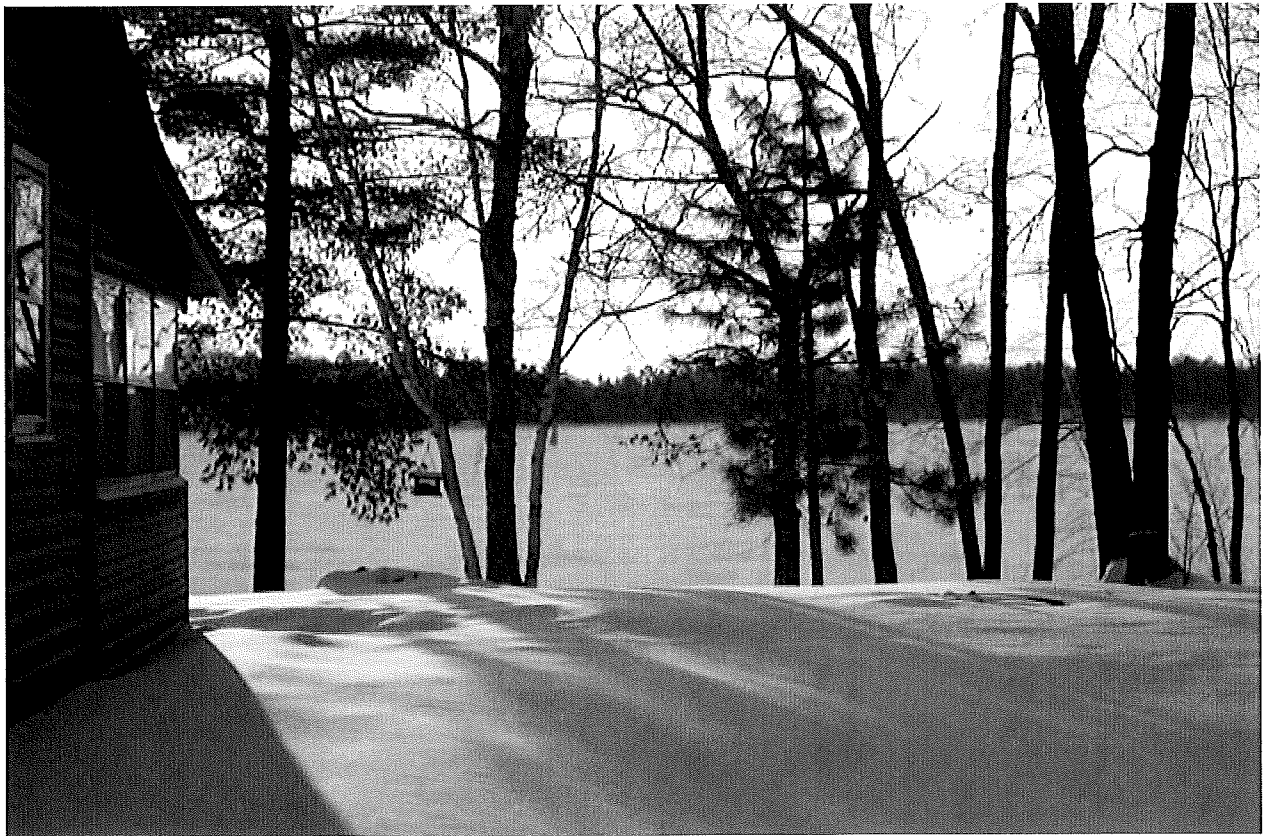


# **71<sup>st</sup> Midwest Fish & Wildlife Conference**

**Final Report  
January 2011**





**This summary report has been prepared to provide a case history of the 71<sup>st</sup> Midwest Fish & Wildlife Conference in Minneapolis in December 2010. The details for the individual committee reports will help provide guidance for future conferences. Contact information has been included.**

**The key to any successful conference is recruiting competent people with a clearly defined mission, and then letting them do their work. Any measure of success achieved by this conference can be directly attributed to all those who worked diligently to make it happen.**

**Tim Goeman  
Steering Committee Chair  
71<sup>st</sup> Midwest Fish & Wildlife Conference  
December 12-15, 2010  
Minneapolis MN**

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## Conference Committees & Structure

Conference Steering Committee: The Conference Steering Committee recruited committee chairs (listed below), provided oversight to committee chairs, handled all conference logistics, functioned as the decision-making entity for conference structure and many details. The Steering Committee gave Committee Chairs the latitude and freedom to organize and proceed with their specific part of the conference within a framework of broad general and specific budgetary guidance. Good communication is key to a successful conference.

### 71<sup>st</sup> Midwest Fish & Wildlife Conference Contacts

#### Conference Chair:

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Dick Kimmel: [richard.kimmel@state.mn.us](mailto:richard.kimmel@state.mn.us) 507-642-8478 x225

#### Records/Printing/Publications/Communications:

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#### Web Site Coordination:

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#### AFS/TWS Chapter Coordination:

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#### Trade Show Coordination:

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#### Networking:

Tim Brastrup: [timbrastrup@gmail.com](mailto:timbrastrup@gmail.com) 218-829-3420, 218-839-9789

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#### Wildlife/Terrestrial Program:

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#### Plenary Session:

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#### Symposia:

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#### Audio Visual:

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#### Posters:

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Cindy Tomcko: [cindy.tomcko@state.mn.us](mailto:cindy.tomcko@state.mn.us) 218-999-7829

#### Volunteers:

Christine Herwig: [christine.herwig@state.mn.us](mailto:christine.herwig@state.mn.us) 218-308-2285

#### Small Groups/Meetings/Workshops:

Henry Vanoffelen: [vanoff@arvig.net](mailto:vanoff@arvig.net) 218-849-5270

#### Student Events:

John Loegering: [jloegering@umn.edu](mailto:jloegering@umn.edu) 218-281-8132

## 2010 Midwest Budget

### EXPENSES

#### FOOD & BEV (Hyatt)

Grant Room Food - Bev. & Time - Place	\$4,753.06
Fenske Breakfast	\$1,385.24
Professional Journey Student Workshop (Sunday)	\$3,823.27
Sunday evening reception - Food	\$96,315.13
Sunday evening reception - Beverage	\$3,333.58
Monday Evening Student Event - Food	\$12,163.10
Monday Evening Student Event - Beverage	\$5,286.34
Tuesday evening networking - Food	\$23,245.03
Tuesday evening networking - Beverage	\$12,704.24
Coffee breaks	\$55,123.83
Committee Room	\$1,206.85

#### Food & Bev SUBTOTAL

\$219,339.67

#### OTHER

Office & misc (registration)	\$1,635.44
Staff shirts	\$618.00
Printing/Promotions	\$4,424.29
AV equipment	\$40,219.92
Complimentary Sleeping Rooms	\$5,725.77
Football Game Cable Hook-up	\$200.00
Graphics & signs	\$96.48
Plenary session speakers	\$3,000.00
Networking Extras	\$5,650.00
Fenske Breakfast	\$113.72
Student volunteer rebates (52@\$50)	\$2,600.00
Volunteer T-Shirts	
Committee Room	\$1,345.00
Professional Journey Student Workshop (Sunday)	\$452.92

#### Other SUBTOTAL

\$66,081.54

#### AFS SERVICES

AFS staff travel, air fare, meals	\$2,104.80
AFS - Financial Services	\$2,000.00
AFS - Registration Software	\$2,000.00
AFS - Abstract Software	\$4,000.00
AFS - Web Services	\$3,000.00
AFS - other (includes insurance)	\$2,000.00

#### AFS SUBTOTL

\$15,104.80

Total \$300,526.01 \$300,526.01

### INCOME/REVENUE

Comp room credit (1/40)	\$3,256
Preconference balance on hand (approx)	\$140,000
Registration	\$203,245
Trade Show Profit (50/50 split)	\$3,044
Professional Journey Reg @ \$20/student	\$460
Total Funds Available	\$350,005
FINAL BALANCE	\$49,479

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Printing and Publications Committee Report**  
**By Tonya Klinkner**

**Committee charge:** This committee was in charge of printing numerous materials for the workshop along with the layout and design of the conference booklet.

**Accomplishments:** Our committee was comprised of three members, along with the oversight of one steering committee member. Every member brought new ideas and thoughts to the table and as many of them were implemented as possible. We first decided on not using the conference logo on the t-shirts that were distributed to the volunteers. We wanted to go a different direction and make them have sort of a “Life is good” look to them. Posters with the daily schedules for each room that was utilized by the conference, seemed to be a little bit more thought provoking. We liked the way that the previous conference had used sleeves to hold the schedules outside of the rooms, but wanted to keep the cost of the supplies for this limited. It was decided to have the posters padded at the printing place and then have them mounted on heavy cardboard to assist with the final mounting to the black foam board. It made each room have one board and then we would go by and tear off the expired schedules. The booklet design and layout was something that we started from scratch. The book was laid out in Microsoft Word and then formatting was changed with the needs of the information on the pages. Other items such as the schedule for the pocket, social event announcement, and other small items were added up until one week before the conference.

