Final Report

68th Midwest Fish and Wildlife Conference

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Preface

This report is a compilation of individual reports from chairpersons responsible for various functions associated with planning and conducting the 68th Midwest Fish and Wildlife Conference in Madison, Wisconsin. We hope this document will serve as a planning reference for future organizers of this conference here in Wisconsin and elsewhere in the Midwest. Contact information is included for key planners. Please feel free to contact any of these folks if you have more detailed questions.

Jerry Bartelt, Alan Crossley, and Dave Sample
Co-Chairs, Steering Committee
The 68th Midwest Fish and Wildlife Conference Steering Committee was composed of 31 people from 7 different organizations (see Appendix 1). The American Fisheries Society, The Wildlife Society, state and federal agencies, and universities in Wisconsin were represented. The Steering Committee included the Arrangements and Program chairs plus the chairperson from each of committees formed to plan and conduct the conference (see Appendix 2). The Steering Committee met monthly from mid-2006 until December 2007. Not every member attended every meeting. Members attended when they were on the agenda or when they needed decisions to be made. The intent was to have right people present at each meeting so we could communicate and resolve problems on the day of the meeting rather than do follow up work individually after meetings. In practice, the group was often too large to easily and effectively discuss items and make decisions.

The Steering Committee developed a vision for the conference, a conference theme, logo, a timeline for events to take place (see Appendix 3) and provided guidance on program development and arrangement activities. We developed a list of plenary speakers and topics. Issues such as conference promotion, funding and budget management, audio visual needs, use of conference space, hospitality functions, registration, host and sponsor criteria, signage, and conference volunteers were all discussed and decisions made. Meeting time was also devoted to discussions as to the desired size of, and attendance at, the conference and number of concurrent sessions. The Steering Committee provided the overall guidance for the conference and solved problems when things did not go as planned.
A different approach was taken to conduct as “green” a conference as possible. This included “no junk” given at registration, a swag swap, use of green energy and recyclable products, use of a website for almost all information rather than printing paper, wireless service at the conference, and locally grown food for breaks and socials whenever possible. This approach was slightly more expensive than using traditional products and services but we were still able to keep the registration fee low by eliminating other costs. The feedback received to date was that most people appreciated this effort and were not disappointed with the food and drink at the conference or the services and products received. We would recommend it again for future conferences.

Another different event we hosted was the Tuesday night “Big Game Night”. It was a carnival type atmosphere with 5 different games, held in same room with the trade show exhibits and posters. People could buy tickets to play these games and winners were then entered into a raffle. At the end of the evening, a drawing of raffle tickets was done for the prizes. In addition to the games, food and drink was provided. All proceeds from the event went to the state AFS and TWS chapters. We received favorable comments on this activity as well.

Conference t-shirts were sold by the local student chapters of The Wildlife Society and American Fisheries Society. Only about 200 shirts were sold leaving about 100 unsold.

Overall, the conference ran relatively smoothly. We believe we had a good conference at a reasonable cost to attendees. Almost all comments received to date were favorable.
Appendix 1. Conference Contacts

2007 Midwest Fish and Wildlife Conference Committee Chairs

Steering Committee
Jerry Bartelt   Alan Crossley   Dave Sample
Wisconsin DNR   Wisconsin DNR   Wisconsin DNR
gerald.bartelt@wisconsin.gov   alan.crossley@wisconsin.gov   david.sample@wisconsin.gov
608-221-6344   608-266-5463   608-221-6351

Arrangements Committee
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Wisconsin DNR
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Budget and Finance
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Wisconsin DNR
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Conference Website
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Donations, Prizes, Raffles
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Wisconsin DNR   Fish & Wildlife Service   Wisconsin DNR
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Registration
Tim Lizotte   Eric Lobner
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262-574-2120   608-275-3474
Graphics and Printing
Jescie Kitchell
Wisconsin DNR
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608-221-6345

Michelle Voss
Wisconsin DNR
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608-266-1199

Audio-Visual
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Southeast Regional Planning Comm.
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262-547-6722 ext 263

Dave Beckmann
Fort McCoy, Dept. of Defense
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608-388-5374

Media and Marketing
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608-275-3317

Hospitality
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John Noble
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Career Opportunities and Student Events
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Volunteer Coordination Committee
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Nick Schmal
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715-365-8919

Wildlife Program Committee
Karl Martin
Wisconsin DNR
karl.martin@wicomin.gov
715-365-8917

Student Paper Awards
Ben Frater
US Forest Service
bfrater@fs.fed.us
715-362-1328
Appendix 2. Conference Committees

**Steering Committee** – Bartelt, Crossley, Sample
Provide overall structure and tone for the conference. This committee oversees the program and arrangements committee and receives periodic updates on the progress of all the committees.

- Develops conference theme and logo
- Organizes committee structure, committee chairs, and committee charges
- Solicits agency/university financial and human resources support for conference
- Oversees all committees and progress on conference planning and preparation

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

**Facilities Administration** – Hennessy
- Selection of rooms and room setup for all activities associated with the Conference, including conference Head Quarters, presenter practice room, Internet Café, storage, concurrent sessions, plenary sessions, small meetings, receptions, conference registration, poster demonstration area, vendor display area, etc.
- Communication with the Hotel staff for setup and room requirements.
- Communication with Arrangements and Program Committees regarding room assignments, meeting dates and times, for approval and for placement of information on the Conference Web Site.
- Communication with individuals representing groups seeking to have meetings, receptions, etc.

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

**Conference Website Development** – Griffin
- Creating the web design and providing updates to web provider throughout the months prior to the conference.
- Working with the web provider that we hired (The Futurity Group).
- Working with Program committees (presenter information).
- Working with Facility Administration committee (what presentations would be where and what meetings would be occurring at the Conference)
- Working with Poster committee (poster names and presenters)
- Working with Exhibit committee (exhibitor rules and application, exhibit map and exhibitor names)
- Working with Donation committee (sponsors names and dollar amounts)
- Working with Registration committee on how to create the online registration page
• Working with the Workshop/Symposium committee (title, times, workshop deadlines and maximum number of participants).

**Merchandise, Prizes, Raffles** – Steve Gilbert, Jim Ruwaldt, Ricky Lien

• Securing donations of merchandise for the conference and raffles.

**Donations and Sponsorships** – Alan Crossley

• Securing cash donations and sponsorships for the conference.

**Registration** – Eric Lobner and Tim Lizotte

• Coordinated with the Steering Committee on conference registration
• Collected size requests and ordered vests for the conference committees to wear at the meeting so that they could be easily identifiable.
• Developed a FAQ sheet for the registration table, committee members, and greeters to help answer questions of attendees.
• Scheduled greeters to stand in entrance way and other high traffic areas during registration hours to help direct people and answer questions.
• Scheduled volunteers to help with registration during conference. The committee members also assisted with registration, set up of the registration table each day, and other general help at conference.
• Shopped for and ordered the “give away” items (bag, pen, padfolio, etc.). We assisted with modifying the conference logo for use on these items as well.
• Ordered name badges, decided on attendance categories for the badges (“exhibitor, speaker (included poster presenter), and turkey symposium”)

**Graphics and Printing** – Kitchell and Voss

• Working with the Steering committee on the creation of a Logo and theme
• Develop poster to take to Nebraska conference in 2006.
• Creating all fliers and promotional materials that would be used at Nebraska conference and throughout the months/years before the conference with Marketing Committee.
• Creating and printing the Program-at-a-glance (PAAG)
• Creating and printing all signs for outside conference rooms (stating presentation times, presenter, and title)
• Working with Program committees on material for program (Presenter information)
• Working with Facility Administration committee on necessary signage for conference rooms and information in the PAAG (What presentations would be where)
• Working with Poster committee on materials for poster session and information in the PAAG (Poster names and presenters)
• Working with Exhibit committee on material for PAAG (Exhibit map and Exhibitor names)
• Working with Donation committee on material for PAAG (Sponsors names and dollar amounts), create large sponsor boards to be placed by the registration table.
• Creating large welcome banner for the conference

**Audio-Visual – Beckmann and Slawski**
• Obtaining all necessary AV needs, either through contract with the hotel or other sources.
• Semi-final approval of AV contract w/hotel.
• Set up of all computers and loading of presentations.
• Liaison with hotel AV staff to troubleshoot problems.
• Training of student volunteers that assisted w/computers.

**Media and Marketing - Matthews**
• Creating press releases on the event.
• Creating a press room at the function and handling press while they are there.
• Talking to local press and radio about the event.
• Preparing media name bags, which were available at registration so media didn’t have to pay.
• Writing speeches for DNR director and Governor, if those individuals are used.

**Hospitality – Treska and Simonson**
• Provide a place for VIP’s and workers to relax during the conference.
• Providing security:
  o During the day and at evening receptions.
  o For door prize and silent auction items.
  o Assist with closing down the two hospitality rooms.

**Transportation – Steve Small**
• Provide information on available transportation in the Madison area and transportation for VIPs during the conference.

**Commercial and Non-Commercial Exhibits - Miller and Noble**
• Establishing a contract with a display contractor capable of providing all necessary components for exhibits (pipe, drape, tables, signage, poster boards, etc).
• Actively solicit exhibits through direct mailing, telephone contact and internet.
• Recommend exhibitor fees, develop exhibitor rules and contracts.
• Secure additional signage and display equipment for other activities (such as H.Q. needs, easels for museum) during the conference.
• Coordinate set up of exhibit hall and poster session.
• Provide assistance to exhibitors before, during and after the conference.
• Securing sponsors for cash donations to the conference.

**Career Opportunities and Student Events – Anderson and Christofel**
• Creating an opportunity for students to network with a variety of professionals
• Creating a fun, relaxing atmosphere for the students
• Providing some refreshments to cut down on student costs.
• Arranging student volunteers that could be used for various duties throughout the conference but mostly running AV equipment.
• Creating an opportunity for students to mingle with high level agency and university professionals.
• Providing an opportunity for students to build their resume’.

**Breaks, Sunday Reception, and Socials** – Joe Hennessy
• Planning two receptions:
  • Sunday night – Joe Hennessy
  • Tuesday night - Gilbert
• Coordinating placement of food and drink and quantities for breaks on Monday through Wednesday – Hennessy.

