

Updated this Document

Organization of Fish and Wildlife Information Managers

Procedures Manual

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Executive Committee (ExCom)

Description

The Executive Committee consists of the President, President-Elect, Past President, Secretary, Treasurer, and Member-At-Large. The President serves as the Chair of the Executive Committee.

This Committee oversees all organization functions. In addition to scheduled monthly meetings of the ExCom, special meetings should be called by the President as the need arises. The ExCom works closely with the Conference Planning Committee in preparing for the Annual Conference and Business Meeting.

Officers – President

Position Description

The OFWIM Bylaws State in Section 8: “The President shall preside at all meetings of the Organization and chair the Executive Committee. He or she shall have general charge and supervision over all affairs of the Organization and make appointments to committees as hereinafter authorized. The President acts as spokesperson for the Organization. The President should serve as a member of the Conference Planning Committee, and can participate on other committees, as desired.”

The position is a one year term.

1. ***Leadership and inspiration*** - Develop and communicate a vision of the organization to the members and especially to the Executive Committee (ExCom) and working committees.
2. ***Oversee operation of the organization*** - Ensure that the organization is abiding by laws and regulations, is following its bylaws, and is pursuing its goals for the year. Monitor the activities of the committees and recognize achievements. Track progress toward goals. Track progress toward organizing the annual meeting. Take corrective action (i.e., replacing committee members who leave or who decline to fulfill the obligations of their positions) when necessary to achieve organizational goals. Recruit members to serve on committees. May request that any ExCom member to work on special project(s).
3. ***OFWIM Bylaws*** - Every five years, or as needed, ensure that the Past-President leads a Bylaws and Procedural Manual revision to ensure that the document reflects current technology and practices of the organization, and make recommendations for changes to be voted on by the membership. A Bylaws ad-

hoc Committee was convened in 2013; the next thorough review was conducted in 2020.

4. ***Lead Executive Committee meetings/conference calls*** - Develop the agendas and post or email; facilitate calls for most effective discussions; value and encourage the input of all committee members; and invite working committee members as appropriate.
5. ***Accept invitations to speak or present on behalf of OFWIM*** - If invited, discuss with ExCom before accepting and report back after the event. Write a President's message for OFWIM newsletter.
6. ***Be an ambassador for OFWIM wherever you go*** - With advice from the ExCom, advance coordination with related professional organizations. These collaborations help to increase OFWIM's visibility as well as the networking and educational opportunities available to our members.
7. ***Serve as a member of the Conference Planning Committee*** - Assist the chair in pursuing the committee's goals for the year.
8. ***Meeting planning*** - As part of the ExCom, review and approve the hotel and any other contracts associated with the annual meeting/conference. Make final decisions on meeting theme and other issues if they cannot be resolved by consensus of the ExCom.
9. ***Business meeting*** - With input from the ExCom, develop the agenda for the annual Business Meeting. Conduct the meeting up to the "New Business" section, at which point the meeting is turned over to the President-Elect.

Implementation of Office

1. Leadership and Inspiration

- Send thank you letters to raffle item donors after the conference.
- Send Welcome Email to new members, or ensure welcome emails are automatically sent to new members via the OFWIM (Wild Apricot) website.
- Is prepared to appoint chairs to all standing committees when chair is vacant and no members of the committee volunteer – make sure committees get up and running.

2. Oversee operation of the organization.

- Send out membership renewal reminder emails or ensure membership renewal reminder emails are automatically sent via the OFWIM (Wild Apricot) website, per the schedule set up by the Communications, Membership & Outreach Committee.
- Send email invitations to visitors of webinars to join OFWIM.

3. OFWIM Bylaws.

- President should be knowledgeable about the content of the Organization's Bylaws.
- Every 5 years, charge Past President with heading ad hoc Bylaws Committee for reviewing the Bylaws.