**Recommendations:** I felt that the printing of our materials was best handled by the local printing place. They were very accommodating. Prices for this local place were actually lower than others that I took bids from. I would recommend you not overlook that small town or locally owned printing locations. The schedule layout for the booklet was one of the bigger headaches of the whole process. You need to keep an open mind and continually review the schedule for talks. The largest portion of my time was used in getting the schedule of symposia and contributed papers in order and making corrections to presenter’s names and locations and times took the greatest portion of time. I kept the corrections open until two weeks before the booklet needed to go to the printer. Although there were minimal changes after that point, I was able to implement a majority, and due to the great communication with the printing place, they had no problems with not getting the product until their deadline. This being implemented reduced the number of errata in the program. We implemented a program for the pocket which just took the schedule from out of the booklet, put them on a sheet of paper double sided and we were able to color code the talks by floor location. This was implemented to simplify the finding of talks in the brief amount of time between them. I would suggest one change for the padded schedules for outside of the doors. Although we had the schedules padded and attached to heavy cardboard, it appeared as we were placing them on the stands outside of the rooms, that some of the pages were not securely placed in the pad (pages were falling out of the pad). To alleviate this problem, I believe that instead of padding, or inclusion with the padding, if you were to have the printer put some sort of sticky glue that is on Post-it notes to the back of the schedules, you are guaranteed that they won’t fall out. All printing items were stored at the printing facility until I left for the conference. I was a great learning experience, and if the opportunity were to arise again, I would jump on it. If you were to have any questions for me, you can contact me at [tonya.klinkner@state.mn.us](mailto:tonya.klinkner@state.mn.us) or 507-642-8478 ext. 221. Good Luck.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Registration Committee Report**  
**Mike Sweet**

**Committee Charge:** The Registration Committee (Committee) promoted and developed processes for registration of Conference attendees.

**Accomplishments:** Overall, the Committee developed a registration form, linked a web site for on-line registration to the Conference home page, and managed the registration booth to provide Conference material to pre-registered attendees and register walk-on attendees. More specifically:

1. Obtained the list of names and addresses of attendees from the Ohio Conference; the Illinois list was not available as soon as it was needed. The list had no reference of the most recent attendees which made the list of 6,500 names too large for an efficient approach to promoting attendance. We initiated the process of developing a new list that future Conference planners may use.
2. Drafted letter for distribution to Directors of State Fish and Wildlife agencies which promoted attendance.
3. In cooperation with the Steering Committee, developed registration rates.
4. Developed form for registration and provided it to American Fisheries Society (AFS), which was contracted to develop the on-line registration site. The AFS sub-contracted development of the site after AFS coded the form. Completion of the site was impaired due to difficulties between AFS and its contractor, which resulted with about a 4-week delay in activation of the on-line registration site. Registration chair and a member of the Steering Committee facilitated completion and site activation. The system did not send automatic email receipts to registrants, as requested.
5. Developed registration booth processes for assembling Conference packages, registering walk-in registrants, and distributing Conference package to attendees. The process included providing items to each attendee including a pre-printed name badge, a badge holder, and generic Conference package. The package included the program schedule and local information about activities and businesses. Using a generic package reduced time in completing the registration process and potential errors. Walk-on registration process included AFS staff completing the electronic registration and providing a receipt. The registration booth volunteers printed the name badge and provided it, the badge holder, and package of Conference materials to the registrant.
6. Obtained volunteers for the registration booth; having volunteers who had experience with past Conferences and other meetings reduced time in assembling Conference materials before the Conference as well as running the registration booth. Support from the FWS Regional Director and an article about the Conference in a Service publication resulted with additional FWS volunteers who helped with the registration process, in addition to core volunteers from MN DNR and FWS Wildlife and Sport Fish Restoration Program.
7. Developed a reference binder for local restaurants. Many attendees used it, but it was of limited value and too cumbersome. An electronic version on a public computer might have improved its usefulness.
8. Distributed information about registrants to other committees relative to special questions about volunteering, mentoring program, and special speakers. AFS provided frequent Excel table updates of the registration data set. AFS did not allow us to have direct access to the data set because the data were part of its membership data set. This required use of emails to distribute personal data multiple times over the internet, but provided needed information about registrants for planning purposes. Personal information about registrants distrusted over the Internet was cause for concern and should be reconsidered in the future.
9. Worked with AFS to set up the registration booth through an AFS contractor and worked with the Web Committee to identify needed computers and a printer/copier/fax machine available at the booth. Both processes worked well. However, without a backup printer, we decided to have a Dymo printer available to print stickers for name badges, in case the regular printer failed.

#### Recommendations:

1. If future Conference planners intend to contract an organization/company to establish and conduct the on-line registration process, the planners should ensure that the company is capable and willing to develop a process that meets the special needs of the Conference and its planners. It must ensure adequate controls as well as have the capability and willingness to complete its duties in a timely way. Selection should include a preference for a company that conducts meetings as a primary purpose for its existence. Ownership of Conference data must be with the State planners and must always be separate from any other data set.
2. Many attendees asked questions about issues beyond the purpose of the registration booth. This was due to its location and it being staffed during most of the Conference period. In an effort to help attendees, booth staffers were required to seek out information about processes of other committees. Future planners should make sure that there is a central location and person(s) who is(are) provided all information about other committees (e.g., location and availability of help to volunteers, mentors, mentees, speakers, changes in programs, etc.). Similarly, a poster board for announcements should be located in the same location and that location should be near the registration booth.
3. Use of a word processing software to merge registrant data for creating name badges and then printed and cut by a private printer (we used Insty-Print) was quick and inexpensive—consider it for future Conferences.
4. Using generic Conference packages allowed greater flexibility for last minute changes, as requested by other committees.
5. Special questions were included in the registration form and on-line registration pages. This was a questionable approach to obtaining the information and created some complications and confusion for some registrants. Another approach may simplify the registration process.
6. When the next Conference planners consider registration rates, they should evaluate the desire to attract students by subsidizing their registration by charging more to professionals. Even though funds from the last Conference subsidized all registrants, some States limited attendance; whether the registration fee contributed to that limitation is unknown. Subsidy per student appeared to be a minimum of \$250, depending on a student's participation in different events, from events for everyone to those primarily for students.
7. If Conference planners contract an entity to collect and manage the personal data from the registration process, various Conference planners, as needed, must have direct and unlimited access to the data, even if only for viewing and data mining.
8. All States should maintain the date field in the registration data set. The field can be used to maintain a manageable data set and retain only names of people who are likely to attend additional Conferences.
9. Policies, such as about refunds and substitutions, as well as registration fees, should be clearly stated and retained on the Conference home page and/or the Registration page until the end of the Conference.
10. Conference planners should consider how the following questions should affect the planning process (these were asked in some form, and some of them many times): Can I get a receipt? How do I get a refund? When can I register (first request was made 9 months before the Conference) and what will the cost be for budget planning purposes? Why do students have to pay so much? How can I change my response to a question? Can I register a guest later? Someone used the wrong credit card, can we credit that card and use a different one? Can I pay with a purchase order? Can we complete multiple registrations with a single registration process? Someone registered who will not be attending, can we get a refund? I died, can I substitute someone else (well, not exactly like this)?

All available information used to generate the numbers below was not examined in detail to ensure accuracy.

Total registration number, including comps (7) and exhibitors (29) is	= 1235
Total paid registrations other than exhibitors	= 1199
Total registrations for people who did not attend (unused name badges) = 109	
Number of guests registered	= 22
Number of all others registered, paid, and attended, excluding exhibitors	= 1068



**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
*Website and Audio Visual Committee Report*  
**By Eric Altena**

**Committee charge:** Coordinate all activities related to the website. Basically, be a liaison with the AFS (Bethesda) web guru (Farasha Euker) and the Midwest steering group. For the AV portion, I reviewed and made suggestions to the AV contract handled by PSAV (an audio-visual contractor) in the Hyatt Regency Hotel. We had several revisions to the contract with room changes, etc.

I also became quite involved with the abstract submission software setup and management. This was an aside, however, I felt that it was necessary to have someone handling the website-related issues could offer this as an outlet for information. I managed an initial email list-serv set up for the MIDWEST and was the main contact listed for any emails on all the abstract submissions. I fielded many questions and special requests for the meeting information which I usually was able to funnel to the appropriate person on the committee.

**Accomplishments: what was your committee able to accomplish?** I feel that under the circumstances with AFS having the hosting for the website we accomplished what was needed to have a functioning site to have all the information on. I tried my best to filter information that was needed on the site and offer some assistance to the webmaster to be able to have a little more control in what and when items are up on the website.

Under the AV realm, I think having an outside source handle all the AV needs went relatively seamlessly. The PSAV folks were very accommodating to our needs. Actually, our group was quite a bit less full of expectations than their typical clients (Political rallies, big business meetings etc.). While the contract did cost the conference about \$40,000, it was well worth the money having a single source provide all the PC's and equipment needed for the venue.

**Did it all work well?** The website coordination was a chore... I felt as though I had competing interests and I was the middle man. Often times folks would be sending me updates throughout the day. The final product was OK in my mind; however, it could have been a bit easier to get there.....

**What hurdles did you encounter?** Dealing with an additional level of control with the website was extremely problematic. We had differences in opinion regarding what and how things should look on the website. We were able to work through a few of those with the help of Gus Rassam. Farasha was fairly responsive to some of our suggestions after some difficulties early in the planning process.

The hurdles we encountered with the abstract submission software and emails that were sent from it included, bounces from the emails sent, and options for output as well as conference program development were lacking. Oxford Abstracts seemed like a nice product, yet, we weren't able to make full use of the potential.

On the AV front: We had only a few instances where there were some miscommunication between myself and other members of the steering committee. For the most part, it seemed to go rather smoothly.

**Recommendations: what do you want to pass on to those holding future conferences?**

Use your own web hosting and add links to parent society (e.g. NCD) information, if needed. There are many useful avenues that allow for more and better options in web hosting, similarly options such as Joomla offer a useful template design that can accommodate plenty of options as a web design standard. By eliminating another web manager within AFS, the level of filter through the committee could be reduced and information could be posted sooner in formats acceptable to the committee. However, this does involve having individuals that have some knowledge of web hosting and simple programming as well as data conversion to PDF, etc...

On Oxford Abstracts: Consider spending the additional money for the program printing and organizing options if the cost is not too high. We had to deal (at several levels within the committee) reorganizing data, exporting, importing and sorting of information to be able to produce what some might call a somewhat sub-par product. If there are options to make this process easier (allowing online editing module and as mentioned the program development, it would be beneficial to the group.