**Volunteer Coordination Committee** – Jamie Nack
• Find and coordinate volunteers to work at 68th Midwest.

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

**Fisheries** - Phil Moy and Nick Schmal
  Workshops and Symposia
  Posters
  Student Paper Awards – John Kubisiak

**Wildlife** – Karl Martin (Tami Ryan, Daniel Storm, Scott Hull, Karl Malcolm, and Michele Windsor)
  Workshops and Symposia
  Posters
  Student Paper Awards – Ben Frater
Appendix 3. Timeline

68TH MIDWEST FISH AND WILDLIFE CONFERENCE
Monona Terrace, Madison
December 9-12 2007

Primary Dates/Deadlines

February, 2004 Began negotiations with Madison and Milwaukee
Summer, 2005 Signed contracts for Hotels and Monona Terrace
December, 2005 Attend 66th Midwest in Michigan. Represent Wisconsin at Time and Place Committee meetings.
January 25, 2006 Establish Steering Committee and hold first meeting of Steering Committee.
April 27, 2006 Second meeting of Steering Committee. Began identifying committee chairs.
May 23, 2006 Third meeting of Steering Committee.
- Continue adding committee chairs
- Begin formulating budget
- Discussion of ideas for conference theme
June 16, 2006 Steering Committee meeting.
- Continued discussion of theme
- Began to work on promotional materials for Nebraska meeting
- Began identifying potential symposium topics
- Finalizing fisheries and wildlife program chairs
August 15, 2006 Steering Committee meeting
- Theme selected
- Began fine-tuning space utilization at Monona Terrace
October, 2006 Website up and running
October 12, 2006 Steering Committee meeting
- Logo finalized
- Continued work on promotional materials for Nebraska
- Final decisions on space utilization at Monona Terrace
- Brainstorming on potential plenary speakers
- Continue adding committee chairs
November, 2006 T-shirt design, promotional flyer and bookmark finalized and printed for use in Nebraska
Dec., 2006  Steering Committee members attend 67th Midwest in Nebraska, and provide 68th Midwest updates during Time and Place committee meeting.

December 19, 2006  Steering Committee Meeting.
- Review of Nebraska meeting – lessons learned
- Finalized committee chairs and committee structure
- Continued discussion of plenary session ideas and speakers
- Review of workshops and symposia to-date
- Began discussing student activities
- Reviewed draft budget and proposed registration fees
- Developed sponsorship categories
- Reviewed options for registration service and abstract service

January 29, 2007  Call for symposia and workshops sent out with deadline of March 1

January 30, 2007  Steering Committee meeting
- Budget update
- Website update
- More discussion of meeting space needs and utilization

February 27, 2007  Steering Committee meeting
- Continued work on plenary speakers
- Symposia/workshop update
- Trade show vendor contract signed
- Going to run our own abstract submission effort through website
- Abstract submission guidelines outlined
- Sponsorship letter to start going out
- No junk decision made and local food emphasis desired

March 1, 2007  Deadline for Symposia and Workshop submissions

March 27, 2007  Steering Committee meeting
- Still working on plenary speaker line-up
- Database for accepting abstracts in process of development
- Assembling e-mailing lists to develop our distribution list
- Made decision to use Registration Technology for conference
- Another budget update

March 31, 2007  E-mail first announcement promoting Midwest sent out

April, 2007  First call for volunteers sent out electronically

April 24, 2007  Steering Committee meeting
- Check-ins on committee work
- Call for papers needs to go out soon
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21, 2007</td>
<td>First call for papers sent out via e-mail</td>
</tr>
<tr>
<td>May 22, 2007</td>
<td>Steering Committee meeting</td>
</tr>
<tr>
<td></td>
<td>- Plenary speaker line-up almost finalized</td>
</tr>
<tr>
<td></td>
<td>- Updates from committees</td>
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<tr>
<td></td>
<td>- Continued discussion of budget and refinements</td>
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<tr>
<td>June 27, 2007</td>
<td>Second call for papers</td>
</tr>
<tr>
<td>June 27, 2007</td>
<td>Steering Committee meeting</td>
</tr>
<tr>
<td></td>
<td>- Plenary speakers confirmed</td>
</tr>
<tr>
<td></td>
<td>- Continued refinements of website offerings</td>
</tr>
<tr>
<td>July 11, 2007</td>
<td>Registration system up and running through conference website</td>
</tr>
<tr>
<td>July 25, 2007</td>
<td>Steering Committee meeting</td>
</tr>
<tr>
<td></td>
<td>- Decided to extend abstract deadline from August 1 to August 31</td>
</tr>
<tr>
<td></td>
<td>- Budget and committee updates</td>
</tr>
<tr>
<td>July 26, 2007</td>
<td>Third call for papers and announcement of abstract deadline extension</td>
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<tr>
<td>August 1, 2007</td>
<td>Original deadline for abstract submission (extended to August 31)</td>
</tr>
<tr>
<td>August 24, 2007</td>
<td>Steering Committee meeting</td>
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<td></td>
<td>- Tour of Monona Terrace with committee</td>
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<tr>
<td></td>
<td>- Updates on most committees</td>
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<tr>
<td></td>
<td>- Discussion of AV needs and ways to reduce costs</td>
</tr>
<tr>
<td>August 31, 2007</td>
<td>Abstract submission deadline</td>
</tr>
<tr>
<td>Sept. 21, 2007</td>
<td>Steering Committee meeting</td>
</tr>
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<td></td>
<td>- Need to get draft program on website</td>
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<td></td>
<td>- Will post abstracts on website when finalized rather than provide on CD, jump drive, or in hard copy</td>
</tr>
<tr>
<td></td>
<td>- Committee updates</td>
</tr>
<tr>
<td>October 15, 2007</td>
<td>Steering Committee meeting</td>
</tr>
<tr>
<td></td>
<td>- Program on website is up</td>
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<tr>
<td></td>
<td>- Continued refinement of approach to AV</td>
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<tr>
<td></td>
<td>- Finalized donors for inclusion on Website, Program, and signage</td>
</tr>
<tr>
<td></td>
<td>- Committee updates critical as conference is 60 days away</td>
</tr>
<tr>
<td>October 17, 2007</td>
<td>Schedule and Program-at-a-Glance posted on website</td>
</tr>
<tr>
<td>October 17, 2007</td>
<td>Registration reminder e-mail sent out to distribution list</td>
</tr>
<tr>
<td>November 8, 2007</td>
<td>One last registration reminder sent out</td>
</tr>
</tbody>
</table>
November 9, 2007  Room Block with hotels expires

November 9, 2007  Early registration cut-off date

November 9, 2007  Commercial and non-commercial exhibit registration deadline

November 13, 2007  Steering Committee meeting
  • Finalizing details for conference including budget
  • Committee updates
  • Signage, printing needs, Program-at-a-Glance finalized

November 28, 2007  Final Program-at-a-Glance to printer

December 3, 2007  Refund cut-off for conference registration

December 4, 2007  Steering Committee meeting
  • One last check-in with everyone

December, 5, 2007  Banners and signage printed

December 8, 2007  On-site move-in, last minute details

Dec 9-12, 2007  Conduct best Midwest since the 59th held in Milwaukee

January, 2008  Subcommittee reports finalized

February, 2008  68th Midwest mailing list and committee reports provided to Ohio
Arrangements – An Overview
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Contact person above with questions – Report will be added later.
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Contact person above with questions – Report will be added later.
Budget and Finance
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john.nelson@wisconsin.gov

Contact person above with questions – Report will be added when all bills are in and budget is finalized.
Conference Website
Martye Griffin
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The conference website (and emails) was the key communication tool for conference information. This is an important committee that should have members actively involved since the website needs to updated often as new information becomes available. The goal of the website was to make conference information easily accessible and located by users. This was accomplished by having conference information found in as many different places and in as many different ways as possible. Information on how to submit abstracts, register for conference, find hotels, maps to the conference site, preliminary program, Program at a Glance, abstracts, and a host of other information could be found on the website. Abstracts were in a searchable database that allowed users to find an abstract by title, author, subject matter, and session number.

Server space was secured at no cost from one of the hosts (NCD-AFS). Once server space was available we were free to create any type of site we wanted. Conference committees decided what information they wanted on the web and the website committee posted it online.

One new thing done was the use of third party servers/websites to create web boards where people could connect and talk about conference issues before the conference. We provided a link to a site that had topic areas ranging from student topics, to carpooling, to tips on how to make a poster. Not much content was posted and it is unknown how many people visited the site to get information.
Donations, Prizes, Raffles

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Ricky Lien  
Wisconsin DNR  
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920-892-8756  
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Contact person above with questions – Report will be added later.
Registration
Tim Lizotte  Eric Lobner
Wisconsin Dept. of Natural Resources  Wisconsin Dept. of Natural Resources
141 NW Barstow St, Room 180  3911 Fish Hatchery Road
Waukesha, WI  53188  Fitchburg, WI  53711
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timothy.lizotte@wisconsin.gov  eric.lobner@wisconsin.gov

Summary
The registration committee for the 68th Midwest Fish and Wildlife Conference (MFWC) consisted of 2 co-chairs who were responsible for conference registration, conference apparel, and local information. The largest responsibility for the committee was oversight of the registration services contractor. A request for proposals was developed (Appendix 4) and bids were received by December 16th, 2006 (Appendix 5). Based on pricing and references, Registration Technology was selected as the vendor (http://www.registrationtechnology.com/). The company is owned and operated by Tom Haney (708-383-5950, regtcnlgy@aol.com) who was our primary contact.

Online and mail in registration were offered for the conference. Registration Technology created a secure web link to the Midwest Conference web site for the registration process. Registrants could either register online using a credit card or print off and mail in a hardcopy form with a check (Appendix 6). The online credit card transactions were processed through a merchant account with First Data. The vast majority of attendees registered using the online process.