4. Lead Executive Committee meetings/conference calls.

- Schedule monthly calls in advance, and let EXCOM members know of date, time, and call information. Most of the time monthly calls are scheduled at the end of the prior call.
 - Quarterly, Committee Chairs should be brought in to update the EXCOM on what is going on in each committee.
5. ***Accept invitations to speak or present on behalf of OFWIM.***
 6. ***Be an ambassador for OFWIM wherever you go.***
 7. ***Meeting planning.***
 - Serve on the Conference Planning Committee and advise the Chair (President-Elect) on any needed arrangements that need to be included in the preparations for the Annual Meeting.
 8. ***Business Meeting.***
 - Conduct the meeting up to the New Business section
 - Know how to conduct a meeting (i.e., is familiar with Robert's Rules of Order).
 - Adheres to the time schedule
 - Hands over the meeting to the New President.

Schedule

January

- Send 1st renewal notice or ensure 1st renewal notice emails are sent automatically via the OFWIM (Wild Apricot) website, to previous year members who have not yet paid for the new year using Google's OFWIM account. See membership Rules and Renewal Protocol document.

July

- Send 2nd renewal notice or ensure 2nd renewal notice emails are sent automatically via the OFWIM (Wild Apricot) website, to members who have not paid for the current year membership dues using Google's OFWIM account. See membership Rules and Renewal Protocol document.

As Needed

- Send new member welcome emails periodically as those are identified by the Secretary, or the President and Secretary will ensure welcome emails are sent automatically to new members via the OFWIM (Wild Apricot) website.
- After webinars in which visitors attended, send recruitment email to non-member attendees

Monthly

- Sets up and executes monthly ExCom conference call.
- Participates in Conference Planning Committee calls to assist President-Elect.

Just Prior to the Conference

- Set up Business Meeting Agenda.
- Put together written President's report for Annual Business Meeting.

At the Conference

- Give oral President's report at Annual Business Meeting.
- Preside over Annual Meeting until handing reigns over to new President at Business Meeting.

After the Conference

- Make sure committees are staffed.

Officers – President-Elect

Position Description

The OFWIM Bylaws State in Section 9: "The President-Elect shall be nominated and elected by majority vote from the members in good standing (i.e. the annual membership fee is paid in full). The primary duty of the President-Elect is to coordinate all aspects of the annual Organization meeting (including logistics, arrangements, and program) as Chair of the Conference Planning Committee. The President-elect also assists the President as necessary in carrying out the business of the Organization. The President-Elect shall succeed the President during the year following his or her term as President-Elect."

This position is a one-year term.

Implementation of Office

1. *Serve as Chair of the Conference Planning Committee - Aside from setting and leading monthly conference calls, these tasks can be conducted in coordination with the Conference Planning Committee. However, leadership to ensure these tasks are completed according to prescribed deadlines falls to the President-Elect.*
 - Sets up and executes monthly Conference Planning conference call.
 - Put together the First and Second Call for Abstracts
 - Provides the newsletter with meeting related submissions and announcements
 - Set up registration website on Cvent (with assistance from the President or others who are familiar with Cvent)
 - Create a meeting budget
 - Decide on registration rates
 - Leads efforts to establish local partners (i.e., groups or people who may want to attend or send students)
 - Leads sponsorship solicitation (i.e., groups or people to financially sponsor the meeting)

- Put together the Preliminary Agenda
- Put together the final agenda and meeting proceedings
- Provide a guide to presenters (talks and posters) approximately 3-4 weeks before the meeting
- Prepares committee report for Annual Business Meeting

2. *Run the annual conference*

- Welcome everyone to the meeting
- Delegate event tasks to ensure smooth execution
- Make announcements, as needed
- Deal with attendee concerns

Schedule

Monthly

- Sets up and executes monthly Conference Planning call

December

- Ensure meeting location is locked down, if it hasn't been already
- First Conference Planning call occurs

January

- Finalize meeting theme and logo
- Prepare March newsletter submissions, which should include: (1) promotional announcement, and (2) meeting theme and logo
- Start identifying local partners (i.e., agencies or schools with people who may be interested in attending the meeting)

February - March

- Investigate workshop(s), guest speakers (including keynote), banquet (including entertainment), education "field" day

