to students to consult with on a one-on-one basis during the Conference regarding resumes, interviews and other career-related topics.

Thank you for your willingness to share (and hopefully promote!) this opportunity to your Student Chapter members as soon as possible! If you have any questions or would like further information about the workshop, please feel free to contact either of us.

Sincerely,

Rebecca Christoffel and Jim Schneider

Rebecca Christoffel
Assistant Professor/ Extension Wildlife Specialist
Natural Resource Ecology & Management Dept.
Iowa State University
(515) 232-9381 – until September 30, 2009
(515) 294-7429 – beginning October 1, 2009
christof@iastate.edu

Jim Schneider
Academic Adviser
Dept. Fisheries & Wildlife
Michigan State University
(517) 353-9091
schne181@msu.edu

Dear Advisors to Student Subunits of the American Fisheries Society:

We are writing to ask if you would share the attached announcement with your Student Subunit members for a full-day professional development workshop, geared specifically for undergraduate fisheries and wildlife majors. **NOTE: Workshop space is limited to the first 50 registrants.**

We have co-organized the workshop at three of the past four Midwest Fish & Wildlife Conferences and are pleased to be able to present the workshop once again on Sunday, December 6, 2009, at the 70th Midwest Fish and Wildlife Conference in Springfield, Illinois.

Student cost for the full-day workshop is \$20. This fee includes a light breakfast, lunch and an afternoon break, and a copy of the AFS publication, "The AFS Guide to Fisheries Employment", a sheet of laser-printed business cards for use at the conference, a directory of professionals who assist with the workshop for their future use, and a binder full of resource materials related to their budding careers in fisheries and wildlife.

We encourage students to register for the whole conference so that they have the opportunity to hear talks about the latest research in fisheries and wildlife given by professionals and graduate students, and to take advantage of the plethora of opportunities that they will have to practice the skills that they have started to master at the workshop.

Mike Pagel, Natural Resources & Sciences Employment Specialist at University of Wisconsin, Stevens Point, will once again be co-instructing the workshop and will be available to students to consult with on a one-on-one basis during the Conference regarding resumes, interviews and other career-related topics.

Thank you for your willingness to share (and hopefully promote!) this opportunity to your Student Subunit members as soon as possible! If you have any questions or would like further information about the workshop, please feel free to contact either of us.

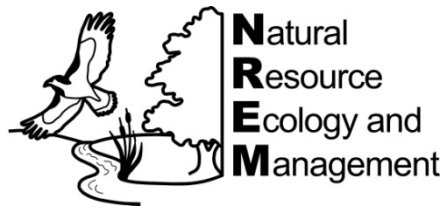
Sincerely,

Rebecca Christoffel and Jim Schneider

Rebecca Christoffel
Assistant Professor/ Extension Wildlife Specialist
Natural Resource Ecology & Management Dept.
Iowa State University
(515) 232-9381 – until September 30, 2009
(515) 294-7429 – beginning October 1, 2009
christof@iastate.edu

Jim Schneider
Academic Adviser
Dept. Fisheries & Wildlife
Michigan State University
(517) 353-9091
schne181@msu.edu

APPENDIX N. AGENDA FOR THE BYPJ WORKSHOP



Beginning Your Professional Journey

Agenda for December 6, 2009

- 8:00 – 8:30 Registration and continental breakfast
- 8:30 – 8:45 Welcome and introductions (*Rebecca Christoffel*, Iowa State Univ.)
- 8:45 – 9:15 How to cut your Journey Short (*Mike Pagel*, UW-Stevens Point)
- 9:15 – 10:30 Preparing your Resume and other Professional Correspondence
(*Rebecca Christoffel*, ISU and *Mike Pagel*, UWSP)
- 10:30 - 11:00 Break
- 11:00 - 12:30 Academic and Employer Panels
- 12:30 – 1:30 Lunch Break
- 1:30 – 3:00 Interviewing (*Mike Pagel*, UWSP)
- 3:00 - 3:30 Break
- 3:30 – 4:30 Networking (*Rebecca Christoffel*, ISU)
- 4:30 – 5:00 Workshop wrap-up and Evaluations (*Mike Pagel*, UWSP and *Rebecca Christoffel*, ISU)

APPENDIX O. DRAFT CATERING ORDER FOR BYPJ WORKSHOP

(Draft order is **based on 60 people** being provided with food/drinks at each time)

Continental Breakfast

1 gallon coffee	\$	28.95
25 soft drinks such as Mt. Dew, Pepsi, etc.		56.25
4 (1-litre) carafes of orange juice		56.00
2 (1-litre) carafes of milk		20.00
3 dozen donuts		63.00
2 dozen bagels with cream cheese		57.50
40 pieces of fruit		<u>100.00</u>
Total	\$	381.70

Morning Break

1 gallon coffee	\$	28.95
3 (1-litre) carafes of orange juice		42.00
20 soft drinks		<u>45.00</u>
Total		115.95

Lunch

40 Sandwich Lunches (\$15.95/head)	\$	638.00
------------------------------------	----	---------------

Afternoon Break

3 dozen jumbo cookies	\$	78.00
2 dozen brownies, blondies		48.00
20 soft drinks		45.00
4 (1-litre) carafes of milk		40.00
1 gallon of decaffeinated coffee		<u>28.95</u>
Total		239.95

Total for all food	\$	1375.60
+ Gratuity at 21%		288.88
+ Tax on Food Order of 7.75%		106.61
<u>Grand Total</u>	\$	<u>1771.09</u>

APPENDIX P. 2009 BYPJ PARTICIPANT EVALUATIONS

1. Was your presence and participation at the workshop worth the time and money that you invested in it? Why or why not?

20 of 21 participants who handed in evaluations answered this question. Of those, 19 indicated that the workshop was well worth their time and money. There were many very positive comments provided by the 19 students who indicated that the workshop was well worth their time and money, such as “Definitely! Wonderful information from professionals who know!” and “Most certainly! I only came for this workshop and the \$20 seemed cheap for what I got out of it.”