Registration fees were $200 Professional, $95 Student prior to November 9th, and $300 Professional, $150 Student after that date. Online registration was closed on December 3rd. In addition, due to demand, we offered an on-site one day registration for $150. This was unadvertised but provided on-site to those who asked. Total registration was 1,374 including exhibitors, presenters, and volunteers (1,035 early, 151 late, 36 exhibitors, 152 on-site). All refund and cancellation requests were required to be submitted prior to December 3rd (Appendix 7).
During the conference, staffing of the registration booth included one person from Registration Technology and two temporary staff hired by the contractor to process on-site registrations. Volunteers and WI DNR staff were utilized to hand out badges and consisted of four on Sunday and Monday, two on Tuesday, and two on Wednesday until 2:00 PM. Thanks to the “no clutter” policy of the conference, we did not need to stuff registration materials but rather placed stacks of the Program at a Glance on the shelf in front of the booth and instructed attendees to take one when issued their badge.

The Local information booth consisted of maps and brochures for the immediate area around the Monona Terrace provided by the Greater Madison Visitors and Convention Bureau. In addition, we had a large 3’ X 3’ aerial photo of the Downtown Madison area showing restaurants and other points of interest. On the key, we also identified a price range for each of the restaurants. This area was staffed with one volunteer during the entire conference. We also ended up selling extra volunteer T-shirts, conference patches, and conference vests through this booth.

**Positive aspects**
- The vendor was very receptive and flexible to changes during the entire registration period.
- Maximum wait time for registration was five minutes.
- Vendor software and hardware for on-site registration was easy to use and functioned well.

**Problems/issues**
- The initial secure web page had a glitch that occurred if someone used the “back” button on their web browser or if their internet connection was severed prior to completion of all of the data, specifically their credit card information, the registrant received an “Error, duplicate registration” message when they attempted to complete their entry. This resulted in significant confusion and excessive correspondence between the vendor, the registrant and MFWC volunteers. This took two weeks to resolve and created extra work dealing with the many people who encountered the problem.
- The vendor arrived on site and over 150 badges had typos resulting from a bug in the data entry software that allowed one line to be printed on top of another line. This showed that the badges were not proof read prior to arrival at the venue. The vendor had to re-print these badges the night before the event.
- The badges were supposed to arrive pre-loaded in badge holder trays for distribution. About 1/3 of the badges did not arrive loaded or did not have the elastic neck band attached and this had to be completed by the volunteers.
- The badges were supposed to be in alphabetical order in badge holder trays for easy distribution during the event. Some trays were alphabetized right to left and some left to right and some badges were not in alphabetical order at all. This caused delays and confusion with the volunteers at the start of the event when they were distributing the badges. Once volunteers took the time to re-order the badges this problem was solved and the process worked extremely smoothly.
Recommendations for future conferences

- The conference committee should develop a consistent policy on registration rates for various “special” attendees, such as workshop attendees who do not attend the rest of the conference, workshop teachers, speakers who are only coming for their talk, etc. A simple solution to this would be to have them all pay the one-day registration fee. We offered various “deals” to various people which resulted in some consistency issues.

- Utilizing similar software and registration procedures, two terminals for on-site registration should be sufficient.

- Four staff to hand out badges for pre-registrants should be sufficient.

- The registration vendor should keep a database of receipts that can be easily emailed/faxed to attendees after the conference. There were over 100 attendees who needed duplicate receipts to reconcile their payments after the conference.

- The penalty for late-registration should be high, encouraging attendees to pre-register.

- We initially decided not to offer a one-day registration but many people asked for it. In the interest of customer service, a one-day registration fee should be offered, however it should have a split rate for early versus late registration.
Appendix 4. Registration Bid Specifications

The American Fisheries Society (AFS) is soliciting bids to provide registration services for the Midwest Fish and Wildlife Conference to be held at the Monona Terrace in Madison, Wisconsin from December 9-12, 2007. It is estimated that there will be 600 attendees who will pre-register and 400 who will register on-site. Potential contractors should provide an itemized bid addressing the following items:

1) Contractor will set up a link on the existing conference web site (http://midwest.ncd-afs.org/index.asp) to accept registrations and process the applications on-line.
2) Contractor will set up and accept mail registrations.
3) Contractor will set up and accept toll free phone registrations.
4) Contractor will accept credit card, purchase order, and personal check as payment for registration.
5) Contractor will set up a database (name, address, affiliation, phone, email, meals, tours) of registrants in Microsoft Excel or Access (or other format to be approved by the AFS) to be provided to AFS after the conference. The database should be accessible during the conference at the registration desk so that other attendees may determine which of their peers are attending. This data will belong to the AFS and may not be sold by the contractor without express written permission of the AFS.
6) Contractor will begin accepting registrations by March 1st, 2007.
7) Contractor will direct deposit registration fees to an AFS bank account every two weeks initiating with the start of the contract and provide a registration summary to the conference committee at those intervals.
8) Contractor will mail or e-mail letters of receipt/confirmation to all registrants.
9) Contractor will provide name badges and meal/tour tickets to registrants, presenters, and exhibitors.
10) Contractor will provide two (or more) staff members during the conference to coordinate registration with the hotel, set-up and staff the registration desk, conduct on-site registration, and answer general inquiries. Wait time for on-site registration shall not exceed 20 minutes. AFS will provide two (or more as needed) volunteers to assist with the registration desk each day during the conference.
11) Contractor will provide a detailed finalized conference income statement.

Please submit bids via email by December 14th, 2006 to: timothy.lizotte@wisconsin.gov

For any questions regarding this bid, contact Tim Lizotte at the email above or by phone at 920-424-7886.

Thank you for your interest in providing registration services for our conference.
### Appendix 5. 2007 Midwest F&W Conference Registration Service Bids

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid</th>
<th>Full Service</th>
<th>Online Reg</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Signup, JTC Technologies, LLC</td>
<td>$3,300</td>
<td>X</td>
<td></td>
<td>4801 Sherburn Lane, STE 211</td>
<td>Louisville</td>
<td>KY</td>
<td>40207</td>
<td>866-791-8268 X202</td>
</tr>
<tr>
<td>Regonline</td>
<td>$4,000</td>
<td>X</td>
<td></td>
<td>4888 Pearl East Cir., 3rd Flr West</td>
<td>Boulder</td>
<td>CO</td>
<td>80301</td>
<td>888.351.9948</td>
</tr>
<tr>
<td>123 Signup</td>
<td>$6,000</td>
<td>X</td>
<td></td>
<td>2480 North First Street, Suite 150</td>
<td>San Jose</td>
<td>CA</td>
<td>95131</td>
<td>877-691-9950</td>
</tr>
<tr>
<td>Registration Technology</td>
<td>$8,500</td>
<td>X</td>
<td></td>
<td>1131 Lake Street, #134</td>
<td>Oak Park</td>
<td>IL</td>
<td>60301</td>
<td>708-303-5950</td>
</tr>
<tr>
<td>Madison Conv and Visitors Bureau</td>
<td>$11,000</td>
<td>X</td>
<td></td>
<td>615 E. Washington Ave.</td>
<td>Madison</td>
<td>WI</td>
<td>53703</td>
<td>800-373-6376</td>
</tr>
<tr>
<td>TCM-The Conference Managers</td>
<td>$13,260</td>
<td>X</td>
<td></td>
<td>P.O. Box 7276</td>
<td>Bismark</td>
<td>ND</td>
<td>58507-7276</td>
<td>888-310-8900</td>
</tr>
<tr>
<td>iPlanIt</td>
<td>$18,000</td>
<td>X</td>
<td></td>
<td>1332 Cumberland Dr.</td>
<td>Longmont</td>
<td>CO</td>
<td>80501</td>
<td>303-325-3531</td>
</tr>
<tr>
<td>Meet With Success</td>
<td>$21,000</td>
<td>X</td>
<td></td>
<td>71 Country Club Way</td>
<td>Ipswich</td>
<td>MA</td>
<td>1938</td>
<td>978-356-7144</td>
</tr>
<tr>
<td>Total Event Resources</td>
<td>$29,250</td>
<td>X</td>
<td></td>
<td>1920 Thoreau Dr., Suite 105</td>
<td>Schaumburg</td>
<td>IL</td>
<td>60173</td>
<td>847-397-2200</td>
</tr>
</tbody>
</table>

*3-5% will be charged against all registrations that use credit card for payment*

**If we go with an Online Registration Company, we would have to rent computers, printers, and provide name badges as well as process all on-site and mail-in registrations ourselves

- Rental of 6 laptops and 3 printers: $1,600
- Name badges and Holders: $800
- Total: $2,400

**Bottom Line (does not include 3-5% credit card fee and bank merchant account set up fees):**

- Cost for "Do it Yourself" Online Registration: $5,700
- Cost for Using Low Bid Registration Contractor: $8,500
Appendix 6. On-site Registration Form

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Length</th>
<th>Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fish Demography Modeling</td>
<td>Day</td>
<td>1/29</td>
<td>$75.00</td>
</tr>
<tr>
<td>Aquatic Invasive Species (NGCPC)</td>
<td>Day</td>
<td>1/29</td>
<td>$75.00</td>
</tr>
<tr>
<td>Hydro-Acoustic Tools</td>
<td>Day</td>
<td>1/29</td>
<td>$75.00</td>
</tr>
<tr>
<td>Road and Stream Crossings</td>
<td>Day</td>
<td>1/29</td>
<td>$25.00</td>
</tr>
<tr>
<td>Stream Restoration</td>
<td>Day</td>
<td>1/29</td>
<td>No Cost</td>
</tr>
<tr>
<td>Conversations – Sunday AM</td>
<td>Half Day</td>
<td>1/29</td>
<td>$20.00</td>
</tr>
<tr>
<td>Conversations – Sunday PM</td>
<td>Half Day</td>
<td>1/29</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

| Registration Options and Costs:                |        |      |      |
| Professional Registration: $200 (includes Sunday and Tuesday Social) |        |      |      |
| Student Registration: $150.00 (includes Sunday and Tuesday Social) |        |      |      |
| Guest Thursday Social: $25.00                  |        |      |      |

Total Amount: $130.00

Designations: (please select all that apply)
- [ ] Conference Host
- [ ] Presenter

- Are you willing to judge student papers? [ ] Yes  [ ] No
  If you do, do you prefer to judge fisheries or Wildlife-related papers? [ ] Yes  [ ] No
- Are you willing to be a student mentor? [ ] Yes  [ ] No

