Planning the 11th National Monitoring Conference Spring 2019

The Conference Planning Committee Needs YOU

Conference Planning Committee

- **Leads**
  - **Lareina Guenzel (EPA), Tim Oden (USGS), Marie DeLorenzo (NOAA): Overall leads**
  - **Jeff Schloss (NALMS): Conference Logistics/Facilitation**
- **Committees**
  - Program committee
    - Extended sessions committee
    - Networking subcommittee
  - Local committee
    - 5k Run subcommittee
  - Awards committee
  - Sponsorship/exhibitors committee
  - Plenary committee
  - Volunteer monitoring committee

Volunteers

**Please reply to 12/8 email

Committee	Position	Contact	2019 Confirmation
Program	Co-lead	Monty Porter	y
	Co-lead	Mary Skopec	
	Member	Tim Asplund	y
	Member	Aaron Borisenko	
	Member	Mike Higgins	y
	Member	Mike Eberle	y
	Member	Mike McHale	
	Member	Nancy Schuldt	y
	Member	Jeff Thomas	
	Member	Dave Chestnut	y
Extended Sessions	Lead	OPEN	
	Member	Jane Caffrey	
	Member	Steve Greb	
	Member	Chris Greene	y
	Member	Gary Rowe	
Awards	Lead	OPEN	
	Member	Jim Dorsch	
	Member	Mike Eberle	y
Sponsorship/Exhibits	Lead	Gary Rowe	
	Member	Nicole Halsey	
Plenary	Lead	Dan Sullivan	
	Member	Tim Asplund	y
	Member	Doug McLaughlin	
	Member	Leslie McGeorge	
Networking	Lead	Barb Horn	y
	Member	Mary Skopec	
	Member	Danielle Donkersloot	
	Member	Aaron Borisenko	
Volunteer Monitoring	Co-lead	Danielle Donkersloot	
	Co-lead	Julie Vastine	
Local Committee - TBD			

The Program Committee

- Develops the Hold the Date notice, Call for Abstracts, announcements and items for the website*
- Reviews the abstracts, accepts/rejects abstracts, and crafts sessions for the agenda (through 4-5 teams) including titles, moderators, etc.*
- Puts the agenda/program together, including workshops and extended sessions, networking sessions, activities, meetings*
  - Subcommittees with their own leads: extended sessions and networking groups
- Follows up on issues, problems, gaps related to the conference agenda and program*

**with support from CPC co-chairs and an outside contractor*

The Extended Sessions Committee

- Provides input on language about extended sessions in call for abstracts, including requirements for submittal
- Tracks all abstracts that propose extended (90 minute or more) sessions such as workshops, panels, facilitated discussions, and short courses
- Reviews, accepts/rejects extended session abstracts
- Works with accepted session authors to determine their needs, communicate requirements (e.g. re: internet, seating, a/v), get final descriptions of sessions for agenda, etc.*
- Recommends placement of sessions in final program

**with support from an outside contractor*

The Local Committee

- Composed of folks who live near the venue
- Plans, develops and organizes field trips, including local logistics – this includes descriptions for the program, some local staffing if needed, transportation, costs, etc.
- Provides local info re: places to eat, things to do in town, etc.
- May recruit a local speaker for the plenary
- Helps with equipment (e.g. computers, projectors) and with staffing at the conference
- Helps with the 5k run
- Drums up local support for the conference, including local sponsors

The Plenary Committee

- Finds and invites interesting speakers for opening and closing plenary sessions
- Organizes and develops agenda for both plenary sessions
- Confirms plenary speakers and maintains contact with them re: length of presentations, a/v needs etc.

The Awards Committee

- Puts out call for nominations for the Elizabeth Fellows Award, the Vision Award, and the Barry Long Award
- Reviews nominations and selects winners
- Communicates with winners/gets biographical info/ensures they can attend/writes up info for agenda

The Sponsorship/Exhibitors Committee

- Works with lists of past sponsors and exhibitors, develops additional possible sponsors/exhibitors with help from local committee
- Contacts potential sponsors/exhibitors, tells them about our conference, seeks their participation and support
- This committee brings in the big bucks for the conference!

The Volunteer Monitoring Committee

- Advertises conference to volunteer monitoring community, encourages abstract submittal
- Develops volunteer monitoring content for the conference
- Solicits applicants for volunteer monitoring travel scholarships provided by sponsorship and 5k run
- Reviews applications, awards scholarships, tracks spending, recognition of sponsors

And all Important: the Role of NALMS

- Secures the venue and the hotels; arranges for the food, the breakout rooms, the plenary rooms, the exhibit halls, the poster boards, the equipment; negotiates rates; deals with the fire marshal, the conference and tourism board, the convention center, the electricity, a/v and internet suppliers – you name it.
- Develops the Master Abstract Spreadsheet
- Develops and manages the conference website, the abstract submittal process, the registration process, the exhibitor registration, the sponsorships; prints the Conference Program; staffs the conference registration booth. And probably a lot more!