April

- Create Abstract submission form (Google Forms)
- Should be close to deciding workshop(s), guest speakers, banquet, education day

May

- Release **First Call for Abstracts**, which should end TWO MONTHS before the start of the meeting (e.g., for an early October meeting, the first call should end at the beginning of August). First call can be released in May to members via email and GroupSite, and also on the website.
- Complete meeting budget and set registration rates
- Set up registration website in Cvent
- Create the Guide to Expenses
- Create Google Forms raffle donation survey

- Create Preliminary Agenda
- Prepare June newsletter items: (1) First Call for Abstract, (2) call for raffle items, which includes the link to the donation survey in Google Forms and shipping instructions, (3) Preliminary Agenda, (4) Guide to Expenses

June-July

- Open early registration, which should end about TWO MONTHS before the start of the meeting
- Solicit sponsorship
- Select swag

August

- Close First Call for Abstracts and determine if a second call is needed
- If a second call is needed, release the Second Call for Abstracts, which should end ONE MONTH before the start of the meeting (e.g., for an early October meeting, the second call should end at the beginning of September)
- End early registration and put normal registration costs into effect
- Sponsor donations due by the end of August
- Prepare September newsletter items: (1) call for raffle items, (2) final agenda (if you do not have this ready, submit the preliminary agenda), (3) Guide to Expenses, (4) submitted papers and Hacker's Ball titles and primary authors
- Order swag

September

- Close Second Call for Abstracts
- Finalize the final agenda and schedule of talks
- Create the Meeting Proceedings, which should be circulated 3-4 weeks in advance of the meeting
- Create and send out Guide to Presenters 3-4 weeks in advance of the meeting
- Contact guest speakers and external participants with details and materials
- Prepares committee report for Annual Business Meeting.

At Conference

- Run the meeting, including introductory remarks, logistics, delegating tasks, dealing with attendee concerns
- Give verbal committee report at the Annual Business Meeting

After the Conference

- Send thank you letters to raffle donors and sponsors.

| Category | Task | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
|-----------------------|-----------------------------|--------|--------|--------|--------|--------|--------|------|------|------|-------|------|
| Large-Scale Logistics | Venue | Blue | Blue | | | | | | | | | Blue |
| | Theme | Green | Green | | | | | | | | | Blue |
| | Sessions | Yellow | Yellow | Yellow | | | | | | | | Blue |
| | AV/Setup | Brown | Brown | Brown | | | | | | | Brown | Blue |
| Agenda | Workshop | | Purple | Purple | Purple | Purple | Purple | | | | | Blue |
| | Field Trip | | Red | Red | Red | Red | Red | | | | | Blue |
| | Banquet Entertainment | | Grey | Grey | Grey | Grey | Grey | | | | | Blue |
| | Keynote/Speakers | | Pink | Pink | Pink | Pink | Pink | | | | | Blue |
| | Meals/Extras | | Blue | Blue | Blue | Blue | Blue | | | | | Blue |
| | Transportation | | | Green | Green | Green | Green | | | | | Blue |
| | Registration Cost | | | | Yellow | Yellow | Yellow | | | | | Blue |
| | Abstract Sub - Google Forms | | | Brown | Brown | | | | | | | Blue |
| | First Call for Abstracts | | | | | Purple | Purple | | | | | Blue |
| | Guide to Expenses | | | | | Red | Red | | | | | Blue |
| Meeting Support | Sponsors | | | | | | | Grey | Grey | Grey | | Blue |
| | Raffle | | | | | | Pink | Pink | Pink | | | Blue |
| | Second Call for Abstracts | | | | | | | | | Blue | | Blue |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Registration - Cvent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Logistics | Swag | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Geocaching | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Proceedings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Moderators/Registration Packets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Officers – Past President

Position Description

The OFWIM Bylaws State in Section 10: "The President shall serve as the Past President during the year following his or her term as President. The Past President shall act as an advisor to the Executive Committee and assist the President as requested. The Past President serves as a non-voting member of the Executive Committee. The Past President will also serve as liaison between the Executive Committee and all other committee chairs, hosting committee chair meetings as necessary. The Past President should be a member of at least one other committee."