Make checks payable to: American Fisheries Society - Wisconsin Chapter
Mail check and completed registration form to:
Midwest Fish & Wildlife Conference
C/O Registration Technology
1920 Lake Street, Suite A
Oak Park, IL 60301
Appendix 7. Refund Request Form

<table>
<thead>
<tr>
<th>First Name (please print)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Street (primary address)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone (Daytime)</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

Payment was made by:
- [ ] Check
- [ ] Credit Card. If by credit card, please give the last 4 number of the credit card that was used:

Reason for refund:

To request a refund, please complete all sections of this form and mail to:

Midwest Fish & Wildlife Conference
C/O Registration Technology
1025 Lake Street, Suite A
Oak Park, IL 60301

or fax to: 708-343-1953

All refund requests must be filed or postmarked by December 3, 2007.
Graphics and Printing
Graphics and Printing Subcommittee Final Report

Jescie Kitchell
Wisconsin Department of Natural Resources
2801 Progress Rd.
Madison, WI 53716
Telephone: 608-221-6345
E-mail: Jessica.Kitchell@wisconsin.gov

Michelle Voss
Wisconsin Department of Natural Resources
PO Box 7921
Madison, WI 53707
Telephone: 608-266-1199
E-mail: Michelle.Voss@wisconsin.gov

WHAT WE DID
Responsibilities: The responsibilities of this subcommittee were as follows:
* Logo development for conference materials, transfer of graphic for vendor use, etc.
* Created electronic letterhead and printed address return labels
* Developed flyer and bookmark for promotional use
* Complete layout and production of Program-at-a-Glance
* Work with logo design for t-shirt and vest printing
* Developed, printed, and mounted all signs for conference

The information in this summary of graphics and printing is in a list format for use by future conference planners. Organization is listed below:
* Calendar - outlining tasks by month
* Final products and their specifications
* Total expenditures from this subcommittee
* Musings, thoughts that come to mind

Electronic copies of the Conference Logo and signs are available upon request. The Program-at-a-Glance is Appendix 8.
CALENDAR
Development of Conference Materials, Printing

July/August/September 2006
* Developed conference theme, message we wanted to say

September/October 2006
* Developed conference logo

October/early November 2006
* Promotional flyer created, posted on website, printed 1,200cc for Nebraska’s registration packets
* Designed a promotional bookmark for table display in Nebraska, printed 1,000cc
* Helped coordinate printing of promotional t-shirts for our attendees to wear at Nebraska’s conference, announcing Wisconsin’s conference

February/March 2007
* Letterhead developed, template created and sent out to steering committee
* Developed return address labels, printed them, and distributed to steering committee members to use on correspondence

October 2007
* Sought and found a ‘green’ material to mount the signs to (cardboard)
* Contacted print companies to comparison shop, and get a turnaround time

Early November 2007
* Went to the Monona Terrace to begin ideas for signs, and registration.

November 2007
* Finalizing design of Program-at-a-Glance
* Final Program-at-a-Glance completed, final changes deadline 11-26, to printer 11-28
* T-shirts and vests, provided final artwork to vendors
* Created “Registration Here” banner for the Registration Desk and “Welcome” banner for the Exhibition Hall, worked with printer for imaging

December 2007
* Session, Event, and Directional Signs printed on large format plotter and mounted
* Made cards with numbers for poster presentation identification
* Cell phone cards made and printed
* Withdrawn signs made and printed
FINAL PRODUCTS and their specifications

**Conference Logo** ...........Developed in Sept/Oct 2006. Created a design that could be reproduced easily on many things and would be easily recognizable on signs, etc. It was designed to portray our theme.

**Flyer** ..........................Developed to go in Nebraska’s registration packets. It was the first announcement of our conference. Printed 1,200 cc, sent 1,000 or so to Nebraska. This file was also put on our conference website.

**Letterhead** .....................Developed an electronic template and distributed to steering committee members for use in correspondence

**Return Address Labels** ....Created return address labels and printed on laser printer, sent to steering committee members for use in correspondence

**Bookmark** ......................Developed to put on our information table in Nebraska announcing our conference. Had the theme, date, etc. on it.

**Program-at-a-Glance** ......1,700 copies printed, 36 pp, 8.5x11, saddle-stitched, printed on 80# text Royal Fiber-Birch, Pantone 308U ink. All of the pertinent conference information was put into the PAAG. Our goal was to reduce paper consumption, and have people only refer to and carry one document. The PAAG included presentations, posters, exhibits, workshops, receptions, meetings, save-the-date for the subsequent meeting, maps, and special events we wanted to draw attention to. Full titles and the presenters first and last names were used, which consequently made for a pretty thick booklet. It was a very time consuming document to create with many last minute changes and additions. It was printed at the last possible minute so that any changes were as current as possible. Changes that were made after the document went to print were indicated in a single page addendum stuffed into the PAAG, and/or on signs at the conference.

We priced out 4 different printing companies, 2 of which were very close in price, 1 that was very expensive, and 1 that came in with the lowest bid (by $600).

We obtained pre-existing electronic files of both maps used in the PAAG; a huge time saver. The Greater Madison Convention & Visitors Bureau provided us with a map of downtown Madison highlighting area restaurants. They were very helpful and changed the map title and added conference hotel locations to it. The second map was obtained from the Monona Terrace depicting their floor plan. One unforeseen issue with printing was that the software used to create the PAAG - MS Publisher - creates a screen behind it which is not picked up on laser jet printers, but is on the sensitive printing...
equipment used to print the PAAG’s. It took 2 days to iron-out, the PAAG’s were in our hands one day later than we requested – luckily we had allotted for a 3 day buffer.

**Poster Numbers** .............. These were simple 8.5x3.5 cards that had the poster numbers and conference logo on them. They identified where an author was to exhibit their poster.

**“Withdrawn”** ............... These small signs were on gold cardstock and used to indicate a withdrawn presentation or poster.

**36x48 Session Signs** ........ The session signs were created to put in front of each session room. Each sign listed the session name and number, date, all of the papers for that morning or afternoon, the times to be presented, and the author name. These signs were printed on the 4/color plotter and mounted onto double wall cardboard using thumbtacks and small pieces of double-sided tape. The cardboard was a much cheaper and more environmentally option than foamcore. We found that spray mount would have been expensive and toxic. Too much double-sided tape tended to make the paper buckle. We double-sided the session signs when possible to minimize material usage. People appreciated the largeness of the signs and seeing all of the papers for a half day. They were uniform, colorful, and helped pull the conference together visually.

We also used this size to print out some of the events signs and the sponsors signs.

Signs sat on easels.

**Directional Signs** .......... These colorful 24 x 36 signs were developed as directional and associated meeting room signs. We printed them on the plotter and mounted them to single-walled cardboard using the same method as above. When designing the directionals, a space was left in the middle of the sign for an arrow to be taped on in the direction it needed to go.

Directional signs are tons of work but greatly appreciated by everyone! It is extremely important to have a list of where and when everything is taking place so you know when and where signs need to be put up, taken down, or flipped at any given time. Have on hand extra supplies like tape, markers, paper, arrows, etc.

Signs sat on easels.

The signs received great response. People complimented them and could easily identify with them. They were sharp, clear, legible, and had the logo on every one of them. Text needs to be large and simple.
It was a great help to go to the conference location prior to making the signs and walk through as if a conferee to anticipate sign needs.

**T-shirts and vests** .......Provided the artwork for printing of the t-shirts and embroidery of the vests. Someone else handled the ordering. T-shirts were worn by volunteers working the conference and a few were sold. Vests were worn by steering committee members.

**Cell phone Cards** ...........Cards were printed on yellow card stock the size of a credit card with cell phone numbers of committee members for all of the committee members to keep with them during the conference.

**Session Slide** .................A/V added the conference graphic as a desktop background and screensaver on all conference computers. This was a nice effect.

**Info Desk Sign** ...............Created a nice big sign and mounted it on an easel next to the Info Desk announcing that it was the place to get info about Madison.

**Registration Banners** .....2 - 6 foot banners were run on environmentally sound compostable material saying “Please Register Here”. These hung back to back from the ceiling right by the registration desk. Anyone coming down the hall could see them right away.

**Welcome Banner** ............This banner was 4x15 feet long, printed on a compostable eco material. It was a fairly expensive banner. The cost for the 3 banners altogether was about 600.00. As the banners were being printed we were thinking that we could have done without them. We could have, but they were helpful, especially the “Please Register Here” ones. The Welcome Banner was printed with 4/color photos and turned out really nice. It helped carry the theme into the Exhibition Hall. The banners helped pull the conference together from a visual standpoint.
## Cost Breakdown

### PRE-CONFERENCE
- Logo Art Parts ................................................................. $130.00
- Flyer (for Nebraska’s registration packets) 1,200cc ........................................ $395.00
- Bookmark 1,000cc .............................................................. $191.38

### PROGRAM-AT-A-GLANCE
- Program-at-a-Glance ...................................................... $2,550.00

### SIGNAGE
- Paper and Ink ................................................................. $383.46
- Cardboard to Mount Signs ............................................... $259.85
- Double-sided Tape for Signs .............................................. $27.06
- Thumb Tacks for Signs ...................................................... $8.44
- Poster Number Signs ................................................... $0.00 (used paper already had)
- Withdrawn Signs .......................................................... $0.00 (used cardstock already had)
- 1 Welcome Banner ....................................................... $432.00
- 2 Registration Banners .................................................... $192.00

### MISCELLANEOUS
- Cell phone Cards ......................................................... $0.00 (used cardstock already had)
- Return address labels ..................................................... $26.99

**TOTAL** ................................................................................. $4,596.18

### MUSINGS

**Get help**, this is a large task and needs more than one person. This project was 100% of Jescie’s workload from November-December and she also put in several hours more during other months. Michelle worked on and off for over a year through theme/logo development, flyer, bookmark, etc. and then had a huge push to do signs the last couple of weeks after all the room assignments were finalized. We probably made 75-100 large format signs.

**Divide the work.** Printed materials and signs take a lot of time if carefully thought out and the extra mile is taken to do them well. Two people worked well for us.

