

Evans Mack,Diane

From: Servheen,Gregg
Sent: Friday, June 03, 2005 2:20 PM
To: Michael I Goldstein; Rust,Steve
Cc: Dixon,Rita; Harriet Allen; Beals,Jon; Evans Mack,Diane; Musil,David
Subject: IDTWS, NW Scientific Soc, and NW Section Willdife Society mtg in Boise

Michael and Steve,

I am glad we have kicked off the preparations for our combined meeting in Boise next March. Here are the notes I have of our conference call today.

We agree the meeting will be in Boise on March 8-10, 2006. These dates were picked to avoid conflicts with any other meetings and the spring breaks of colleges and schools.

The 8th will be the pre-registration day and the day for any workshops, special topic meetings, working groups, etc to get together. Arrangements will be made according to needs by the program subcommittee.

The 9th and 10th will be the meeting days. We will assume the meeting will last the entire length of both days. There will be concurrent sessions, arranged symposia, a call for abstracts, and plenary sessions. Symposia will consist of nominated topics led by an interested volunteer who will arrange for speakers as well as help select from appropriate submitted abstracts. General sessions will be held in which papers can be presented that did not fit the selected program topics. These papers will be selected from submitted abstracts. There will be a banquet and fund raiser. Details to be figured out by program folks.

All agreed that the meeting will be developed and held with the idea of sustainability. This will include food served, arrangements, car pooling, recycling, etc. Costs may be slightly more because of this but this was understood. Efforts would be made to seek sponsors and lower costs in this area. Especially with food.

Arrangements for field trips etc will be made for Saturday and/or Sunday. The program subcommittee will work to set those up.

We estimate attendance between 250-300 people at this time.

We agreed that IDTWS will arrange for and sign a contract with a hotel/venue as soon as possible and that the 3 meeting partners will share costs according to the contract we arrange. The meeting costs including rooms, equipment, break food and refreshments, and banquet dinner will be reimbursed through registration costs to attendees. Should any debts be incurred through a shortfall of registration fees, the partners will share equally in that cost.

We will ask the hotel set aside a block of rooms at a discount price.

We should all seek sponsorships for the meeting to help defer meeting costs, reduce registration fees, and help with fund raising.

We will seek to get announcements about the meeting out asap and to continue to send notices of the meeting and its contents out prior to a final program in order to promote attendance. The sooner we can get recognized speakers to agree to speak the better for attendance too.

The program subcommittee will consist of Servheen, Goldstein, Dixon, Allen, and some players yet to be named.

Our next meeting/conference call is set for July 11 at 11:00 am Mountain time. Arrangements for call in, agenda, who will be on call, etc will be forthcoming.

Hope I got everything.

Thanks for everyone's time.

6/3/2005