An option worth considering if you are looking to keep things simple: Google Docs and forms for submission into a spreadsheet that could be shared and collaborated on. (someone familiar with Google forms, capabilities and embedding in websites is needed with this though).

On the AV front: I really was pleased with PSAV as our contractor for doing this job. Once we were able to settle on what we needed when and where, the needed equipment was put into place and all seemed to work well.

**Was your committee too large or small in its responsibilities?**

The AV/WEB committee was basically me. I did not mind doing some of the work, however, it may be best split up if the same person will be handling the emails and communication with the abstract submission software.

AV contract we settled on is attached for reference (see appendix).

Eric Altena

[Eric.altena@state.mn.us](mailto:Eric.altena@state.mn.us)

320-616-2450x225

**Chairman's note:** Since the web site is the primary mode of conveying conference information to attendees prior to the meeting, having control over the web site locally is preferred if someone with those skills is available. Additionally, conference participants do expect wireless internet service, so that should be provided, if it is not a complimentary hotel service.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**AFS Coordination Committee Report**  
By Tim Cross

**Committee charge:**

The purpose of this committee was to coordinate with the state chapter of the American Fisheries Society (MNAFS). In 2010, the MNAFS chapter agreed to conduct the judging and awards for the best fisheries student paper and poster presentations (The Wildlife Society handled the wildlife presentations). MNAFS and the Minnesota TWS chapter also teamed up to conduct the Midwest Conference raffle event.

**Accomplishments:**

A total of 31 fisheries papers and 15 posters were judged and awards (certificates with \$100 1<sup>st</sup> place and \$50 2<sup>nd</sup> place checks from MNAFS) were sent to winners. In general, judging of the student presentations went well and benefitted from the experience that the professional societies have with judging papers at their own annual meetings. We did encounter some problem determining which presentation to judge for students with multiple presentations.

The conference raffle event was fairly successful. About \$1700 in raffle prize seed money and expenses were covered by AFS and TWS state chapters. Preliminary estimates of the proceeds from the raffle (net profit after expenses) were between three and four thousand dollars. These funds are designated for support student involvement at professional meetings (including the best student paper awards for this conference) and scholarship funds. The raffle event was very popular with conference attendees and seemed to be an added attraction that brought people to the trade show event.

The raffle event did present some challenges. Despite the fact that raffle events are often run successfully at chapter meetings by the individual societies, it is more challenging to coordinate between these organizations once it moves beyond one or two large dollar items. Although the AFS and TWS Chapters originally planned on perhaps only 1 or 2 large raffle items for the conference raffle event, we ended up raffling six smaller items (guns, bow, quilt, camping package, and original artwork) as well as another dozen Minnesota theme gift packages and prints. One factor that steered us away from large dollar raffle items involved low interest by corporate sponsorship, probably the result of the poor economic conditions. Another obstacle was the potential problem for winners transporting a large item, such as a boat or canoe, to their home from the conference given the long distance many attendees travel.

**Recommendations:**

Teaming with professional fisheries and wildlife organizations to help with student paper judging, and conducting a raffle event was generally very successful. This was facilitated by offering these societies a booth at the trade show event. If a raffle event is to be hosted by the professional societies I would suggest that executive boards from all the participating chapters meet together at the start of the conference planning and detail a specific proposal and plan for the raffle to send to the conference steering committee.

Paper judging seemed to work well with two individuals (one person from each discipline) in charge of coordinating the student paper judging. The contact information for these individuals should be identified for the steering committee so that they can be provided with lists of posters and presentations that students wish to have judged along with contact information for each of the students. It worked very well to use the internet meeting registration process to identify volunteers to serve as judges. This allowed an email list of potential judges to be sent to the person in charge of paper judging so that judging could be organized in advance of the meeting and contacted through email with judging criteria and forms.

The AFS chapter committee primarily consisted of the coordinator (chairperson), a raffle lead and a paper judge lead. Other volunteers were drafted as needed by these three individuals. This seems to be an appropriate committee size. The larger the committee the harder it is to coordinate the functions shared between the different chapters.

### **Midwest Fish and Wildlife Conference Student Paper/Poster Judging**

Suggested changes for future meetings

1. Add a function to the Abstract Submission form so student abstracts can be identified without going back to all authors.
2. Program schedule should place student papers in the first 1.5 days of the program. This way award winners can be announced at professional society meetings, judges will be able to do all their judging in one or two sessions, and judging sheets can be shared with student presenters.
3. Additional information from volunteer judges. Registration form should have space for them to state subjects they are willing to judge and days they can judge.
4. Find a prominent area to return completed judging forms, preferably one that is staffed all day.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**Trade Show Committee Report**  
**By Shawn Johnston**

**Committee charge: briefly describe what the purpose of this committee was.**

The purpose of the Trade Show Committee was to organize the trade show, submit 4 bid requests to local expo services companies, (decorators) for pricing and exhibitor services, develop and distribute a booth request form and flier via email and US mail, sell booths to potential exhibitors, submit setup layouts to the Fire Marshall, greet exhibitors and make sure they are happy throughout the show, submit evaluation forms to the exhibitors on the closing day of the show, assist exhibitors with teardown and shipping as required. Stay in constant contact with committee chairs to assist where needed, assist the poster and registration chairs with their set up needs as the decorator supplies the poster board rentals and registration booths, set up any graphics for registration booths.

**Accomplishments: what was your committee able to accomplish? Did it all work well?**

**What hurdles did you encounter?** A total of 26 booths were sold, assist the decorator on set up day, reduced our decorator costs for overtime by assisting with the measurements and set up. Submitted the Fire Marshall's paperwork, changes and additions-- saving over \$1600.00 if the hotel were to submit. There were no major hurdles at all! The communication with the MN team was smooth and professional.

**Recommendations: What do you want to pass on to those holding future conferences?**

**What would you change? What could have gone better?**

Keep a positive relationship with the Fire Marshall as several calls and questions will be asked about the local requirements and layout, expect changes to happen as new booths are sold or poster boards are added.

The only recommendation would have been for the Trade Show Committee to go over in detail the approved Occupancy Permit with the local planning committee. Once the permit of occupancy is signed no other changes are allowed to be made. The fines for unapproved changes can be steep, starting at \$1,500.00. The approved layout had the food spread out around the exhibit hall and in the vendor area, (except for the poster section) to avoid any lines, congestion and blockage of the entertainment area entrance. The Fire Marshall's concern was for the possibility of 900+ people in the Ball Room all at once. The hotel staff moved the food area to only two food stations causing lines and blocking the entertainment entrance. Fortunately the Fire Marshall conducted a walk through on Monday while the break tables were set up in the exhibitor areas and no changes were present during his walk through. The exhibitors were annoyed at the food location as this kept the attendees in the food/bar area, instead of roaming around the ball room.

The exhibitors had only positive things to say in their evaluation forms with the exception of the loud music while trying to speak to potential customers, and the hours from 8AM-10PM the day of band.

The events they praised were; quick registration, the opening networking food, and the professionalism of all the staff.

With all of the exhibitors saying in closing they would be interested in exhibiting at another Midwest Meeting. Overall, it is obvious the committees did an outstanding job and the meeting was a huge success.

**71st MIDWEST FISH AND WILDLIFE CONFERENCE, Minneapolis, MN**  
**December 12-15, 2010**  
**Networking Room Debriefing and Recommendations**  
**Committee: Jon Parker, Mike Loss, and Tim Brastrup, Chair**

The Networking Room was established for the purposes of providing a place for small meetings, a place to visit with conference attendees, for presentation practice, relaxation, and socializing. Three committee members organized and staffed the Networking Room. The budget for providing food and beverages in the Networking Room was \$4,000. The room was open and staffed for general use daily from 4:00 pm until midnight, while small committee meetings requiring a more relaxed atmosphere could use the room from 8:00 am until 4:00 or at any specified request time.

Hotel catering services provided refreshments and snack foods each afternoon and evening. Other beverages were brought in and distributed over the course of the evenings. A privately owned cart was brought in to handle the various beverage supplies, which was an improvement that was recommended following the 2000 Midwest in Minneapolis.

Another improvement from the 2000 Midwest was the closure of the room at midnight instead of 1:00 am. There were no complaints from hotel security with the midnight closure. It would be a great improvement if every room on the upper floor were reserved for convention attendees to reduce or eliminate complaints from adjacent room residents.

I would also recommend that there be a cleanup crew available each morning to clean the Networking Room and remove beverage containers prior to the arrival of hotel room service staff. This simple action goes a long way in maintaining a good relationship with hotel management and is something learned from the experiences at the 2000 Midwest.

It was highly beneficial to have three committee members present to manage crowds and noise during the evening hours. Having multiple committee members present helps prevent the incidence of drunkenness and misbehavior, another lesson learned at the 2000 Midwest. There was no such behavior in the committee room at the 2010 Midwest.

The Networking Room was a bit small for the number of people using it at any point in time during the evening. Future organizers should consider having a much larger committee room or splitting the room use such as having a small room for networking and a larger room capable of handling noise and holding 80 to 100 people for socializing comfortably.

Following is a report of accounts receivable and accounts payable for the Networking Room at the 2010 Midwest Fish and Wildlife Conference:

Funds Allocated:	
Total	\$4,000.00
Expenses:	
Food	\$1,206.85
Beverages	\$1,345.01
Total	\$2,551.86

\$1,448.14 under budget and returned to the convention treasury.

Report submitted by Tim Brastrup, Retired Area Fisheries Supervisor, MN DNR

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**General Fish Program Committee Report**  
**By Melissa Drake and Jeff Reed**

**Committee charge:** This committee was in charge of reviewing the abstracts submitted for the general fish program, grouping the presentations into sessions of similar topic areas, selecting moderators for the sessions, and checking in on each session during the conference.