When designing the **conference logo**, think about all of the things it will have to be printed on. Will it reproduce easily? Will people be able to identify with it from far away? We tried to put the logo and name of the conference on everything. This way, people can identify it as information that pertains to them. It pulls everything together visually.

**Start Early.** Plan as far in advance as you can. **Work with your printer**, talk about the projects and get information as to how to best prepare the job for them. This could potentially save a lot of work.
A major concern to be aware of is timing. **Timing, timing, timing.** Often, other people who are involved in getting materials to you have no idea how much time it can take to get layout into final form, go through reviews, make changes, have the files imaged, and get the job printed, dried, bound, trimmed, delivered, etc. Set deadlines well in advance and give yourself good buffers. If other people don’t set buffers for themselves, you will find that they will often use yours.

**Have patience.** Workloads, personal lives, etc. come into play and there comes a time when a person can do no more than they are doing. It is very important to remember that you are working with many personalities, work styles, and different paces. They need to be honored and respected.

**Go to the location of the conference** and anticipate different scenarios people might fall into and how you can set up signs. This was extremely helpful for anticipating sign needs.

**Signs are key!** They make people feel like they know where they are. Keep signs big, bold, graphic, words to a minimum, and easy to read. Also keep a common thread (color, graphic element, etc.) in them all even if some are different.

Use **cell phones.** They were so helpful.

**Be Eco-minded!!** Build resourcefulness into your conference. Think about reducing, reusing, and recycling more and more. We need to inform people of it so the word gets out and it catches on.

Work with your hotels and conference centers to coordinate the use of recycled products.

Be sure that the registration gifts are ecologically sound products made from recycled materials or as we did, have a NO JUNK POLICY!

Each individual needs to think in these terms in order for it to become a collective. Then we can begin to see change.

**FOOD,** have your food be local and sustainable when at all possible. Organic if you can get it.

**Keep good records.** Keep good records of your projects. Production, printing, costs, etc. It helps at the end when you try to tally up total costs, write up a report, etc..
Appendix 8. Program-At-A-Glance
(right-click tag to open attached file)
Audio Visual
Dave Beckmann
Plans, Training, Mobilization & Security
110 East Headquarters Road
Fort McCoy WI 54656
608-388-5374
david.beckmann1@us.army.mil

Tom Slawski
Southeast Regional Planning Comm.
P.O. Box 1607
Waukesha, WI 53187
262-547-6722 ext 263
tslawski@sewrpc.org

Contact person above with questions – Report will be added later.
Media
Gregg Matthews
Wisconsin Dept. of Natural Resources
3911 Fish Hatchery Road
Fitchburg WI 53711
608-275-3317 (Desk)
gregory.matthews@wisconsin.gov

Planning
Over the course of several Midwest Fish & Wildlife Conference Steering Committee
meetings, it was decided to focus our efforts on attracting media coverage by outdoor
writers from Wisconsin, along with local television. Twenty-three journalists were
invited (all save one from Wisconsin) to staff the conference with the ‘lure’ being a
waiver of the registration fee.

Execution
A letter was sent to each targeted journalist (see attachment), along with a draft copy of
the program-at-a-glance a month prior to the conference. Five persons contacted me by
the first of December indicating they planned on attending and requested media
credentials (these were later provided upon checking in with the conference registration
desk).

I then attempted to contact the remaining media on Dec. 3, especially local television, to
remind them about the conference, highlight some agenda items and our theme BE THE
CHANGE – manage locally conserve globally.

Results
Media members who staffed the conference were: Tim Eisele, Madison, Madison Capital
Times and Wisconsin Outdoor News; Pat Durkin, Iola, syndicated columnist; Gary
Engberg, Mazomanie, syndicated columnist and outdoor television show producer; and
Dan Thomas, Elmhurst, IL, Great Lakes Basin Publications senior editor. A fifth writer,
syndicated columnist Kevin Naze, Green Bay, was unable to attend due to inclement
weather and road conditions.
Musings
Based on this endeavor and my work on a similar program – the national Wildlife Society conference – I’ve learned that it’s very difficult to attract outdoor (hook n’ bullet) and mainstream media to biology/science based conferences. However, while five positive responses out of 23 solicited is not a good batting average in any league, the coverage generated by the four writers could be termed successful when measured by the potential large numbers of articles and columns that a wide-ranging conference such as the Midwest can produce over succeeding months.

Recommendations
Don’t set aside a room for the media. Cell phones and laptops negate the need for it. Our media room was never used.

Dan Thomas, Great Lakes Basin Publications senior editor will probably attend the conference if invited. His focus is on Great Lakes’ fisheries.
Dear Scott:

The 68th Midwest Fish & Wildlife Conference is set for Madison Dec. 9-12 at the Monona Terrace Convention Center. As a working journalist, you are eligible for complementary registration. All you need do is reply to me via letter, phone call or email and I will make arrangements for your registration.

Once the conference begins, your press badge and conference program will be available to pick-up at the conference registration desk.

I am enclosing the conference’s draft Program-At-A-Glance to get a head start on scheduling which sessions you plan on attending.

Please contact me if you have any questions.

Sincerely,

Greg Matthews
Wisconsin DNR
3911 Fish Hatchery Rd.
Fitchburg, WI 53711
608-275-3317
Email: Gregory.Matthews@wisconsin.gov

Appendix 9. Example letter to media contacts.
This year we decided to do a little less than the preceding meetings and keep the hospitality room a little smaller. Our aim was to provide lunches for any of the planning committee that could make it over and provide a place to relax after each day of the conference. The location for the hospitality room was rooms 802 and 804 of the Inn on the Park and this worked well, especially since the entire 8th floor was being renovated at the time and so we did not disturb anyone later at night. The amount of food we had was sufficient and the beverages seemed to last just long enough. We had to recruit some consumers near the end of the conference, but it seemed to work out.

**Hours**

We decided to cut down on the hours that the hospitality room would be open, focusing on lunch time for the planning committee, and then other off times that did not conflict with planned socials. We hosted the Steering committee meeting for Ohio (the next state in the rotation) on Sunday afternoon to exchange ideas. We also opened after socials and few other times if folks needed a place to hang out. This seemed to work out well.

**Budget**

We were allotted $2000 in the original budget and managed to keep our expenses down to just over $1400. The main component of this cost was ~$700 for the room rental in the Best Western. The folks at the IOP (Mark Brown, Melissa Spors) were great and helped us a lot and threw in a few things for free that normally would have cost us (conference table, kegerator). One thing that is important is that the rooms we used were considered guest rooms (or were used as such when the hotel was full), which allowed us to bring in our own food and beverages. If we had used their meeting rooms, we would not have been allowed to bring in our own stuff, we would have been asked to work through their caterer. Make sure to straighten this out early. A complete list of food that was bought is attached.

**Donations**
Our major donations included a free keg from the Great Dane and 4 cases of bottled beer from Capitol Brewery. Coca-Cola of Madison donated 6 cases of Vitamin Water which was appreciated by many folks as a midday drink. Woodman’s provided a $35 gift certificate. Jerry Bartelt graciously donated 5 venison summer sausages that were greatly appreciated by all. One tip for the next conference is to approach possible donators early, in person and if possible have a written proposal asking for items. The written request helps as a reminder and in case the person you talk to is not the one making the decision and must pass it along. Approaching vendors that are supplying food/beverage through Monona Terrace is good as they are already making money off the deal and are more willing to donate.

**Meals**

Overall, it was hard to gauge how many people would be able to make each lunch and instead of ordering meals from local vendors we ended up doing meals that could be eaten later like sandwiches, chili, brats and pizza. A Nesco roaster came in handy to provide chili and cook the brats. A smaller crock pot is also valuable, usually you can borrow these items from someone, and the DNR South Central Region had a bunch of each.

**Finances**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>$150</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>$82</td>
<td>3</td>
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<tr>
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<td></td>
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<td>Alcoholic Beverages</td>
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<td>Pizza</td>
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<td>Chili Fixins</td>
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<tr>
<td>Misc Walgreens</td>
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<tr>
<td>Tips</td>
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<td>~Total Expenses</td>
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<td>$1452.00</td>
</tr>
<tr>
<td>+ Woodman’s Gift Certif.</td>
<td></td>
<td></td>
<td>$35</td>
</tr>
</tbody>
</table>

**Total Spent** $1417

**Under Budget** $583
## Supplies

### Food
- **Tortilla Chips**: 4 bags
- **Fritos**: 1 bag
- **Party mix**: 1 bag
- **Assorted Chips**: 3 bags
- **Pretzels**: 1 4lb bag
- **Ketchup. Mayo. Mustard**: 2 kinds
- **BBQ Sauce**: 8 1lb pks
- **Cocktail Weenies**: 64 oz
- **Pace salsa**: 4 boxes
- **Crackers**: 3 boxes
- **Triscuits**: 6 1lb blocks
- **Cheese**: 7 tubes (5 donated by Bartelt)
- **Olives**: 1 big jar
- **Dill Pickles**: 1 big jar
- **Lunch meat (ham, turkey, RB)**: ~8 pounds
- **Sliced Cheese (ched, muenst, colby)**: ~3 pounds

### Beverages
- **Pop**: 6 cases assorted
- **Iced Tea**: 2 jugs
- **Orange Juice**: 1 gallon
- **Cranberry Juice**: 1 gallon
- **Vitamin Water**: 6 cases (donated by Coke)

### Supplies
- **Napkins**: 100
- **Cups**: 100
- **Plates**: ~75
- **Bowls**: ~75
- **Toothpicks**: 10
- **30 gallon trash bags**: 10

## Alcoholic Beverages

<table>
<thead>
<tr>
<th></th>
<th>Amount Purchased</th>
<th>Amount Left</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchased</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuervo Margarita</td>
<td>1.75</td>
<td>0</td>
</tr>
<tr>
<td>E&amp;J Brandy</td>
<td>1.75</td>
<td>0</td>
</tr>
<tr>
<td>Fleischmans Vodka</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Evan William Whiskey</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Beefeater Gin</td>
<td>1.75</td>
<td>0</td>
</tr>
<tr>
<td>Bicardi Rum</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Svedka Citron Vodka</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Capt Morgan</td>
<td>1.75</td>
<td>0</td>
</tr>
<tr>
<td>Canadian Club</td>
<td>1.75</td>
<td>0</td>
</tr>
<tr>
<td>Wine</td>
<td>11 bottles</td>
<td>3 bottles</td>
</tr>
<tr>
<td>Miller</td>
<td>24 cans</td>
<td>0</td>
</tr>
<tr>
<td>Leinenkugel</td>
<td>24 cans</td>
<td>0</td>
</tr>
<tr>
<td><strong>Donated</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Dane German Pilsener</td>
<td>1 keg</td>
<td>0</td>
</tr>
<tr>
<td>Capitol Beer</td>
<td>4 cases</td>
<td>0</td>
</tr>
</tbody>
</table>
Transportation
Steve Small
Strand Associates, Inc.
910 West Wingra Drive
Madison, WI 53715
608-251-4843
steve.small@strand.com

When I volunteered to assist with the conference, I stated that I had no preference on which committee I would participate in. I offered my services to where they were needed most. As I had become a part of the planning committee later than most of the other members, most of the more needed committee vacancies had been filled. There was an opening for the transportation committee, so I was designated to it.