This position is a one year term.

1. **Advisory** - Participate on the Executive Committee as a non-voting member by providing guidance from past experience. The Past President often serves as a sounding board to the Executive Committee and tends to have institutional history and knowledge that helps guide decisions.
2. **Assist President** - When asked by the President, serve in different capacities, including assisting with and serving on committees, making contacts on behalf of OFWIM, or other duties as assigned.
3. **Liaison between Committee Chairs and Executive Committee** - Remind committee chairs of deadlines for quarterly reports to the executive committee and newsletters. Assist committee chairs as appropriate with quarterly and annual reports. Provide annual reports to the President Elect for inclusion in the annual

business meeting materials.

4. ***OFWIM Bylaws Committee Chair*** - Every five years, or as needed, the Past-President will convene an ad-hoc Bylaws Committee to complete a thorough review of the bylaws to ensure that the document reflects current technology and practices of the organization, and make recommendations for changes to be voted on by the membership. The Past President will serve as chair of this committee. A Bylaws Committee was convened in 2009, 2015, 2020; the next thorough review should be conducted in 2015 at the latest.
5. ***Serve as a member of at least one other committee*** - The Past President must be a member of at least one other committee.

Implementation of Office

1. ***Advisory.***

- Sit in on monthly ExCom calls.

2. ***Assist President.***

3. ***Liaison between Committee Chairs and Executive Committee.***

4. ***OFWIM Bylaws Committee Chair.***

- Chair committees as needed
- Present findings to ExCom prior to vote by membership

Schedule

Monthly

- Participates in monthly ExCom call.
- Participates on one other committee.

Officers – Treasurer

Position Description

The OFWIM Bylaws State in Section 11: "The Treasurer shall monitor and report on the finances of the Organization, its financial accounts (bank account, PayPal) and collection of annual dues. The Treasurer shall also keep the billing information current for services (i.e., GroupSite, Turbobridge) used by the Organization. The Treasurer will also provide the President with a list of paid up members at the beginning of the annual business meeting. The Treasurer is responsible for filing a tax return with the IRS if OFWIM revenues exceed the threshold amount that requires filing in any given year. The Treasurer must be a member of at least one other committee."

This position is a three year term. Upon election to the position:

- 1. Retrieve all treasury documents from the previous treasurer.*** Alter the letterhead and invoice and receipt templates to have your contact information.
- 2. File IRS Form 8822 Part II to change the OFWIM tax address to your home or work location.*** Reason: to ensure all tax related documents are mailed to the current treasurer.
- 3. Change the primary user of the OFWIM bank account to your user profile (or edit the user information of the existing treasurer user profile changing the name and password associated with the profile).*** Add the current President-Elect as a secondary signer on the account. Order new business checks (if desired) and a debit card. Reasons: (1) to facilitate interactions with the bank, (2) to establish a backup signer on the account who is authorized to step in and deal with the accounts, should the need arise.
- 4. Change the password for the primary email (ofwim.org@gmail.com) associated with the PayPal account, and change the name and phone number associated with the email in the user profile.*** Add your email as a secondary email associated with the account if desired. Remove the previous treasurer's email if it is still present. To change the business contact's legal name and information associated with the PayPal account, you will need to Reason: to ensure all account related documents are sent to the current treasurer.
- 5. Change the address associated with the OFWIM D-U-N-S number to your home or work location.*** Reason: to ensure the address associated with the D-U-N-S number is current.
- 6. Update billing contact information for Groupsite, Turbobridge, Vyond, Cvent, and WebEx.*** Changing the information in Groupsite will require being granted manager privileges if you do not already have them. Reason: to ensure continued service and that account related notices are sent to the current treasurer.
- 7. Update the membership forms on the website with your contact information.*** Editable copies of the forms are available on Groupsite.
- 8. Participate in ExCom Conference Calls.***
- 9. Serve as a member of the Conference Planning Committee***