**Accomplishments:** The committee was able to meet all committee goals by the desired deadlines. We did not encounter any major hurdles. The abstract software allowed easy communication of abstract acceptance and other information with the presenters via mass emailings via the Website coordinator. Editing of abstracts was a little difficult due to limitations of the abstract software (limited access to software and limited editing features in software); as a result, the Website coordinator had to make any needed changes to the abstracts.

**Recommendations:** Our committee was the right size (2 people) for the job. It would probably be a good idea to give the program committee access to the abstract software so that editing abstracts doesn't fall on the shoulders of the Website coordinator. We worked closely with the Symposia Program Chairs and the General Wildlife Program Chair on common needs such as speaker and moderator guidelines and program setup. This promoted consistency among the program and prevented duplication of efforts.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Wildlife Program Committee - Final Report**

**Committee charge:** briefly describe what the purpose of this committee was.

During January 2009 (about a year prior to the conference), I organized a Wildlife Program Committee, a group that included Mark Lenarz, Jeff Lawrence, Charlotte Roy, Christine Herwig, John Fieberg, John Moriarty, and Brian Palik. Glenn Delgiudice, Cindy Tomcko, Melissa Drake, Jeff Reed, Patrick Schmalz, and Lou Cornicelli represented other Midwest committees (posters, fish program, symposia), but attended our meetings and/or worked together with us to such an extent that group membership usually wasn't obvious. The Wildlife Committee benefited from a broad range of expertise of these folks, only two of whom were from outside MN DNR (Brian Palik, USFS, John Moriarty, Ramsey Co. Parks). We interpreted our charge to be development of the technical "Wildlife Program"; more specifically, we developed and helped distribute paper calls, solicited abstracts from presenting authors, provided oversight for receipt and handling of abstracts ("papers"), processed author abstracts, grouped papers into topics for general sessions, recruited moderators, and developed guidelines for presenters and moderators. Our group dealt with lots of details as they came along. As indicated above, we worked very closely with the special session and poster committees (Glenn Delgiudice, Cindy Tomcko, and Lou Cornicelli) throughout the past year. Again, our coordination meetings were held jointly. This proved very helpful and it probably makes sense to have these committees (Wildlife and Posters) working in close contact in the future. This facilitates coordination among sessions, limits topic overlap, and makes it easy to shuffle presentations back and forth as needed.

**Accomplishments:** what was your committee able to accomplish? Did it all work well? What hurdles did you encounter?

Our committee met formally during January and September 2010 prior to the conference; members interacted a lot and with increasing frequency throughout fall and early winter. Our January meeting was especially important because we reviewed committee needs, took input from the Steering Committee, reminisced about what was done during 2000, and discussed and agreed upon a time frame for key tasks. As needed at January and September meetings, we made specific assignments (such as identifying 2 or 3 people to develop the electronic paper call), discussed progress, and tried to anticipate upcoming problems. Our group tried to follow a simple timeline; this was ultimately modified, but this is the general schedule committees were trying to follow (all dates 2010):

**January/February** – Develop the electronic paper call

**March** – Deadline for proposals for special sessions

**April** – Paper call distributed electronically; a first was sent out in April; at least one more during May/June or even later

**May** – Meeting website active

**August** – Abstracts Due; submitted via links on website

**September** – Abstract editing completed

**October** – Authors notified; Wildlife, Fisheries, Symposium sessions developing

**November** – Symposium and program layout developed, formalized, and sent to printer; moderators chosen; lots of shuffling papers among sessions; close coordination among committee folks

**Early December** – Last minute changes and coordination through printing committee



**Recommendations:** what do you want to pass on to those holding future conferences? What would you change? What could have gone better? Was your committee too large or small in its responsibilities?

Overall, members of the Wildlife Committee did an excellent job (OK, I'm not so sure about myself, but everyone else did great). Coordination and problem solving were handled in timely and smooth fashion. Future program committee members might consider the following:

1. Abstract review could be handled more efficiently and with more flexibility; in practice, little review is required, but it increases the comfort level of program organizers if abstracts can be judged by some professional standards.
2. Student volunteers – we relied heavily on them and I recommend that our successors do likewise (including transferring electronic files and projection issues in rooms). It is critical to identify one or more student liaisons who are skilled at coordinating these efforts; pay students if you can (discounted registration fees, etc.) to increase their participation. If a decision is ever made to move the meeting to dates that don't conflict with student schedules (finals, etc.), I expect that it would become much easier to recruit students to attend and participate in the Midwest.
3. Make sure there is close coordination among contributed sessions (oral and posters) and symposia; if people are working together and paying close attention, they can move things around efficiently.
4. Regarding the meeting website, one of the most helpful things we did was to request pull-down menus whereby submitting authors could select a session destination for their paper. In other words, authors could indicate their preference for their paper to be included in general wildlife, general fish, poster sessions, or in one of the symposia. This made for a lot of pull-down suggestions on this "tab", but it helped a great deal in directing traffic. Alternatively, program committee people need to sit down and make lots of decisions about where the papers should go.
5. Pick good session moderators; if you select good ones, you don't hear anything further and the sessions proceed without intervention by committee members.
6. Continue to encourage a technical program that is both broad and scientifically rigorous; no place but the Midwest provides anything with scope and depth and is uniquely beneficial for participants from agencies, universities, and others.
7. Think about how to handle a blizzard – be prepared to coordinate with presenters and moderators at the last minute. We were almost caught by a MN blizzard during the weekend before the 2010 meeting. In retrospect, I could have done a much more thorough job anticipating problems and responding to presenters who could not meet their obligations at the meeting.

With reflection, a smaller Wildlife Committee would have been sufficient to complete needed tasks. So far as I know, the wildlife committee experienced no serious difficulties; the group took their responsibilities to heart and they were a pleasure to work with. Our most notable difficulties were the result of the unfamiliarity with Oxford Abstract submission software. We learned in mid-September (prior to our December meeting) that we were effectively unable to “edit” submitted abstracts using the level of software purchased for use in support of our meeting. To be fair, detailed editing could have been accomplished by authorizing each committee member’s access to electronic Oxford files, but our committee was not comfortable with that approach. In the end, all abstracts were read and evaluated, but little editing was done. We also had a problem with identifying authors; as I understand it, the software identified only abstract submitters so only they received follow-up correspondence (even if they weren’t the authors). It seems that should be addressed.

My warm thanks to everybody for the opportunity to work together toward a great Wildlife Committee, and to everyone else associated with development of the meeting program. Most of you probably don’t recall, but Blair Joselyn (Wildlife Research Supervisor, retired) was one of the most tireless historical advocates for the Midwest Fish and Wildlife Conference. You may know that Blair passed away this year during the week of the conference. If the conference was a good one this year, I dedicate it to Blair.

Mark Hanson - 30 December 2010

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Plenary Committee Report**  
*By Bruce Vondracek*

**Committee charge:** briefly describe what the purpose of this committee was -  
The committee was charged with finding two dynamic speakers that would appeal to the broad audience that attend Midwest Fish and Wildlife Conferences.

**Accomplishments:** what was your committee able to accomplish? Did it all work well? What hurdles did you encounter?

We selected two speakers, L. David Mech (USGS) and Lee Frelich (University of Minnesota) to present an overview of their research programs, which were broad and interesting to both fishery and wildlife professionals. We also contacted two other potential speakers, Richard Louv and Paul Gillen. Richard Louv's potential topic was recruitment and retention of people in to outdoor activities. Paul Gillen's topic was social media marketing, how to use emerging tools to reach non-traditional audiences. The committee decided not to invite either Louv or Gillen, as their speaker fees exceeded our budget.

**Recommendations:** what do you want to pass on to those holding future conferences? What would you change? What could have gone better? Was your committee too large or small in its responsibilities?

Develop a list of potential speakers early in the planning process. We initially contacted Richard Louv in December 2008, two years prior to the meeting. We confirmed both Drs. Mech and Frelich in May 2009. Once the speakers were identified, follow-up tasks prior to the meeting were relatively simple. We solicited a biographical sketch from each speaker in May 2010 to post on the website and for inclusion in the program materials. At that same time, we solicited a brief statement of their topic. Two weeks prior to the conference we solicited PowerPoint presentations from the speakers. Both speakers sent (by e-mail) their presentation one week prior to the meeting, which facilitated loading the PowerPoints prior to their presentations.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Wildlife Poster Session Committee**  
**& Symposium Report**  
**By Glenn D. DelGiudice**

**Committee charge:** briefly describe what the purpose of this committee was.

I was lead for the Wildlife Poster Session, a subcommittee of 1, within the Wildlife Program Committee.

I also was the organizer, lead, and moderator of the “The Value and Challenges of Long-Term Research in Wildlife Ecology” symposium.

**Accomplishments:** what was your committee able to accomplish? Did it all work well? What hurdles did you encounter?

For the Wildlife Poster Session, I (1) reviewed approximately 36 abstracts, coordinated with Lou Cornicelli, who managed the initial organization of submitted abstracts for all sessions and programs, and coordinated with Mark Hanson, who was the lead for the Wildlife Program for the Conference. (2) Subsequently, I proofed drafts of the program and lists of the abstracts and authors, ultimately made available on the Conference website for participants and attendees. (3) Cindy Tomcko, lead for the Fisheries Poster Session, and I periodically attended Steering Committee meetings and joint Fisheries and Wildlife Program meetings to coordinate with everyone else working on various aspects of the planning process (e.g., General and Special Sessions, student abstract judging, volunteer coordination, etc...). We also were involved in a site-visit at the Hyatt to become familiar with the Hyatt/Conference facilities and resources. (4) Cindy and I planned for poster-board setup and made poster dimension requirements and other guidelines (e.g., when presenters should make themselves available at their posters for questions, etc...) available to be posted on the Conference website for participants. As necessary, we communicated with participants, mostly by email, addressing specific questions and issues. (5) On 12 Dec 2010, we made ourselves available near the time of poster-board setup (by contractors), and then for approximately 4 hours on the morning of 13 Dec 2010, which was scheduled for participants to setup their posters. (6) Cindy and I were also involved in last-minute changes to abstracts (e.g., content, withdrawals, additions, etc...)