The transportation committee may, at other locations, have had much more work to do. But, due to the nearness of the convention center to local hotels, downtown businesses, and transportation lines, my workload was quite minimal. Duties I performed included the following:

- Researched and compiled information relating to bus lines and schedules.
- Researched and compiled information relating to local taxi companies.
- Talked to hotel managers to determine what type of shuttle, if any, they would be able to provide from their facility to the convention center.
- Assisted with the establishment of limited courtesy transportation to/from the convention center for those unable to drive or unable find other means of transportation.
- Researched the locations of local parking ramps.
- I researched the possibility of having a “field trip” from Madison to the Aldo Leopold Nature Center near Baraboo, Wisconsin. This, I believe, would have been an interesting trip, but would have had to occur on the weekend prior to the convention. This would have severely limited the number of participants. Even committee members would have had a difficult time making the trip due to their conference responsibilities. This trip was cancelled due to logistics and costs.
Most of the research that I did was not really put to use since local transportation was not heavily utilized by the convention participants. It seems that many people either drove personal vehicles to Madison, had rented vehicles, or utilized the hotel shuttle services. Again, in a different location, I believe the transportation planning committee would have had a much more active role in the convention.

As this was the first committee that I have served on, I was able to learn a lot from the other members. It cannot be stressed enough the importance of having quality individuals in charge of the committee. I was fortunate enough to work with people who not only knew how to plan a conference of this magnitude, but were all willing to assist us less experienced members.

There definitely is not a need for more than one person to be assigned to the transportation committee. And, actually, if committee members are at a premium, the transportation tasks can be attend to by one of the other members.
Commercial and Non-Commercial Exhibits
Glenn Miller    John Noble
USFWS Ashland NFWCO    Directorate of Public Works
2800 East Lakeshore Drive    2168 S. 8th Avenue
Ashland, WI 54806    Fort McCoy, WI 54656
715-682-6185, ext 14    608-388-5796
glenn_miller@fws.gov    john.dennis.noble@us.army.mil

Exhibit Set-up
The 68th Midwest Fish and Wildlife Conference Tradeshow was lucky in that several members of the planning committee had already worked with Monona Terrace Convention Center and they recommended using Valley Expo & Displays for our contact in setting up the tradeshow booths and poster boards. This company is doing this type of work nationwide and are very good at what they do. Contact information for Valley Expo is:

Valley Expo & Displays
Todd Schwartz
National Sales Executive
6320 Monona Drive, Suite 404
Madison, WI 53716
608-221-4100
tschwartz@valleyexpodisplays.com

Valley Expo helped in the design of the floor plan for the Terrace, and once we signed the contract with them they were in contact weekly and were instrumental in making sure the Tradeshow went off fine.

Mailing List
We compiled a list of approximately 200 vendors, both commercial and non-commercial from several sources. Both the American Fisheries Society and The Wildlife Society list were used from the national meetings, previous vendors from other Midwest Conferences were used and a call went out to AFS and TWS members to send any local vendors information they had used. This list is available; please contact Glenn Miller at glenn_miller@fws.gov for electronic copies. A list of vendors that participated in the conference can be found in the Program at a Glance in the Graphic and Printing committee report. Several other lists sent by various members of the planning committee
are also available. You may want to call or email contacts to follow-up on mailings as a “gentle reminder” 30-45 days prior to the event.

Be ready to spend a considerable amount of time in the tradeshow area if you are on the committee. Decisions need to be made right up to the last minute with booth changes, ensuring the poster area is set up the way you want it and then, most important, greeting the vendors and making sure they have everything they need or ordered. Most important, make sure the tradeshow area is SECURE and SAFE to leave items behind, such as computers, telemetry equipment, etc. We made it a point to be the last ones out of the area and that it was securely locked up for the night before leaving.

Mailings
Mailings were sent out in groups as they were compiled from other list and suggestions. The first mailings started in March and went through September. Emails were also sent out in September and October reminding vendors of the Conference. Surprisingly, we had vendors contacting us up to 3 days before the start of the Conference reserving booth space. We had a total of 25 booths for commercial/non-commercial vendors and 8 booths for sponsors.

In the packet we mailed to the vendors, we included a copy of the invitation letter, tradeshow floor plan with the schedule for the tradeshow and contract for the vendors. The vendor contract was copied from several other conferences and reviewed by Valley Expo. A copy of these items is available by contacting Glenn Miller at glenn_miller@fws.gov.

Cost for Booths
The charge for booths varied as to whether the booth was commercial or non-commercial (non profit groups). Commercial vendor space was $700.00 and non-commercial was $350.00. The commercial vendors also had a choice to donate a item with value of $200.00 or more to the raffle that was being held at our Big Game Night Social on Tuesday, Dec. 11. This dropped the cost of the booth to $500.00. We had 7 of the vendors opt for this plan, with prizes donated ranging from telemetry transmitters or equipment to Cabella and REI gift cards valued at $100.00.

Tradeshow Attendance
Tradeshow attendance by the conference attendees was greatly helped by several factors. Except for the plenary session continental breakfast, all breaks were held in the tradeshow area. Break stations were set up in different parts of the tradeshow hall so that attendees were spread out through the hall. Second, the poster session was held in the tradeshow area. This again brought many of the attendees into the area. Third, the Tuesday night social was held in the tradeshow area, and it was offered to the vendors that they could be at their booths if they chose during this event. All of the vendors were present and actually participated in the Big Game Night event that night, with several of them winning raffle prizes with tickets they purchased or had won during the Big Game Night games.
Make sure the vendors are taken care of. We made sure they had access to the breaks as the conference attendees did, and on the Tuesday night social, the catering company had food and beverage ready 20 minutes before the tradeshow area opened for the night, so the vendors were able to eat and be ready when the tradeshow/social started. All the vendors commented that this was the first time this had been available to them and they greatly appreciated it.

**Final Item**
It has come to the attention of the Tradeshow Committee that several of the vendors have asked for a mailing list of conference attendees. We did not think of this before hand, and have politely responded that the list is not available just for this reason. This may be an item to put on future registration forms, asking the attendees if they prefer to be left off of a mailing list.
Career Opportunities and Student Events
Eric Anderson    Jim Schneider  Rebecca Christoffel.
College of Natural Resources    Michigan State Univ.    Michigan State Univ
Univ. of Wisconsin – Stevens Point
Stevens Point, WI
715 346-3859
eanderso@uwsp.edu

General approach
We were guided by a set of goals and objectives for the event which are summarized below and were “mostly” achieved. See the next section for specific activities for students involved in the Midwest.

Goal: Activities should be focused on welcoming students, making them feel a part, and reflecting the Societys’ (Wisconsin’s) interest in their development as professionals. As such, the planning and activities should be welcoming, appropriate, and above all, practical. Financial issues should be of paramount consideration for the up-coming (but very poor) pre-professional. The experience should be valuable and not intimidating.

Objectives:
1) Create a website presence for all student activities and concerns – make it prominent on the main webpage. (Good presence on web – created a “Just 4 Students!” area and a FAQ section for first-time conference attendees)
2) Set an attendance goal of 150 undergraduates (exceeded – including grads, student attendance was roughly 300+)
3) Reduce registration fees for students ($75-100 max) ($95 for pre-registration, $150 for late)
4) Provide abundant student volunteer opportunities (AV, lights, registration, computer, etc.) – tie to reduction in registration fees? ($10 reduction for every hour worked?) (volunteers received $8.00/hour of service – students got top priority for payment)
5) Highlight student papers – make a list of grad/undergrad student papers – highlight in Program at a Glance (did not accomplish this objective)
Specific activities

Beginning Your Professional Journey workshop
Organizers: Rebecca Christoffel, Jim Schneider
Time: all day workshop, on Sunday, 9 Dec
General description: For the 3rd time, the Midwest hosted the “Beginning Your Professional Journey” workshop. Designed primarily for undergraduates, the workshop was a series of talks, discussions, exercises, and panel discussions about how to transition from an undergraduate education into grad school or a job. The 4 sessions included: Resumes and Professional Correspondence, Academic and Employer Panels, Networking, and Interview Skills. Participants received binders full of resource materials for future use.

Evaluation: Student reaction to the workshop was overwhelmingly positive – the combination of solid practical advice and opportunities to engage actively in some of the material made it a highly valuable experience for students. Although the workshop was meant to be capped at 50 participants, due to confusion at registration, at one point more than 73 students had signed-up – many of which had to ultimately be turned away. Conference organizers for next year’s event should consider whether or not students that attend the workshop must also register for the conference. In the end, the conference committee decided that students should be allowed to attend the workshop without registering for the conference, but since the decision was made so late and the only way to register for the workshop was through the conference site, registration for the event stayed open longer than it should have and led to the over enrollment. The good thing is that there is clearly a continuing unmet need relative to a workshop like this one. The workshop was publicized well and widely which contributed to its ability to draw so many students.

Budget: Students were only charged $20/student, and the rest of the event was paid for by the Midwest. Costs included travel and lodging for several of the speakers, copying fees for the binding material, snacks and lunch, plus office supplies. The final cost for the event will be added when all bills are in. Subtracting the $20 student fee meant the workshop was subsidized by the conference budget by approximately (will be added).