Implementation of Office

1. Maintain a spreadsheet of all revenue and expenditures, including the date, check or invoice number, vendor or recipient, and purpose.
2. Maintain an accurate balance of our accounts at all times so that this may be provided to

- the Executive Committee immediately upon request.
3. Pay all invoices within 30 days and/or within the timeframe stipulated in the contract or invoices.
 4. Deposit all funds received within 30 days. Provide receipts containing the organization name and tax ID number for membership dues (serves tax deductible documentation for members) and conference registration payments.
 5. Monitor the OFWIM Gmail account: either forward to your email address or check by logging in to the OFWIM account.
 6. Report membership renewals paid by check to the Secretary for the membership database. Also send a PDF receipt to the member when payment is made by check or when dues are waived (Student Scholarship and Innovation Award winners). When a new Secretary is elected, change the filter in the OFWIM Gmail account to forward PayPal notifications to their email.
 7. Submit tax returns each year. The tax year is January 1 through December 31. Returns are due by May 15th each year. An e-postcard (Annual Electronic Notice Form 990-N) is to be filed for years that our gross income is less than \$50,000. If the organization's gross income exceeds \$50,000 year, Form 990 (or 990EZ) is to be filed. See the IRS website for copies of the [necessary forms and information](#) on how to file. See the OFWIM web accounts and passwords documentation for site [url](#) and login credentials to file.

Schedule

As Needed

- Pay for items and expenses approved by the ExCom.
- Accepts new member dues and sends report of paid dues to Secretary for membership list modification.
- Deposit funds received within 30 days.
- Pay all invoices within 30 days.
- Maintain spreadsheet of revenue and expenses.
- Maintain all account balances.

Monthly

- Participates in monthly ExCom call.
- Participates on a committee, aside from the ExCom
- Generally, participates in Conference Planning Committee calls.

April

- Submit tax return.

Prior to Conference

- Prepare written Treasurer's Report for the Business Meeting.

During Conference

- Give oral Treasurer's Report at the Business Meeting.

At or After Conference

- Reimburse Travel Grant recipients for any qualified expenses.
- Reimburse Student Scholarship recipients for any qualified expenses and other awarded amounts.

Officers – Secretary

Position Description

The OFWIM Bylaws State in Section 12: "The Secretary prepares the minutes of the annual business meeting and Executive Committee meetings of the Organization. The Secretary shall also maintain the Organization's mailing list and on-line Membership Registry and provide updated lists to the newsletter editor prior to each newsletter mailing; to Committee Chairs for special announcements and membership drives; and to the Executive Committee and Meeting Planning Committee for correspondence related to the annual business meeting. The Secretary should be a member of the Communications, Membership, & Outreach Committee, and can participate on other committees, if desired."

This position is a three-year term.

1. ***ExCom Minutes.*** Prepares minutes of the Executive Committee meetings. When approved by ExCom, posts minutes to Groupsite. Documents and tracks Action items assigned to members of the Executive Committee.
2. ***Final minutes of the Annual Business Meeting of the Organization.*** Attends and takes minutes from the Annual Business Meeting. Prepare the official copy for the OFWIM Secretary's notes, facilitate review by the excom and send it to the webmaster to post.
3. ***Maintains the online OFWIM Membership Registry.*** Enters new member information into the on-line OFWIM Membership Registry. Updates and maintains member information based on membership notifications from website (additions and renewals) and payments received from PayPal notifications and emails from Treasurer. During the 2 months prior to the Annual Business Meeting, the Secretary keeps in close contact with the OFWIM Treasurer on meeting/conference registrations, new memberships, and membership renewals. The Treasurer will email copies of all registration forms with new and renewed memberships to the OFWIM Secretary. New member information (email address, organization name, address, telephone, fax, and membership fee) is entered into the OFWIM Registry. Renewal information is cross-checked against the current member's record in the Registry and updated if needed. Sets up new members in Groupsite.
4. ***Email notifications lists.*** Send the news release and for the Annual Business Meeting announcements using ofwim.org@gmail.com. Provides lists of current and past member email addresses to Committee Chairpersons as needed, primarily the Communications and Membership & Outreach Committees. Maintains an up-to-date member email list in OFWIM's Google account.
5. ***Serves as a member of the Communications Committee.*** Participates in conference calls scheduled by the Committee Chair. As a Committee member, reviews newsletters prior to release, helps with publicity and special broadcasts regarding the Annual Business Meeting. Sends email announcements and newsletters, as needed.
6. ***Liaison between all OFWIM Committees and the OFWIM public Website Webmaster.*** Serves as a conduit between the Executive Committee and/or Committee Chairs and the OFWIM Webmaster to keep the OFWIM public website updated with new content,