As the lead for “The value and challenges of long-term research in wildlife ecology,” my responsibilities and tasks involved developing the theme, recruiting highly regarded speakers conducting research and with experience consistent with the theme of the symposium, requesting and standardizing bios for the speakers (for individual introductions), developing a schedule of the presentations, keeping the speakers updated with instructions for their presentations and the symposium as a whole, etc... I was the moderator for the symposium, and as such, researched and composed an appropriate Introduction and Summary (concluding wrap-up) for the symposium.

**Recommendations:** what do you want to pass on to those holding future conferences? What would you change? What could have gone better? Was your committee too large or small in its responsibilities?

There really isn't much I would change. Cindy and I kept in close and fairly frequent contact with each other and with Mark Hanson, lead for the Wildlife Program, and Melissa Drake, lead for the Fisheries Program. The periodic contact with the Steering Committee also was very helpful for all, because everyone was quite familiar with everyone else on the various planning committees and so knew the appropriate person to go to with specific questions or when specific issues arose and had to be addressed. Keeping Midwest Conference planning business a high priority and addressing planning issues and tasks in a timely manner also helped to maintain efficiency throughout the entire process. Fairly frequent meetings and emails kept everyone well informed.

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Poster Committee Report -Fisheries**  
**By Cindy Tomcko**

**Committee charge:** briefly describe what the purpose of this committee was  
Establish poster session logistics; review and accept abstracts; arrange for author experience to be fruitful - well-attended question/answer time - and pleasant - well-lighted poster display area, spacious area, large enough to accommodate a considerable number of viewers and questioners.

**Accomplishments:** what was your committee able to accomplish? Did it all work well? What hurdles did you encounter?

Discuss logistics of poster abstract submissions with steering committee, webmaster  
View and sign off on room accommodations (adequate space, lighting), 8' wide X 4' tall poster boards  
Organize abstract reviewers (~10 abstracts/reviewer); set guidelines for acceptance  
Determine author attendance times for conference schedule  
Distribute abstracts to reviewers with completion deadline (2 weeks – most finished within 1 week)  
Send list of accepted abstracts (all) to webmaster, who e-mailed acceptance and guidelines to authors  
Review poster board layout, add 3 poster boards for emergencies  
Review list of poster name, author, location number (included in meeting program)  
Respond to e-mails - withdrawn posters, poster size?, poster attachment?, a request for location change next to their student's poster  
Overlooked 2 'Other' posters – add to meeting program list (one was 'Wildlife', one, 'Fish')  
Send second e-mail reminding authors that poster dimension is 26" wide X 40" tall (AFS standard)  
Rental agency set up poster boards (8A-12P); attach poster location numbers, 3 per board (10A-12P)  
Help authors attach posters (12-5P) - staples were fast, cheaper than thumbtacks - bring stapler/staples!  
Used 1 extra poster board for a non-standard size poster – there were 4 total  
In event of a weather emergency & authors miss set-up deadline, have sign – 'stapler available reg desk'  
Attend author attendance sessions – to answer questions, help authors hang posters

**Recommendations:** what do you want to pass on to those holding future conferences? What would you change? What could have gone better? Was your committee too large or small in its responsibilities? No

Change: No 'Other' category choice, only 'Fish' or 'Wildlife' in e-submission.  
Worked well: posters located in same room as trade show, breaks located in the trade show area, mandatory poster attendance Mon. afternoon break, Tues. night social in the trade show area, mandatory poster author attendance Tuesday night, and before the music started. No complaints from poster authors about two mandatory attendance periods. Poster authors apparently appreciated the opportunity to address questions from a large number of their viewers.

## 71<sup>st</sup> Midwest Fish & Wildlife Conference

December 12-15, 2010

### Volunteers Committee Report

By Christine Herwig

Minnesota Department of Natural Resources, Wetland Wildlife Populations and Research Group  
102 23rd Street NE, Bemidji, MN 56601

**Committee charge:** I was tasked with finding students to volunteer their time to help with the sessions, workshops, setup/tear-down of posters, and other miscellaneous tasks at the conference. I reported to David Anderson, who was on the steering committee. A student liaison, Jessica Curry, was invaluable to completing this task. David kept me in touch with the other committees; Jessica did the bulk of the recruitment and entered interested students into a database, and I worked on scheduling and communication of the final assignments.

**Accomplishments:** We started recruiting volunteers in early September. Jessica and I put together a flyer (see attached) that she sent out to student chapters of The Wildlife Society and the American Fisheries Society in the Midwest. As an incentive to work as a volunteer, we asked students to register for the \$100 student fee, and then we offered to reimburse them \$50 cash after they worked their assignment. We also gave them a fantastic tee-shirt.

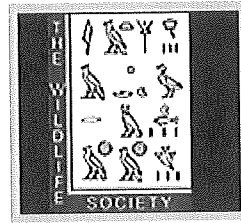
When students contacted us indicating they were interested in volunteering, we asked them if they had time restrictions and what their interests were so we could best place them into positions. All of this information was documented in a spreadsheet. In addition to soliciting students, we also referred to the list of students that checked that they would be interested in volunteering when they registered. We mostly used that list to target particular interests to fill in specific sessions based on those interests. We also used that list pretty heavily as it grew closer to the conference as students dropped out; many backed out because of finals. The interest in volunteering increased as the conference approached, and I probably had the most people contact me the week before the meeting. Although we anticipated 60 volunteers, by the time we had to order tee-shirts (mid November), we only had 40 students on the list. Luckily Tonya Klinkner ordered extra (100 shirts) as we ended up with over 60 students.

We recruited 63 students from at least 13 universities. Most students showed up for their assignment, although we had a few (5) that did not, but these were attributed to family emergencies, weather considerations, or changes in the scheduling of finals or flights. Overall, the students did an excellent job. I heard many good things from the moderators that I spoke with, and I believe all were very useful in helping moderators put PowerPoint presentations onto laptops or helping with lights. We assigned a few students to help with poster set up or tear down and a few to help with workshops; these students were also helpful.

I think for the most part, things worked well. David Anderson was very attentive and answered all of the questions I had promptly; there were just a few things I did not know about. Some of the issues I ran into were due in part of my naivety and inexperience. I did not realize there was a volunteer list from registration until mid-November. I was not aware of the needs of other member of the committees until the last minute. I knew about the sessions and the needs there, but with the workshops there was little communication. Also, I was out of the loop in terms of some of the scheduling, so I went to the website, which was updated often, but many times I did not necessarily have the most recent information. Additionally, I received some information from Dick Kimmel and Mark Hanson, which I would not have known about if they had not sent it.

**Recommendations:** I recommend flexibility when scheduling students. Many students contacted us very close to the conference, and there were a number that backed out last minute. I also recommend some redundancy in the number of students that are recruited, in case some people do not show up. I recommend more coordination with the other committee members, so that all needs are known early on. I felt the amount of time spent on this task was reasonable. Expect to devote more time to organizing volunteers as the conference nears. Again, having a student liaison, who did most of the initial contact and recruitment of students, was invaluable.





# Student Volunteers Needed for the 71<sup>st</sup> Midwest Fish and Wildlife Conference

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**December 12-15, 2010**

**Hyatt Regency, Minneapolis, Minnesota**

<http://www.midwest2010.org/>

## About the Midwest Conference

The Midwest is the premier fish and wildlife conference in the central U.S. with more than 1,000 attendees at past conferences. The Midwest Fish & Wildlife Conference offers an **excellent forum for training, professional development and networking**. Professionals and students will share their latest work and discuss the challenges of the future.

## Volunteer Opportunity!!

We need about 60 student volunteers to help make this conference successful. Students are needed to help with:

**Attending rooms during sessions (30 students)**

**Assisting poster setup and teardown (2-6 students)**

**Speaker check-in (6-10 students)**

**Help with Sunday workshops (2-3 students)**

Tech savvy students are also needed to help with inevitable projector and microphone issues. Positions will be filled on a first come first served basis.

## What's in it for ME!

This is a great opportunity to work with fish and wildlife professionals. You will have the opportunity to interact with both speakers and other professionals attending and organizing the conference. Additionally, **we are able to offer you the chance to attend the conference for a reduced rate**; after you have volunteered, you will be refunded \$50 of the \$100 registration fee. You will also be provided a volunteer t-shirt.

If you are interested or have questions, **please contact either Jessica Curry (student liaison) ([curry067@umn.edu](mailto:curry067@umn.edu)) or Christine Herwig ([Christine.Herwig@state.mn.us](mailto:Christine.Herwig@state.mn.us))**

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
***Small Groups/Special Meetings/Workshops Committee Report***  
**By Henry VanOffelen, 218.849.5270**

**Committee charge:** briefly describe what the purpose of this committee was  
*The purpose of this committee of one was to be the liaison between the hotel and the organizers of meetings and other events that are not direct conference events. These include continuing education type workshops, technical and business meetings, and receptions.*

**Accomplishments:** what was your committee able to accomplish? Did it all work well? What hurdles did you encounter?  
*Established system to request rooms and worked with hotel and primary conference organizer to establish schedule of events with assigned rooms and times.*

**Recommendations:** what do you want to pass on to those holding future conferences? What would you change? What could have gone better? Was your committee too large or small in its responsibilities?

