

Agenda and Goals for March 26-27, 2013 SEDHYD planning meeting

Meeting will be held in the Boardroom of the Peppermill in Reno, NV. Meeting will begin at 8:30 am on Tuesday and end around 5:00 pm on Wednesday, March 27, 2013. The boardroom is located on the top floor of the Peppermill Tower.

The agenda and schedule for the meeting will be flexible and change as needed. Generally we plan that the meeting of the planning committee will take place all day Tuesday, March 26, and the afternoon of March 27. The full planning committee will meet in the morning and the Operation and Technical Program groups will meet separately in the afternoon. The full committee will meet again Wednesday afternoon. The Subcommittee on Sedimentation will meet from 8:30 am to noon on Wednesday.

Agenda:

March 26 - Boardroom

8:00 – Pre meeting informal gathering, coffee, etc will be available.

8:30 am – 5:00 pm – SEDHYD planning committee meeting (Name in () is lead for discussion)

- Introductions and review of agenda and goals - Doug
- Discussion of the contract and options we have – Doug
- Review of Abstract submission – Jerry B
- Review of key positions still needing filling – Doug/Paula/Jerry B
- Short courses discussion –Doug/Jeff B
- Field trips discussion – Doug/Rep NVWSC USGS
- Student program – Amanda
- Abstract acceptance procedures – Jerry B
- Paper submittal – Jerry B
- Presentation submittal – Jerry B
- Exhibits –Doug
- Poster/Demo – ?
- Proceedings – ?/Paula
- Spousal Program – ?
- Website development and needs – Paula
- Budget and Charge for the rest of the meeting – Doug

Break into Operations and Technical Program meetings

Operations Committee - Paula

- Meet with hotel AV, technical, and catering people
- Develop computer needs
- Discussion on registration program company and plan for contact
- Giveaways
- Plans for Web site

Plans for exhibits
Development of budget

Technical Program Committee – Jerry B

Development of technical program
Discussion of opening session and keynote speakers
Discussion and development of student contest and judging rules
Discussion of technical field trips
Development of time table for acceptance of papers and publication of proceedings
Development of student luncheon
Development of plan for short courses

March 27

8:00 – Pre meeting informal gartering, coffee, etc will be available. (open to all attendees)

8:30 – noon SOS meeting and teleconference

1:30 – 5:00 pm

Report from Technical Program Committee – Jerry B
Report from Operations Committee - Paula
Development of registration deadlines, procedures, and costs, - Paula/Darren
Discussion of list of possible short courses to be offered – Jeff B
Development of potential list of field trips to be offered – Doug/ NV WSC rep
Development of acceptance letter – Jerry B
Plans for producing the conference announcement – Doug/Paula/Jerry B
Review of planning timelines - Doug