including: annual conference logistics and information; balloting for new officers and/or proposed bylaws changes; new editions of the newsletter; committee announcements; links of interest; job opportunities; minutes from the Annual Business Meeting; and presentations from the Annual Meeting.

Implementation of Office

1. *ExCom Minutes.*

- Participates in ExCom Committee calls.
- Takes notes and posts minutes of meeting on Groupsite after review by the committee.
- Invite committee Chairs to ExCom meeting: Dec, Mar, Jun, Sep

2. *Final minutes of the Annual Business Meeting of the Organization.*

- Takes notes during the Annual Business Meeting and makes minutes available to membership on website for review.
- Writes up Secretary Report for Annual Business Meeting.
- Provides oral Secretary Report at Annual Business Meeting.

3. *Maintains the online OFWIM Membership Registry.*

- Keeps membership registry up to date based on membership notifications from website and payment status notifications from PayPal and Treasurer.
- Sets up new member accounts in Groupsite.

4. *Email notification lists.*

- Sends out Annual Conference and other OFWIM announcements to membership email lists via OFWIM's Google account: ofwim.org@gmail.com. Maintains the current membership email list in OFWIM's Google account.

5. *Serves as a member of the Communications and Membership & Outreach (CMO) Committee.*

- Participates in monthly Communications and Membership & Outreach Committee calls. Sends email announcements and newsletters, as needed.

6. *Liaison between all OFWIM Committees and the OFWIM public website Webmaster.*

Schedule

As Needed

- Keeps membership registry up to date based on membership notifications from website and payment status notifications from PayPal and as Treasurer reports those who have paid dues. Forward payment notifications to members as they join or renew to show proof of payment received by OFWIM and inform the member that their information in the membership database is updated. Forward information about any new members to the President, so the President can send a new member welcome email. Sets up new member Groupsite accounts.

- Sends updated membership lists to the President, and then the President sends out the following renewal notices to members, or ensure renewal notice emails are automatically sent to members who have not yet paid for the current year's membership dues via the OFWIM (Wild Apricot) website, per the following schedule:
 - 1st Renewal Notice
 - Issue Date: 1st week of January
 - 2nd Renewal Notice
 - Issue Date: 1st week of July
- Deactivation of Groupsite membership
 - Issue Date: 1 week after annual fall conference
- Sends out Annual Conference and other OFWIM announcements to membership email lists, as needed or requested.

Monthly

- Participates in monthly ExCom call.
- Generally, participates in Conference Planning Committee calls.
- Participates in monthly Communications and Membership & Outreach Committee calls.

Prior to Conference

- Prepares written Secretary Report for Annual Business Meeting.

During Conference

- Gives oral Secretary Report for Annual Business Meeting.
- Takes notes at Annual Business Meeting.

After Conference

- Makes sure Annual Business Meeting minutes are available for membership review.

Officers – Member-at-Large

Position Description

The OFWIM Bylaws State in Section 13: "The Member-At-Large serves as advisor to the Executive Committee and coordinates special projects at the direction of the President or Executive Committee. The Member-at-Large is responsible for coordinating the selection of the next year's annual meeting (two years out from the meeting date elected). The Member-at-Large must be a member of the Conference Planning Committee and can participate on other committees, if desired."

This position is a one-year term.