- *When establishing a contract with hotel clearly establish, if possible, that most the technical meeting and workshops are part of the master bill for the event so that these functions do not have to pay room fees. The way it worked this year, all these events were part of the master bill for the facility unless they ordered food. If they ordered food they were responsible for the food charges and had to sign their own contract.*
- *Put together a simple form for folks to submit a request for meetings and work with the hotel to make sure that the form provides the information needed to*
- *Put together a call for meetings similar to a call for papers. Send out a few times.*
- *When completed forms are received send to hotel and create spreadsheet to record basic information. Stay in contact with hotel with periodic check-ins to compare lists.*
- *As conference nears work with hotel and conference planner to coordinate room assignments and get event sponsors to narrow their time slots to fit into main conference events.*
- *Establish schedule of your events and send out to sponsors to make sure that names, spelling, times and rooms are correct for final program.*

*Stay in contact with web designer to make sure that the events are clearly integrated into the website.*

**71<sup>st</sup> Midwest Fish & Wildlife Conference**  
**December 12-15, 2010**  
**Student Events Committee Report**  
**By John Loegering**

**Committee charge:** Organize, coordinate, and orchestrate five student events.

- Beginning Your Professional Journey Workshop (strongly coordinated by others)
- Student Resume and Cover Letter Reviews
- Janice Fenske Award Breakfast (strongly coordinated by others)
- Student/Professional Networking Event
- One-on-one Student Mentoring

**Accomplishments & Challenges:** Four of the five events worked very well and were successful. The one-on-one mentoring was not as successful as it could have been due to my failed investment.

*Beginning Your Professional Journey Workshop* was an all-day workshop targeted at undergraduate and beginning graduate students. It offered sessions on career planning, application advice (i.e., cover letters, resumes, standard forms), interview skills, and meeting attendance & etiquette. The workshop quality was excellent. Light breakfast, breaks, and lunch were served. Mike Pagel, Career Service, UW-Stevens Point presented much of the information. Resource professionals participated and interacted with students throughout the day. Rebecca Christoffel and Jim Schneider coordinated the event. *Student Resume and Cover Letter Reviews with Mike Pagel* is an offshoot of this workshop and also was well received.

*Janice Lee Fenske Award Breakfast* recognizes 25 top students in the region (both fisheries and wildlife) and offers them an opportunity to network with upper-level state and federal agency personnel at a breakfast typically held Monday morning. Five of 25 did not attend due to weather this year. This event was originated by the Michigan Chapter and is organized by Jessica Mistak. I received some criticism from professionals questioning if the \$1400 for food/beverage for the benefit of 20 students was a prudent investment by the steering committee (most suggested offering travel grants or scholarships with these funds).

*Student/Professional Networking Event* is held Monday night and gives students an opportunity to network with professionals in a relaxed atmosphere. Typically, students are invited early (6:30-7:30) and fed a meal. This is followed with networking at 7:30 when professionals are invited into the room. Colored dots were added to professional's nametag to indicate their affiliation (fisheries vs. wildlife and state, federal, NGO, University). I encouraged students to readily mix with professionals but the activities I planned quickly became difficult to orchestrate given the large amount of verbal exchange in the room (a good thing).

*One-on-one Student Mentoring* – during pre-registration students and professionals could choose to be matched one-on-one in a mentor-mentee relationship. Matches attempted to join a student and professional with similar interests. There were two substantial problems with this event. 1) The electronic registration forms and resulting database were not clear, and 2) I failed to get the matches out to participants early enough. Examples of 1 are that there were examples of registrants who did not want to participate in the event, but indicated they were a student or professional; or registrants wanted to participate but did not indicate their student/professional status or interests.

**Budgets:** The steering committee allocated generous support; however, food & beverage costs at the site were much higher than anticipated. I should have fund raised. Thankfully, strong registration permitted preliminary budgets to be exceeded. In the end, Tim Goeman coordinated much of the final catering as he had full knowledge of the registration and budget priorities and was able to approve higher spending levels. THANKS TIM!

**Recommendations:** The committee was a committee of one (me). Future Student Events committees should be 1-2 members in close proximity to facilitate coordination.

Full reports for each event, timelines, and past documents are available through 1 March 2011 at:  
<http://netfiles.umn.edu/users/jloegeri/www/StudentEvents-71MFWC-FINALReport.zip>



Hyatt Regency Minneapolis  
On Nicollet Mall  
1300 Nicollet Mall  
Minneapolis MN 55403 USA

Telephone: 612.370.1234  
FAX: 612.370.1463

*7 copies*

*done  
13*

March 27, 2006

Paul Wingate  
**Department of Natural Resources**  
500 Lafayette Rd.  
Box 12, DNR Building  
St. Paul, MN 55155

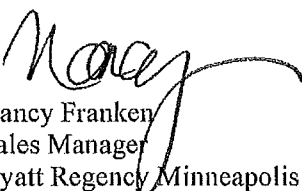
Dear Paul:

Thank you for signing and returning the Sales Agreement allowing the Hyatt Regency Minneapolis the honor of hosting the Midwest Fish and Wildlife Conference.

This letter confirms on a definite basis all of the arrangements as outlined in the Sales Agreement. I've enclosed a copy of the contract for your records. Please be aware of your reservation cut-off date November 29, 2010. Rooming list/reservations received after this date, are based on rate and space availability basis.

Paul, once again, thank you for your commitment to the Hyatt Regency Minneapolis. We look forward to serving you this coming year.

Sincerely,

  
Nancy Franken  
Sales Manager  
Hyatt Regency Minneapolis

Enclosure

## GROUP SALES AGREEMENT

Date Prepared: February 27, 2006  
Group Contact: PAUL WINGATE  
Title: MEETING PLANNER  
Organization: MIDWEST FISH & WILDLIFE CONFERENCE  
Address: 500 LAFAYETTE RD  
BOX TWELVE DNR BLDG  
ST PAUL, MN 55155  
Telephone: (651) 259-5245 Fax: (651) 297-4916 E-mail: jack.wingate@dnr.state.mn.us

Function Name: MIDWEST FISH & WILDLIFE CONFERENCE

Official Event Dates: 12/10/2010 Friday - 12/16/2010 Thursday

Hyatt Sales Manager: NANCY A FRANKEN

Title: Sales Manager

Telephone: (612) 370-1239 Fax: (612) 370-1233 E-mail: nfranken@hyatt.com

MIDWEST FISH & WILDLIFE CONFERENCE (Group) and HYATT REGENCY MINNEAPOLIS (Hotel) agree as follows:

### FIRST OPTION

The Hotel agrees to hold the space listed in this agreement on a tentative basis until 2/28/2006. If this agreement is not fully executed by Group and Hotel by 2/28/2006, the Hotel will release the space. If an alternate request is received, the Hotel will notify you and you will have forty-eight (48) hours from Hotel notification to return this executed agreement.

### GUEST ROOM BLOCK

Date	Day	Total Sleeping Rooms
12/10/2010	Friday	4
12/11/2010	Saturday	100
12/12/2010	Sunday	350
12/13/2010	Monday	400
12/14/2010	Tuesday	400
12/15/2010	Wednesday	4

Total Room Nights: 1258

### GUEST ROOM RATES

The Hotel confirms the following guest room rates:

Single Occupancy: \$ 99.00  
Double Occupancy: \$ 99.00  
Triple Occupancy: \$ 99.00  
Quadruple Occupancy: \$ 99.00  
Regency Club: Additional \$40.00

Room rates are quoted exclusive of applicable state and local taxes (which are currently 13%) or applicable service, or hotel specific fees in effect at the Hotel at the time of the meeting.

### **RESERVATION METHOD**

All reservations must be made individually through the Hotel's Reservation Department by calling (612) 370-1234, 800-233-1234.

### **NON-COMMISSIONABLE**

These rates are confirmed on a net non-commissionable basis.

### **GUEST ROOM MINIMUM**

Hotel is relying on, and Group agrees to provide, a minimum of 1006 guest room nights. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room nights and actualized guest room nights multiplied by the single convention guest room rate multiplied by 80% (guest room minimum minus guest rooms actualized multiplied by single convention room rate multiplied by 80%), plus any applicable taxes.

For any day that the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. In such a case, the Group's total pick up will be calculated by adding the difference between contracted and actual room nights for sold out nights to the Group's total pick up.

The Hotel and Group intend to liquidate the damages in the event that the Group fails to meet the Guest Room Minimum set forth in this section. Therefore, Group and Hotel agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event that such a minimum is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.

### **COMPLIMENTARY ROOMS**

The Hotel agrees to provide the Group with One (1) complimentary unit for Forty-revenue producing guest rooms occupied by the Group on a cumulative basis. This shall be computed by adding together the total paid room usage per night of consecutive night stays over the official event dates multiplied by One (1) and dividing by Forty (40). These credits for rooms may be applied as follows:

Complimentary units may not be used as credit. Complimentary units not used have no value.

### **CUT-OFF DATE**

The "cut-off date" is 11/29/2010. Reservation requests received after the cut-off date will be based on availability at the Hotel's prevailing rates and will be credited to the Group's Guest Room Block.

### **FUNCTION SPACE COMMITMENT**

The Hotel is currently holding function space based on the attached Program of Events. This is considered to be a firm commitment by the Group and any increase or decrease to that commitment may result in a modification of room rental by the Hotel. All function and meeting space is assigned by the Hotel according to the number of persons guaranteed to attend the Group's function. The Hotel reserves the right to reassign the space listed on the Program of Events to accommodate both the Group and all other groups using the Hotel's facilities during the Group's meeting. A failure to submit a finalized Program of Events to the Hotel by 9/15/10 may result in a release by the Hotel of the space being held for the Group and/or a reassignment to space more suitable for the finalized Program of Events once submitted. The Group agrees to promptly notify the Hotel of any changes in its function space requirements.

Meeting room rental for this program is waived based on a food and beverage minimum of \$70,000.00. (All fees for meeting and function space are subject to applicable taxes.)

Exhibit Hall rental is \$2,000.00 total.