Janice Lee Fenske Memorial Award breakfast
Organizers: Eric Anderson and Jessica Mistak
Time: Monday, December 10, 7:00-8:00 a.m
General description: The original idea was to hold a student organization leadership breakfast for TWS and AFS leaders to discuss issues, problems and successes of student chapters. However, Jessica Mistak of the Michigan DNR (and Michigan AFS) contacted the committee for help in organizing this award breakfast which recognized 25 outstanding students majoring in fisheries or wildlife management and selected 2 for $500 scholarships. The award, given in honor Jan Fenske, a MDNR fisheries biologist, was awarded based on the
“characteristics that made Jan a remarkable fisheries biologist, including enthusiasm to protect fisheries and wildlife resources through management activities, selflessness and motivation to teach others, interest in professional involvement, and integrity, positive attitude, and compassion.” The attendance list for the breakfast was impressive including the director of the WDNR, (Matt Frank), the head of AFS, and approximately 20 other experienced and recognized wildlife and fisheries professionals from state and national agencies, non-profit organizations, and university faculty.

**Evaluation:** The breakfast was well received by students and by the professionals. It gave those selected students an opportunity to meet and closely network with many fish and wildlife leaders from around the region. Future consideration should be given to 2 issues: 1) can the scholarship grow to something larger than $500/awardee? and, 2) awards for graduates and undergraduates should be separated since it is difficult for those just beginning their educational journey to compete with graduate students with years more experience than the undergrads.

**Budget:** The entire budget for the award breakfast was handled by the sponsors: The North Central Division, Wisconsin Chapter, and Michigan Chapter of the American Fisheries Society and the Wisconsin and Michigan chapters of The Wildlife Society.

**Midwest Natural Resource Employment and Graduate Opportunities Fair**

**Organizers:** Eric Anderson, Rebecca Christoffel and Jim Schneider

**Time:** Monday, Dec 10, 6:30 pm

**General description:** The flyer for the event describes it best: “Come spend the evening visiting with representatives from state and federal natural resource agencies, private companies, non-profit/NGO, universities, and other natural resource-based employers and find out what’s available for summer employment, temp/permanent jobs, and graduate research opportunities in the fisheries and wildlife fields. There will be a short kick-off at 6:30 pm, followed by the chance to meet and talk with those individuals who are potentially hiring natural resource graduates, as well as with graduate programs that may be looking to fill research or teaching assistantships. Snacks and beverages will be served. So, bring a friend and find out what opportunities are out there and what it takes to get them! Don't forget to bring plenty of copies of your resume/CV to hand out.”

The venue for the evening was a spacious terrace with pizza and refreshments being served. Tables were set up along the walls with labels for the different organizations, universities, and companies, represented. Students were encouraged to go up and speak with representatives at the tables of what positions were available, how you apply, and what attributes and qualifications potential employers (or grad profs) were looking for. It also gave students the chance to ask the professionals, “How did you get your job?” Mentor tags were given to gregarious professionals who were willing to mix in with students around the room, answering their questions and attempting to set them at ease.
**Evaluation:** For a first attempt at a “job fair”, it went well. Although agency representation was light, there were a number of people from the Fish and Wildlife Service, Minn. DNR, U.S. Army Resource Division, and well as professional organizations (AFS and TWS) and universities (UM – Twin Cities, UW-Madison, Iowa State, SIU, etc.). Approximately 150 students showed up, many who stayed for the entire time. Pizza was served, and drew a lot of students in, but even after eating the lure of having so many professionals to interact with seemed to keep them around. In the future getting more agency personnel to commit to holding a table – and perhaps the idea of “speed dating” where students were forced to move from table to table every 10 minutes to prevent a student from monopolizing a particular individual. Definitely worth continuing and developing further!

**Budget:** The Conference Committee subsidized the event by providing pizzas and soft drinks. Approximately 30 pizzas were consumed with a total cost of $XXX. Twenty pizzas probably would have been adequate.
Breaks, Sunday Social
Joe Hennessy
Wisconsin DNR
P.O. Box 7921
Madison, WI 53703
608-267-9427
joseph.hennessy@wisconsin.gov

Contact person above with questions – Report will be added later.
Tuesday Evening Social
Steve Gilbert
Wisconsin Dept. of Natural Resources
8770 Highway J
Woodruff WI 54568
715-358-9229
Stephen.Gilbert@Wisconsin.gov

Contact person above with questions – Report will be added later.
Volunteer Coordination
Jamie Nack
UW – Madison, Dept. of Wildlife Ecology
1630 Linden Drive, 211 Russell Labs
Madison, WI 53706-1598
(608) 265-8264
jlnack@wisc.edu

Responsibilities: The Volunteer Committee recruits and schedules volunteers for on-site conference needs (i.e. registration, session rooms, speaker preview room, conference office).

Timeline:

- The committee was made up of one chair, who handled advertising, scheduling, and communications with the volunteers.
- $3,500 was budgeted for volunteer reimbursement.
- Volunteers received a long-sleeve conference t-shirt.
- A “Call for Volunteers” document including an application was developed (Appendix 10). The application requested contact information and asked the applicant to indicate the duties they were interested in, times available, and whether they wanted to be considered for reimbursement. Applications were due October 15th.
- Volunteer soliciting began in April with the first “Call for Volunteers”. The second “Call for Volunteers” was sent in September. The following is a list of the advertising outlets:
  - Midwest Fish and Wildlife Conference (MFWC) Website
  - MFWC Steering Committee
  - DNR Wildlife Management, Fisheries Management, Endangered Resources, Integrated Science Services
  - USDA APHIS Wildlife Services
  - US Fish & Wildlife Service
  - Natural Resources Conservation Service
  - List of interested volunteers
  - Wildlife-related Contacts:
    - North Central Section of TWS newsletter
    - Wisconsin Chapter TWS newsletter
    - UW-Stevens Point Student Chapter, Graduate Students, and Faculty
    - UW-Madison Student Chapter, faculty, grads, undergrads
    - Northland College
  - Fisheries-related Contacts:
    - North Central Division AFS newsletter
    - Wisconsin Chapter AFS newsletter
    - Wisconsin Chapter AFS (student) members
• UW-Stevens Point Student sub-unit
• UW-Madison, Center for Limnology (faculty, grads, undergrads)
• Northland College Student sub-unit

• In October, a “draft” schedule of volunteer needs (by day, time, number of people, and duties) was compiled. The schedule was circulated to the arrangement committee members who were asked to review it and notify the volunteer committee of any additional volunteer needs.
• A spreadsheet was developed to keep track of Volunteer Assignments (Appendix 11), and the Volunteer Schedule (Appendix 12) was printed and names of volunteers were entered.
• Volunteers were contacted via e-mail at six weeks and one week out from the conference. Each time, a revised schedule of Volunteer Assignments and a document outlining Job Duties and Training Times (Appendix 13) were attached.
• For those volunteers who could not attend the formal training sessions (for the conference store, registration, session rooms, and speaker preview room), we arranged times throughout the conference for them to be trained.
• Registration: All volunteers were required to be registered for the conference. However, volunteers who were not participating in any conference activities (only there to help) had their registration waived. We had 8 volunteers who had their registration costs waived; primarily students and office staff who did not have time to attend conference events.

Volunteer Reimbursement Eligibility and Criteria:
• Reimbursement was only available to those individuals who were not receiving support from their employer or educational institution.
• Reimbursements were paid to eligible volunteers based on hours worked at the rate of $8.00/hour.
• Reimbursement checks were issued at the conference upon completion of the volunteer hours.

Summary:
We had a total of 62 volunteers not including the Arrangement Committee members that helped during the conference. The 62 volunteers included 35 professionals, 24 students, and 3 retirees. Twenty-two volunteers received reimbursement and 40 did not request reimbursement. Reimbursements totaled $1,340 (much less than what we budgeted).

The following is a breakdown of t-shirts ordered and what we dispersed to volunteers.

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<tr>
<th>Size</th>
<th>Quantity Ordered</th>
<th>Quantity Used</th>
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</thead>
<tbody>
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<tr>
<td>Medium</td>
<td>24</td>
<td>18</td>
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<tr>
<td>Large</td>
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<tr>
<td>Double Extra Large</td>
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<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>70</td>
<td>62</td>
</tr>
</tbody>
</table>
Appendix 10. Call for Volunteers

CALL FOR
VOLUNTEERS!!!

68th Midwest Fish and Wildlife Conference
December 9-12, 2007 in Madison, WI
http://midwest.ncd-afs.org

The Conference Steering Committee is looking for eager volunteers willing to devote their time and talents to assist in hosting the 68th Midwest Fish and Wildlife Conference at the Monona Terrace Convention Center in Madison. The conference is an excellent opportunity to meet and interact with professionals and prospective, future employers in the natural resources field. Scientific papers from the Midwest will be featured. The Conference theme is “Be The Change: Manage Locally, Conserve Globally”. Mahatma Gandhi’s “You must be the change you want to see in the world” was a call for local, individual action to make a difference. Help make a difference by volunteering!

Volunteer Information:

- Responsibilities assigned to each volunteer must take priority over any and all other commitments at the time of the Conference.
- Volunteers must register to attend the conference (early registration deadline is November 9).
- Volunteers must be able to commit to a minimum of 4 hours of service.
- Volunteers will receive a FREE long-sleeved, sustainably-made, cotton conference t-shirt.
- Volunteers may be eligible to receive $8.00/hour of service. Payment is intended to offset expenses (i.e. registration, lodging, meals, parking) for volunteers not receiving full support from their employer or educational institution for attending the conference. As a volunteer you may decline payment. Volunteers with the means to pay for their own expenses are encouraged to decline payment. Payment will be made to eligible volunteers in the following order of priority, until the budget is spent:
  1) Students
  2) Retirees
  3) Professionals without financial support.

Checks for payment will be distributed during the conference or shortly thereafter. Payments to volunteers will be limited to a first come, first served basis until all required volunteer time slots are filled and/or the available budget is obligated or encumbered.

- Interested volunteers should fill out the attached Volunteer Application form and return it by October 15th Jamie Nack. Volunteers will be notified of their assignments via e-mail or phone. We encourage you to submit your volunteer application ASAP. Please direct any questions to Jamie Nack at (608) 265-8264 or jlnack@wisc.edu. Thank You!!