1. ***Advise ExCom.*** The Member-At-Large serves as advisor to the Executive Committee and coordinates special projects at the direction of the President or Executive Committee.
2. ***Coordinate the meeting location two years out.*** The Member-at-Large is responsible for coordinating the selection of the next year's annual meeting (two years out from the meeting date he or she was elected).
3. ***Participate in ExCom Meetings.*** The OFWIM Member-at-Large participates in conference calls of the OFWIM Executive Committee, as scheduled by the OFWIM President.
4. ***Serve as a member of the Conference Planning Committee Committee.*** participates in conference calls scheduled by the Committee Chairperson. As a Committee member, assists with and participates in activities that work toward the goals and objectives.

Implementation of Office

1. ***Advise ExCom***
2. ***Participate in ExCom Meetings***
 - Participate in monthly ExCom calls.
3. ***Serve as member of the Conference Planning Committee***
4. ***Coordinate the selection of the meeting location for the annual meeting two year out from the date of election***

Schedule

Monthly

- Participates in monthly ExCom call.
- Generally, participates in Conference Planning Committee calls.
- Coordinates the selection of the annual meeting location (two years from date of election).

Communications, Membership & Outreach (CMO) Committee

Description

The Communications, Membership and Outreach Committee is responsible for publishing a newsletter; coordinating communication among committees and members of the organization; publicizing the annual conference; administering the conference travel grants; maintaining and increasing organization membership by actively identifying and contacting potential members; and maintaining the online presence for the Organization, including the public website and all social media outlets utilized by the Organization.

Goals

Goal 1: Manage and communicate information to OFWIM members.

- a. Produce a minimum of three newsletters during the year, with content to include follow-up information from the previous conference, new information about the upcoming conference, articles of general interest to the OFWIM membership, OFWIM committee updates, and announcements of upcoming events, including training opportunities.
- b. Distribute information to members via member email list, OFWIM public website, OFWIM portal, and other means as needed or directed.
- c. Maintain database of current and past membership.

Goal 2: Develop, maintain and enhance effective communication tools to facilitate the exchange of information with members and non-members.

- a. Manage the OFWIM public website, ensuring currency of information based on input provided by other OFWIM committees and/or members.
- b. Manage OFWIM Groupsite.
 - i. Invite new OFWIM members to join the site.
 - ii. Encourage committees to use the site for communication within committees and with the membership as a whole.
 - iii. Develop usage standards for the site, including access levels.
- c. Support the communication aspects of other OFWIM Committees through regular contact with those groups.
 - i. Coordinate with Elections, Awards and Nominations Committee to implement the electronic voting system for officer elections, and to announce new awards.
 - ii. Coordinate with other committees to update existing content on the OFWIM website and to solicit material for the newsletter.
- d. Update the OFWIM brochure and flyer.
- e. Work with the other committees to develop outreach materials such as an OFWIM infographic/poster and VYOND videos.

Goal 3: Encourage new OFWIM membership and support continuing OFWIM membership renewals.

- a. Encourage existing and potential new members to attend the annual meeting.
- b. Encourage non-members attending the annual meeting to join OFWIM. Include a Benefits of Membership information page with all non-member registration receipts.
- c. Publicize membership renewals in each edition of the newsletter.
- d. Support efforts to remind the membership at the beginning of the year to renew their memberships for the current year.
- e. Hold a focused membership drive every three years to increase Organizational Memberships and to encourage staff replacements in member organizations to join OFWIM.
 - i. Target organizations that have not been organizational members in the past to become Organizational Members.
 - ii. Send out letters and brochure to appropriate contacts across the nation.
- f. Support members willing to do outreach at local/regional/national meetings on behalf of OFWIM. Provide the member with OFWIM poster and brochures.

Goal 4: Administer Travel Grants.

- a. Determine the number of grants available.
- b. Seek applications.
- c. Review applications and award grants.

Goal 5: Professionally complete the duties of the committee.

- a. Convene monthly conference calls to conduct committee business.
- b. Participate in Executive Committee (ExCom) conference calls, quarterly or as requested, to provide updates about committee activities.
- c. Prepare an annual written report of committee accomplishments for submission to the ExCom and distribution at the annual meeting.
- d. Present an oral report of accomplishments at the annual business meeting.