### **FOOD AND BEVERAGE MINIMUMS**

Group agrees to provide a minimum of \$70,000.00 in banquet food and beverage revenue (excluding tax and service charge). Should the Group's banquet food and beverage revenue fall below this amount, the Group will be responsible for the difference between the minimum banquet food and beverage revenue and the actualized food and beverage revenue multiplied by 40% (minimum food and beverage revenue minus actualized food and beverage revenue multiplied by 40%), plus any applicable taxes. This amount will be placed on the Group's Master Account.

The Hotel and Group intend to liquidate damages in the event the Group fails to meet the food and beverage minimum set forth in this section. Therefore, the Hotel and Group agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event the minimum set forth in this section is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.

All banquet food and beverage arrangements must be made through the Hotel. Only food and beverage purchased from Hyatt may be served on Hotel property. The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state mandated age limit are present at the function and attempt to receive service of alcoholic beverages. Hotel further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

### **CONCESSIONS**

In the event that the Group actualizes a minimum of eighty percent (80%) of the aforementioned room block, the Hotel, as a special consideration to the Group, will provide:

- Three (3) complimentary VIP suites available for four (4) nights
- Four (4) Regency Club upgrades available at the group rate over the events dates of December 10, 2010 - December 16, 2010
- 220 double/double guest rooms on peak nights will be guaranteed for the Midwest Fish and Wildlife Conference
- 110 complimentary roll-away beds to be used in king bedded rooms

### **CREDIT ARRANGEMENTS**

The Hotel accepts all major credit cards for payment of a portion or the entire balance in your Master Account. In the event that the Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned no later than 11/10/2010 for approval by Hotel. In the event credit is not approved, or requested, you can settle your account with a major credit card, full prepayment of all estimated charges must be received by 11/19/2010. Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and the Group shall be liable for amounts described in the cancellation option provision of this Agreement. Credit procedures will be provided to Group by the Hotel upon the request for a credit application.

Individuals shall be responsible for their own room, tax, incidental charges, and any other charges not authorized by Group to be billed to the Master Account. All charges incurred are to be paid upon checkout. The Group's Master Account is limited to charges for meeting/function room rental, food and beverage functions and other requested services.

### **CANCELLATION OPTION**

Either the Hotel or Group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of an amount based on the following scale, plus applicable taxes:

179 days or less from the start of the official event dates	\$99,359.00 (60% of Rooms, 40% of Food & Beverage)
364 days to 180 days from the start of the official event dates	\$80,467.00 (50% of Rooms, 30% of Food & Beverage)
729 days to 365 days from the start of the official event dates	\$65,073.00 (40% of Rooms, 25% of Food & Beverage)
Contract signing to 730 days from the start of the official event dates	\$46,180.00 (30% of Rooms, 15% of Food & Beverage)

Payment due as a result of this cancellation option shall be made by the canceling party to the non-canceling party at the time this Agreement is canceled by written notice.

The Hotel and Group intend to liquidate damages in the event that either party utilizes the cancellation option set forth in this section. Therefore, the Hotel and Group agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event of cancellation and (b) that the liquidated damages set forth in this section do not constitute a penalty.

#### **RIGHTS OF TERMINATION FOR CAUSE**

Except as otherwise provided in this Agreement, neither party shall have the right to terminate their obligations under this Agreement. Either party may terminate this Agreement for any one or more of such reasons upon written notice to the other party within five (5) days of such occurrence or receipt of notice of any of the following occurrences. This Agreement is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions:

a. The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement.

b. In the event that either party shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings prior to the date of the Group's meeting, the other party shall have the right to cancel this Agreement without liability upon written notice to the other.

c. The Hotel shall promptly notify the Group if there is a change in the management company which operates the Hotel prior to the meeting, in which event Group shall have the right to terminate this Agreement without liability upon written notice to the Hotel.

d. In the event of termination by the Hotel under this section, the Hotel shall refund all deposits and/or prepayments made by the Group within five (5) days of the notice of termination.

#### **INDEMNIFICATION AND HOLD HARMLESS**

Hotel agrees to defend, indemnify and hold harmless Group from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of the Group.

Group agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Group or any contractors hired or engaged by the Group in connection with the performance of Group's obligations under this Agreement. Group also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of the performance of Group's obligations pursuant to this Agreement, except those actions which are due to the misconduct or negligence of Hotel.

#### **INSURANCE**

Group and Hotel are required to insure their obligations set forth in the section entitled 'Indemnification and Hold Harmless' above, and to provide evidence of such insurance upon request. For any activity introduced onto the premises by an outside contractor hired by Group, Group will be fully responsible for the actions of such outside contractor. Upon request, Group will provide a certificate of insurance covering the actions of such outside contractor, naming the Hotel Owner and Hyatt Corporation as additional insured's with regard to the activities of such outside contractor.

#### **AMERICANS WITH DISABILITIES ACT**

Compliance by the Hotel - The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (ADA) not otherwise allocated to the Group in this agreement, including: (i) the 'readily achievable' removal of physical barriers to access to the meeting rooms, sleeping rooms, and common areas (e.g., restaurants, rest rooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals; and (iii) the modification of the Hotel's policies, practices, and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled individuals until all remaining rooms are occupied). Any extraordinary costs for special auxiliary aids requested by the Group shall be borne by the Group provided the Hotel notifies the Group of such cost in writing.



Compliance by the Group - The Group shall be responsible for complying with the following public accommodations requirements of ADA: (i) the 'readily achievable' removal of physical barriers within the meeting rooms utilized by the Group which the Group would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Group's program of disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Group's policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

Mutual Cooperation in Identifying Special Needs - The Group shall identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Hotel and will notify the Hotel of such needs for accommodation in writing as soon as they are identified to the Group. Whenever possible, the Group shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Group of requests for accommodation which it may receive otherwise than through the Group to facilitate identification by the Group of its own accommodation obligations or needs as required by ADA.

#### **CHANGES: NOTICE**

Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this Agreement at the addresses set forth herein. Notice must be given through certified or registered mail, return receipt requested, overnight delivery, with a signature signifying receipt, or by facsimile in order to be effective under this agreement and shall be deemed delivered upon receipt.

#### **DAMAGES**

Neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages, including, but not limited to, lost profits, even if such party has knowledge of the possibility of such damages.

#### **GOVERNING LAW: JURISDICTION**

This Agreement shall be governed by and construed under the laws of the State of MINNESOTA. Any controversy, claim or dispute arising out of or relating to this contract shall be brought in any court of competent jurisdiction in the state in which the Hotel is located for trial and pursuant to the party's agreement and to the extent permitted by law, determined without a jury.

#### **WAIVER OF JURY TRIAL**

TO THE EXTENT PERMITTED BY LAW, THE PARTIES HEREBY EXPRESSLY WAIVE THE RIGHT TO A TRIAL BY JURY.

#### **ATTORNEYS FEES**

In the event any legal action is taken by either party against the other party to enforce one of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys fees) incurred by a party that is successful in seeking collection of monies due pursuant to this Agreement.

#### **WAIVER**

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

#### **BINDING AGREEMENT**

This Agreement, along with the attachments called The tentative Program of Events and the Hotel's Information Sheet, which are incorporated herein by reference, are all of the terms agreed to by the parties. Any changes to these terms must be made in writing and signed by both parties to be effective. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties.

**ENFORCEABILITY**

If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.


**FACSIMILE SIGNATURES**

This signature page may be signed by the parties and sent by electronic transmission (facsimile) and shall be acceptable to the Hotel to hold the space; provided, however, that if the Hotel does not receive the Agreement executed by the Group with the original signature without any further changes within seventy-two (72) hours of the date shown on the facsimile signature page, the Hotel reserves the right not to hold the space and otherwise to avoid any obligations under this Agreement.

When signed by representatives of both parties, this Agreement, (which includes The Program of Events and the Hotel's Information Sheet) constitutes a binding agreement between the Group and the Hotel.

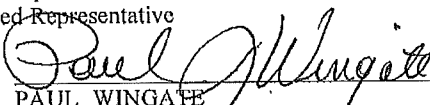
By the Hotel's  
Authorized Representative

By:  
Name:  
Title:  
Date:

  
NANCY A. FRANKEN  
Sales Manager  
3/21/06

By the Group's  
Authorized Representative

By:  
Name:  
Title:  
Date:

  
PAUL WINGATE  
Chair, Midwest Fish and Wildlife Steering  
Committee  
27 February 2006

**-FINAL- August 14, 2009**

**2010 Midwest Fish and Wildlife Conference (MFWC)  
Minnesota Steering Committee (MSC) Management Agreement  
with the  
American Fisheries Society**

This Management Agreement between the Inter-conference Committee of the Minnesota Midwest Fish and Wildlife Conference (MFWC) acting through its Minnesota Steering Committee ("MSC" or "local committee") and American Fisheries Society ("Manager").

**Recitals**

A. The Inter-conference Committee of the Minnesota Midwest Fish and Wildlife Conference (hereinafter "MFWC") is a nonprofit organization formed under the laws of the state of Minnesota solely for the purpose of managing and investing funds derived from Midwest Fish and Wildlife Conferences that are held from time to time.

B. The American Fisheries Society (hereinafter "AFS") is a nonprofit organization formed under the laws of the state of Maryland for the purposes of fisheries conservation, promotion of fisheries science, dissemination of fisheries information, and encouraging teaching of fisheries science.

C. At the present time, MFWC, acting through its Minnesota Steering Committee ("MSC" or local committee), anticipates planning, organizing and staging a Midwest Fish and Wildlife Conference to be held in December of 2010.

D. At the present time, MFWC, acting through MSC, is managing and investing approximately \$142,000.00 to be applied to the planning, organizing and staging of the Midwest Fish and Wildlife Conference to be held in December of 2010.