One individual commented that parts of the workshop were worth it, but that other parts were mostly review or what the participant would consider intuitive.

2. What was the most useful session or interaction you had at the workshop? Please explain.

Correspondence - 6

Networking – 6

Employer Panel – 5

Interviewing – 5

Graduate school panel - 3

All of it – 1

Skipped question – 1

3. Were there enough opportunities for you to interact with workshop professionals? Please explain.

Of the 20 participants who answered this question, 17 felt that they had enough opportunities to interact with workshop professionals. Many positive comments were offered up regarding those opportunities, such as “Absolutely, the breaks allowed for interaction, as well as at lunch” and “Yes, there were ample opportunities to approach professionals during the breaks and lunch. There was enough time to approach a number of them without feeling crushed.”

Three participants would have liked more opportunities to interact with professionals. One participant commented, “No, there were a lot of students and not enough time or professionals to go around.”

4. Are you scheduling a consultation with Mike Pagel for specific input on your resume' or some other facet of career preparation? Please explain.

Of the 20 participants who answered this question, 10 indicated that they would be scheduling a consultation with Mike Pagel, primarily for input on their resumes. There were three participants who had already consulted with Mike as University of Wisconsin, Stevens Point students and so did not feel a separate consultation at the conference was necessary. Another three students indicated that they were going to send their resumes to Mike for input but couldn't stay to meet with him at the conference. Three students indicated that they would make appointments if they had the time to during the conference, and one participant indicated that he/she did not plan to consult with Mike.

What was the least useful session or interaction you had at the workshop? Please explain.

None – 6

Employer Panel – 6

Networking - 3

Skipped – 3

Graduate school Panel – 3

Interviews - 1

5. Would you recommend this workshop to a friend? Why or why not?

Twenty-one of 21 participants who turned in evaluations indicated that they WOULD recommend this workshop to a friend. There were many positive comments included in their answers, including "Yes, the workshop covered such a broad range of topics and discussed such small details that are important. Even better, the workshop proved to be engaging the whole day without losing my attention" and "Absolutely, this is very helpful information and will help me greatly in continuing my career!"

6. Please use the backside of this page to share any other comments that you think would help in improving participants' experiences at future workshops.

Few participants took the opportunity to share other comments. Three individuals said "thank you!", one participant commented that they would have liked more time to talk with the other students and the professional seated at their table, and one participant suggested that we add a mock interview to the agenda. Lastly, one participant commented, "Great job organizing this workshop. I wish there were more opportunities like this one."

APPENDIX Q. BEGINNING YOUR PROFESSIONAL JOURNEY ACCOUNTING

Outgoing

Office Depot (paper, dividers)	\$	82.57
AFS "Guide to Fisheries Employment" (30 copies)		210.00
Mike Pagel expenses (receipt, accounting attached)		479.38
Certificates of completion (2 packs)		10.15
Business cards (2 packs)		29.94
Photocopy costs (Copyworks receipt)		68.73
Thank you cards for professionals and sponsor (Cardologist)		10.78
Binders (30) from Office Depot		68.79
Postage (2 packs of resource materials to students)	\$	<u>4.48</u>
Total	\$	964.82

Incoming

Check received December 6, 2009 for Student Registrations	(580.00)
Balance of unreimbursed costs	\$ 384.82

Note: Travel costs and supplies only. The food/drinks were paid by the Conference Steering Committee.

APPENDIX R. BUDGET SUMMARY FOR STUDENT EVENTS

INCOME

<u>Source</u>	<u>Amount</u>
MFWC Steering Committee	\$5,000
AFS - NC Div	\$500
TWS - NC Sect	\$500
Critter Control	\$3,000
Registration for workshop	\$600
APHIS	\$200

Fenske
only

EXPENSES

Workshop

<u>Item</u>	<u>Amount</u>
Supplies	\$ 770.00
food/drinks *	\$ 1,850.00
Speaker fee	\$ 900.00

Fenske Breakfast

<u>Item</u>	<u>Amount</u>
Food/drinks *	\$ 1,293.00
nametag ribbons (30)	\$ 7.50

Mixer

<u>Item</u>	<u>Amount</u>
Food*	\$ 2,163.00
Drinks*	\$ 2,752.03

Mentoring

<u>Item</u>	<u>Amount</u>
nametag ribbons (100)	38

GRAND TOTAL INCOME \$9,800

TOTAL \$ 3,520.00

TOTAL \$ 1,300.50

TOTAL \$ 4,915.03

TOTAL \$ 38.00

* Rebecca to decide what to order

* food price for exec buffet (\$18.95) plus grat and tax for 52 ppl

* Based on proposal from K. Butcher for 200 food, 400 drinks, incl grat and tax

GRAND TOTAL EXPENSES \$ 9,773.53

BALANCE \$26.47