Sincerely,

Jamie Nack (Chair, Volunteer Committee)
VOLUNTEER APPLICATION

68th Midwest Fish and Wildlife Conference
December 9-12, 2007 in Madison, WI

NAME:______________________________________   E-MAIL: ____________________________________

ADDRESS:________________________________________________________________________________

PHONE (home):_______________________________   PHONE (work):_______________________________

Indicate your status (student, retiree, professional, etc.):_____________________________________________

TIME SLOTS: all work schedules for volunteers will be arranged into 4 to 6 hour time slots. To facilitate
scheduling, please designate entire time slots in which you are available to work. Volunteers are asked to work
a minimum of 8 hours (2 time slots). In the table below, please indicate with the word NO the time slots when
you are not available to volunteer.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Afternoon</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

How many total hours would you like to volunteer? _______________

Please put an X next to the following activities for which you would be willing to volunteer. We will try to
accommodate your wishes but the majority of the volunteer work is as a session room a/v monitor. Leave blank
if you have no preference.

___ Session room a/v monitor ___ Registration desk ___ Speaker preview room

Do you wish to receive payment if eligible? Yes or No If yes, please sign the following statement:

Please consider this my application to receive payment for volunteering at the 68th Midwest Fish and Wildlife
Conference. I will not be receiving full support from my employer or educational institution. I understand that
payment for volunteers will be limited to a first come, first served basis until all required volunteer time slots are
filled and/or the available reimbursement budget is obligated or encumbered.

____________________________________ ___________
Signature of Volunteer Date

Please return completed Volunteer Application to Jamie Nack by October 15th:

Jamie Nack
UW – Madison, Dept. of Wildlife Ecology
1630 Linden Drive, 211 Russell Labs
Madison, WI 53706-1598
Phone: (608) 265-8264, Fax: (608) 262-6099, E-mail: jlnack@wisc.edu
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Appendix 11: Volunteer Assignments (Example of spreadsheet set-up)
Appendix 12. Volunteer Schedule (Example of spreadsheet set-up)

Tuesday, December 11

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Appendix 13. Job Duties and Training Times

68th Midwest Fish and Wildlife Conference
December 9th-12th, 2007
Madison, WI

Volunteer Responsibilities and Training Times
(All training sessions will take place at Monona Terrace)

1. **Session Room AV Monitor and Plenary Session** - Volunteers should attend the audiovisual training session on either Saturday, December 8th from 2-3pm **OR** Monday, December 10th from 2-3 pm. There will be some (but limited) opportunity for one on one training for those that cannot make a training session. If you can’t make a training session, you will need to arrive a minimum of 30 minutes before your first assignment to be trained. Responsibilities will include: lights, closing doors, ensuring audiovisual equipment works properly, and assisting the session moderators.

2. **AV Check-in/Speaker Preview Room** - Volunteers should attend the audiovisual training session on either Saturday, December 8th from 2-3pm **OR** Monday, December 10th from 2-3 pm. There will be some (but limited) opportunity for one on one training for those that cannot make a training session. If you can’t make a training session, you will need to arrive a minimum of 30 minutes before your first assignment to be trained. Responsibilities will include receiving PowerPoint files from presenters and providing AV support for speakers who are reviewing their presentations.

3. **Registration Desk** – Volunteers should arrive a minimum of 30 minutes prior to your first assignment for training (**the Saturday registration training session has been cancelled**). Responsibilities will include providing registration packages to participants, collecting conference fees, handing out name tags, and answering questions.

4. **Conference Office/Volunteer Check-in** - No additional training needed. Responsibilities will include answering questions, checking in volunteers, and other miscellaneous tasks as needed.

5. **Natural Resource Employment and Graduate Opportunities Fair (Student Fair)** - No additional training needed. Responsibilities will include helping at the door, answering questions, and other miscellaneous tasks.
When a lead agency shares databases (containing abstracts etc. for symposia, for example) between other agencies using their FTP site, you may experience firewall problems with the database in one agency and not another. So folks on committees reviewing abstracts, etc will find it difficult to do those reviews. Another critical point is the personal communications between any symposia leads and others related to scheduling of their symposia (consecutive). It is imperative that two co-chairs were not always conveyed the same information or that symposia coordinator did not spell out specifics on their session request form.

Another critical point is that we were not critical enough about the symposia submissions. The symposium topic and speakers needed to be well thought out and that at least some of the speakers needed to be committed by the time the symposia submission deadline rolled around. A few folks felt symposium organizing meant simply stating they would host a session on that topic and waited for people to submit papers to fill the session. Bottom line is that if you plan a symposium; make sure that most if not all of your speaker have already committed prior to deadline.

This year we organized posters by board topic areas within both fisheries and wildlife rather than simply by submission number. Our attendees indicated this was helpful.

Finally, depending on who is planning to sponsor with agency funds (state, versus federal, versus private companies or tribes, etc.) be prepared to use several different tools
or agreements to get funds transferred into your checking or savings accounts. From a Forest Service perspective, we cannot contribute funds (deposit to Midwest accounts) until after the conference begins and/or ends. It is done electronically.
Wildlife Program
Karl Martin (Tami Ryan, Daniel Storm, Scott Hull, Karl Malcolm, and Michele Windsor)
Wisconsin Dept. of Natural Resources
107 Sutliff Avenue
Rhineland, WI 54501-3349
715-365-8917
karl.martin@wisconsin.gov

Student Paper Awards
Ben Frater
US Forest Service
Chequamegan-Nicolet National Forest
Park Falls, WI
715-362-1328
bjfrater@fs.fed.us

Most important advice – don’t reinvent the wheel. Most things went very smoothly and we can pass along databases, spreadsheets, etc. to make your lives a lot easier. I can email the forms that we used, get you in touch with the database coordinator/developer, etc.

Order of things to be done
December – Decide on program chairs. I would recommend one for wildlife and one for fisheries to keep it simple for contacts and getting things done.

January/February – set up program committee. I had 5 folks on the wildlife program committee and 1 chair of the student judging subcommittee. The 5 individuals on wildlife program committee reviewed papers and served as moderators. First call for contributed symposia and workshops should be sent out electronically.

February/March – Decide on symposia and workshops. This needs to be balanced with available space and balancing of symposia vs. contributed papers. We ended up with a 50/50 split of symposia and contributed papers – this seemed to work out well. If you didn’t get enough symposia you do a second call.

May – First call for papers/posters.
June- Final symposia and workshop outlines that include titles and authors are due. It should be noted that the symposia organizers won’t actually have their speaker list finalized and completely filled until late summer, but this makes them start the process so you can evaluate whether they will actually pull off what they have proposed.

July – Second call for papers/posters.

August – Final call for papers. Symposia should be pretty well set so you can fill in the program with the contributed papers.

Early September – have the reviewers review abstracts and return reviews.

Mid September – Finalize program – we stalled on this and that made it more problematic. I would get the final program in place by late September and have it emailed out with a registration reminder to the complete email list.

Late September – Send out acceptance letters to all presenters. If there are more paper submissions than open slots offer posters to those that are rejected and try to have at least 8 alternates that will do a paper in the event of a cancellations.

October – Invite and finalize moderators for the various sessions. Once this is done put the program on the website with email links so presenters and moderators can contact each other to get introductions, etc. Ideally the program should be available to potential registrants by early October.

Early November –Send out instructions to moderators and presenters on what, where, when, etc.

**Workshop and Symposia**

Call for workshop and symposia proposals – sent out and put on website by February 15 with a Deadline of March 31. Date for final schedule of speakers by June 1st. We accepted all symposia and workshops – not sure if this is a good idea or not – the program committee may want to evaluate the worthiness of the various proposals and reserve the right to reject submissions. The problem we had with so many symposia is that there was less room for paper submissions, although this worked out ok in the end.

**Paper and Poster Submissions**

First call for papers is May 1st. Our initial deadline was July 31st, but we decided to make it August 31st. This was fine, but we didn’t evaluate papers until late September or early October and that was too late. Many authors called and sent emails – need to get this finalized in September would be my advice.

One key to make the job of sorting papers easier is to have a well designed web-linked database so the abstract submissions are immediately downloaded into the database. We
thought long and hard about the fields and this made our life much easier in the end, because we could search by authors, title, location, etc.

The one glitch we had was that some federal employees were blocked from entering their data in the website and sent their information in separately as an attachment to an email. This was extra work for us and confusion for presenters and should be avoided if possible.

We did not have the authors specify if their talk was a fish or wildlife submission. This added some confusion since the program chairs did this independently and a couple of papers fell through the cracks. I would have the authors check a box if it’s a fish or wildlife submission.

Going through 200+ abstracts is a lot of work. We have 150 poster submissions, 220 symposia submissions and 240 paper submissions for both fish and wildlife subject areas. I set up a committee of 6 (5 reviewers plus myself) and had groups of 2 people review 1/3 of the abstracts. Phil Moy, the fisheries program chair, did them all himself and that was more work and is more subjective if you do end up rejecting a lot of papers (always good to have 2 people review them).

We were fortunate to have a DNR person coordinate our database and a DNR person develop the program at a glance, send out email confirmations, develop signage, etc. If these resources aren’t available ‘in house’ you’ll need to set funding aside to hire someone to do this work.

To develop session titles we grouped papers by subject area and combined subject areas that did not have enough submissions. Tweaking is required to get full sessions. When placing the sessions I tried to think from a variety of attendees points of view. So I looked at folks interested in mammals, game management, birds, forests, grasslands, and education/outreach and avoided having subject area sessions overlap. For the posters we grouped them by subject area also so folks that were interested in a particular topic could go to one area rather than having to walk around to find individual posters.

**Miscellaneous**

We would recommend having folks that are interested in being judges check a box in their registration materials so there is an easy searchable database to help coordinate the student paper judging.

Plan on having at least 4 papers and 4 posters cancelled and try to plan accordingly with substitutes, etc.

**Conclusion**

It’s hard to write down our decision-making process of the wide variety of issues that come up. If issues come up feel free to contact me and I’ll try to let you know how we dealt with issues that invariably come up every year.