E. The parties hereto desire to enter into an agreement that provides for the management of a portion of said funds, and the staging of said 2010 conference by AFS.

NOW, THEREFORE, in consideration of the foregoing and the promises and covenants contained herein, the parties do hereby agree as follows:

**Agreement**

**1. Term.**

1.1 *Effective date:* The date this Agreement is signed by both parties.

1.2 *Expiration date:* January 1, 2011, or until all obligations provided herein have been

performed according to the terms and condition of the Agreement, whichever occurs last.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this contract: Liability; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

## 2. Duties

### 2.1. AFS' Duties

2.1.1 AFS will lead the conference, collaborate with partners, plan, and execute all of the following duties:

2.1.1.1 **Financial Management:** AFS shall set up a separate account for the Conference. That account will initially include \$100,000 transferred from MFWC, acting through MSC, or such other sum to which the parties may agree, and subsequent revenue resulting from registration fees, donations, trade show, and other possible streams of revenue. The account will not be included in the investment portfolio of AFS, but will be considered as available cash under this Agreement.

The sum of \$100,000 shall be held as a "reserve" in the account until final disbursement. Funds are to be disbursed from that account to MFWC, acting through MSC, to pay vendors or vendors may be paid by AFS directly with approval of MFWC, acting through MSC, as long as the account is not reduced below the \$100,000 reserve limit, provided, however, that said reserve may be drawn upon with the prior written consent of MFWC, acting through MSC.

AFS will provide the MSC with a detailed quarterly statement of account activity.

The Conference will be charged the usual and customary credit card fees (3-4%) for all credit card transactions.

For these financial services, AFS will be paid a fee of \$2,000, in addition to the 30% fee described below, to be included in the Conference budget.

Within 90 days after the conclusion of the Conference, any funds that remain in the account after the Conference, less the fees to be paid to AFS as provided for herein, shall be returned to MFWC, acting through MSC, together with a complete accounting for all funds.

2.1.1.2 **Other Management Services:** AFS assumes the following responsibilities:

A. **Conference Trade Show Services:** AFS will develop a list of potential exhibitors based on the list provided by the MSC from other Midwest Conferences; will provide on-site staffing of the Conference Trade Show; will solicit exhibitors; will register exhibitors; will contract for Trade Show layout and draping; and will be responsible for marketing and all other functions directly associated with the Trade Show. The cost for these services will be 50% of the Trade Show profits after all expenses (including the manager's staff expenses at the Trade Show) have been paid. Expenses will include the cost of the exhibition hall rental.

B. **Meeting Registration Software:** AFS will customize existing registration software to fit the needs of the Conference for a fee of \$2000.

C. **Abstract Submission Software:** AFS will provide the software, either the currently used Oxford system for \$4000 or another being negotiated presently for approximately the same cost. AFS will ensure the software functions as needed, and will provide essential training or technical services to make it functional. The MSC program committee will handle all abstract submissions, scheduling and program and abstract products.

D. **Website:** AFS will provide web site services including design, maintenance and updates for a fee of \$3000, depending on needs. MSC will provide the Manager the information that needs to be on the web site.

2.1.2 AFS shall assume the existing Sales Group Agreement between MFWC and the Hyatt Regency Minneapolis, dated February 26, 2006, a copy of which is attached hereto as Exhibit A.

## **2.2. MFWC's Duties**

MFWC, acting through MSC, shall perform the following activities:

- A. All local logistics and arrangements for the conference.
- B. Plenary and technical programs and Symposia, including room scheduling and arrangements.
- C. Local vendors, except for the Trade Show.
- D. Networking, mentoring, and training functions.
- E. Audio-visual needs, except any directly related to the Conference Trade Show.

## **3. Consideration and Compensation.**

3.1 **Consideration.** MFWC, acting through MSC, will pay for all the expenses related to 2010 MFWC, including all MSC staff time used to conduct approved activities.

3.2 **Compensation.** AFS will be paid 30% of net profits resulting from the 2010 MFWC, except for the Conference Trade Show, which will be managed and compensated as hereinafter set forth. For purposes of this provision, "net profits" are defined as gross revenues derived from conference registration fees less expenses related to conducting the conference, which include, but are not limited to, audio-visual costs, networking function costs, and printing costs. AFS shall assume the risk of loss from the Conference.

## **4. Authorized Representatives.**

4.1 The Authorized Representative and point of contact for MFWC, acting through MSC, is Tim Goeman, MSC Chairman, 1201 East Hwy 2, Grand Rapids MN 55744-3244, 218-999-7819.

4.2 The Authorized Representative and point of contact for AFS is Gus Rassam, Executive Director, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199, 202.431.0511, or his designated representative.

4.3 If either Authorized Representative changes at any time during this contract, immediate notification must be given to the other party.

## **5. Assignability.**

AFS may not, without the prior written consent of MFWC, acting through MSC, assign this agreement, in whole or in part, provided, however, that this provision shall not preclude AFS from employing and utilizing independent third party contractors approved by MFWC, acting through MSC.

## **6. Insurance and Indemnification.**

6.1 **Indemnification.** Subject to the terms and conditions of this Agreement, AFS agrees to indemnify, defend, and hold MFWC, acting through MSC, harmless from and against any demand, claim, action, or cause of action, liability, damage, and loss, including without limitation, interest, penalties, attorney fees, and expenses asserted against, relating to, imposed on, or incurred by MFWC, acting through MSC, by reason of the performance or non-performance of any of the duties and obligations imposed upon AFS under the terms and conditions of this Agreement.

6.2 **Insurance.** AFS will provide liability insurance coverage for MFWC, acting through MSC and the Conference, which is acceptable to MFWC, acting through MSC, for the Conference dates, in an amount not less than \$1,000,000 for an approximate cost of \$2000.

## **7. Miscellaneous Provisions.**

7.1 **Amendments.** No amendment, alteration or other modification of this Agreement shall be effective unless the amendment, alteration or other modification shall be in writing and signed by the parties.

7.2 **Contract Complete.** This instrument contains the entire agreement between the parties with respect to the transaction contemplated. It may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

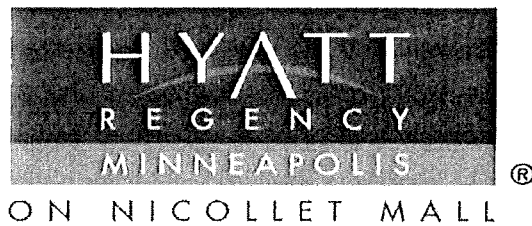
7.3 **Binding Effect.** This agreement shall be binding on and shall inure to the benefit of the parties and their successors and assigns.

By: [Signature]  
Name: Gus Rassam  
Title: Executive Director, American  
Historical Society  
Date: August 14, 2009

By: [Signature]  
Name: TIMOTHY J GOEMAN  
Title: MSC CHAIR  
Date: 08-20-2009

Distribution:

AFS  
MSC



Hyatt Regency Minneapolis  
1300 Nicollet Mall  
Minneapolis, MN 55403  
612-370-1234

Remit to address:  
Hyatt Regency Minneapolis  
Lock Box 842149  
PO Box 842149  
Dallas, TX 75284-2149

TIN # 94-1649123

Invoice #	8278	MW Fish & Wildlife Conference 1201 East Hwy 2 Grand Rapids, MN 55744	Date: 29-Dec-10
		Attn: Tim Goeman <a href="mailto:tim.goeman@state.mn.us">tim.goeman@state.mn.us</a>	
Acct #	125797	Acct Balance:	262,229.65

Banquet Food & Beverage Charges	219,339.67
Audio Visual Charges	40,219.92
Sleeping Room Charges	5,725.77
Cable Hook Up - Football Game	200.00
1/40 Comps / paid sleeping room (1199 total paid nights)	-3,255.71

Total Balance Due.....	\$262,229.65
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For questions on your bill you may contact: Hyatt Central Billing Department at:  
888-863-3020 or [NA.Customerservice@Hyatt.com](mailto:NA.Customerservice@Hyatt.com)

*We Thank you for your Business.*





Hyatt Regency Minneapolis  
1300 Nicollet Mall  
Suite 2241  
Minneapolis, MN 55403  
Tel: 612-343-4018 Fax: 612-343-4019

Page 1 of 28

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**Quote # 4412-2487**

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**DNR Regional Fisheries**  
**Attn: Eric Altena**  
**1201 E Hwy 2**  
**Grand Rapids, MN 55744**

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Contact Name:	Eric Altena	Show Date(s):	<b>12/10/2010 - 12/15/2010</b>
Email:	eric.altena@state.mn.us	Show Name:	<b>MW Fish &amp; Wildlife Conference</b>
Quote No:	4412-2487	Show Location:	<b>Hyatt Regency Minneapolis</b>
Sales Representative:	Joshua Lannan		<b>1300 Nicollet Mall</b>
Hotel CS Manager:	Cindy Lathrop		<b>Suite 2241</b>
Hotel Sales Manager:	Nancy Hamel		<b>Minneapolis, MN 55403</b>
		Conveyance Method:	Pickup
		Billing Method:	Master

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	Gross	Discount	Complimentary	Ext. Price
Equipment Rental	\$40,905.00	\$14,189.50	\$3,805.00	\$22,910.50
Hotel Equipment Rental	\$350.00	\$130.00		\$220.00
HSIA Services	\$2,825.00	\$200.00	\$1,125.00	\$1,500.00
Sub-Rental Equipment	\$700.00			\$700.00
Setup Charges	\$3,625.00			\$3,625.00
<hr/>				
Subtotal	\$48,405.00	\$14,519.50	\$4,930.00	\$28,955.50
Service Charge*				\$8,735.10
Tax				\$2,814.16

**Total Estimate**

**\$40,504.76**

\*Service Charges are NOT gratuities and are not paid in whole or in part to employees of PSAV or employees of any other party.