Key Dates in the Planning Process

- Select site for conference – Winter 2017/2018
- Save the Date sent out – February 2018
- Call for Abstracts sent out – March 2018
- Abstracts due and review teams set up – early September 2018
- Finalize sessions; develop master spreadsheet of sessions – November 2018
- Conference registration website open; confirm plenary speakers – December 2018
- Notify presenters/moderators, send out instruction packets – December 2018/January 2019
- Final conference program developed – February/March 2019
- The conference: March/April 2019

2019 Conference Planning

Goals for this meeting:

- ✓ Confirm a structure for the conference (e.g. start and end times, when to have field trips and plenaries, etc.)
- ✓ Discuss and finalize a set of overall themes for the conference (to be used in the Save the Date notice and Call for Abstracts)
- ✓ Discuss potential trainings and training logistics
- ✓ Brainstorm ideas for improving the conference and streamlining the conference planning process (time permitting)

Potential conference structure: example from previous conferences

MONDAY, May

All Day (times vary)	
8:00 am – 6:00 pm	**Field Trip 1**
8:00 am – 6:00 pm	**Field Trip 2, etc**
8:30 am – 4:30 pm	**WORKSHOPS**
Evening	Possible Activity

TUESDAY, May

	A1	A2	A3	A4	A5	A6	A7	A8	A9
8:30 – 10:00	Talk 1 Talk 2 Talk 3 Talk 4	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
10:00 - 10:30	Break								
10:30 – 12:00	**Opening Plenary**								
12:00 - 1:30	Lunch								
	B1	B2	B3	B4	B5	B6	B7	B8	B9
Concurrent Sessions B 1:30 – 3:00	NETWORK	NETWORK	NETWORK	NETWORK	NETWORK	NETWORK	NETWORK	NETWORK	NETWORK
3:00 - 3:30	Break - Refreshments								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Concurrent Sessions C 3:30 - 5:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
5:00 - 7:00	**Exhibitor Reception**								
7:00 - ?	Activity/cruise?								

WEDNESDAY, May

7:00 - 8:30	**Breakfast**								
	D1	D2	D3	D4	D5	D6	D7	D8	D9
Concurrent Sessions D 8:30 – 10:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
10:00 - 10:30	Break - Refreshments								
	E1	E2	E3	E4	E5	E6	E7	E8	E9
Concurrent Sessions E 10:30 – 12:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
12:00 – 1:00	**Lunch and poster viewing**								
1:00 - 2:00	**Poster viewing session**								
1:30 – 5:00	**Field trip**								
	F1	F2	F3	F4	F5	F6	F7	F8	F9
Concurrent Sessions F 2:00 - 3:30	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
3:30 – 4:00	Break - Refreshments								
	G1	G2	G3	G4	G5	G6	G7	G8	G9
Concurrent Sessions G 4:00 - 5:30	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
6:00-	**Social mixers near convention center/short side meetings**								

THURSDAY, MAY

7:00 am	**5K Run**								
7:00 - 8:30	Breakfast								
	H1	H2	H3	H4	H5	H6	H7	H8	H9
Concurrent Sessions H 8:30 – 10:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
10:00- 10:30	Break - Refreshments								
	I1	I2	I3	I4	I5	I6	I7	I8	I9
Concurrent Sessions I 10:30 – 12.00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
12:00 – 2:00	**Plenary/Awards Luncheon**								
	J1	J2	J3	J4	J5	J6	J7	J8	J9
Concurrent Sessions J 1:30 - 3:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
3:00 - 3:30	Break refreshments								
	K1	K2	K3	K4	K5	K6	K7	K8	K9
Concurrent Sessions K 3:30 - 5:00	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Concurrent session	Extended session	Extended session
5:00 - ?	Activity								

FRIDAY, MAY

Optional Side meetings, field trips, and longer extended session (TBD) – Target Audience Driven	
Time vary	Meeting A -- EPA
Time	Meeting B -- USGS
Time	Extended session – xxxx training
Time	Extended session - xxxx
Etc	

Recommended topics for trainings & presentations

- Advances in sensors and monitoring technology
- Harmful Algal Bloom detection and forecasting
- Continuous water quality measurements and surrogate relationships
- Nutrient monitoring and management
- Citizen Science and Volunteer Monitoring: monitoring methods and data reliability
- Stormwater runoff and urban ecology
- Communication and collaboration
- Monitoring for and assessing change
- Data to support Clean Water Act programs
- Emerging contaminants
- Improving Metadata and National Water-Quality Monitoring
- Biological monitoring to support assessment and management decisions (invasive species, bio assessment tools)
- Water quality improvements: restoration and treatment
- Human health risk (tissue, HABS and drinking water)

Questions? Volunteers?

- Please ask any questions, share your ideas, and volunteer your time, enthusiasm and expertise
- Contact: Lareina Guenzel (guenzel.lareina@epa.gov)