Implementation of Goals

Committee responsibilities have been assigned to distinct roles, to be filled each year by committee members. Specific duties for each role are described in the Committee Procedures section below, with further elaboration on the OFWIM web and social media presence in the following section.

Committee Roles

Chair (position filled by a volunteer)

Vice-Chair = (position filled by volunteer)

Newsletter Editor = (position filled by a volunteer)

Website Manager (position filled by a volunteer)

Social Media Manager (position filled by a volunteer)

Membership Manager = Secretary (position filled by election)

Travel Grant Manager (position filled by a volunteer)

Historian (position filled by a volunteer)

Membership at Large (filled by members having or not having additional committee roles dependent on membership in a given year)

Committee Procedures

Chair:

1. Coordinate with other OFWIM committees to ensure that their communication and outreach needs are met.
2. Convene monthly meetings of the committee and ensure that all committee responsibilities are being completed and that new projects are moving forward.
3. Attend quarterly ExCom meetings as required and report the activities of the committee.
4. Draft and submit committee goals and an annual report of the committee on an annual basis.
5. Coordinate membership drives every three years to expand OFWIM's visibility and increase membership representation across the country.
6. Review the Procedures Manual every 5 years as requested.

Newsletter Editor:

1. Publish the OFWIM Newsletter (at least three times per year). The newsletter template (Publisher file) is stored on Groupsite in the CMO file cabinet in the Newsletter folder.
 - a. Work with the other committees to determine newsletter content and solicit additional content from the membership as needed.
 - b. All newsletters include:
 - i. President's message.
 - ii. Membership renewal reminder.
 - iii. OFWIM member profiles, when possible.
 - iv. List of current officers and committee chairs
 - c. The first newsletter following the conference includes:

- i. Highlights from the conference, especially photos from the field trip and conference.
- ii. An article written by a conference attendee describing their experience.
- iii. Links to conference presentations and business meeting minutes.
- iv. Award winners, including student scholarships, best poster and presentation awards, geocaching contest winners, and any other awards given.
- v. Information about committees and their activities and a description of how to join.
- vi. Thanks to the raffle item donators.
- d. The next couple of newsletters should include:
 - i. Updates on committee activities.
 - ii. Upcoming conference information, including calls for papers, logistics information, announcements of travel grants, student scholarships, and other awards as relevant.
 - iii. Articles written by members on topics of interest to the membership.
- e. The final newsletter before the conference includes:
 - i. Draft conference schedule.
 - ii. Field trip details.
 - iii. Voting information, including candidate photos and bios, bylaws changes (if applicable), and instructions for how to vote.

Vice-Chair:

1. Supports the Chair and runs meetings in his or her absence
2. Coordinates OFWIM-wide communications with the Secretary

Website Manager:

1. Maintain OFWIM web presence, as described in the next section.

Social Media Manager:

1. Maintain OFWIM social media presence, as described in the next section.

Membership Manager (Secretary):

1. Update paper membership renewal forms (Appendix 1) for the current year.
2. Coordinate renewal reminders to continuing members, as described in Appendix 2.
 - a. Update the renewal reminder template (Appendix 3) and provide to OFWIM President for emailing.
 - b. Keep OFWIM President informed about the renewal reminder schedule.

Travel Grant Manager:

1. Update the paper travel grant application form (Appendix 4) for the current year.
2. Provide link to Website Manager for posting on the public website, and paper form to Secretary for an email announcement to the membership.
3. Work with OFWIM Treasurer and ExCom to determine the number of travel grants available.
4. Collect application forms and convene CMO to determine recipients.
 - a. Determine eligibility of applicants.

- i. Must not have received a grant the prior year.
 - ii. Must be presenting a paper or poster at the conference.
 - iii. (Membership in OFWIM is not a requirement.)
- b. Apply ranking criteria to select recipients.
 - i. Need.
 - ii. Underrepresentation of states at previous meetings.
 - iii. Equitable regional representation.

Historian:

1. Coordinate with members and search historical file storage to compile early OFWIM documentation.
2. Work with the website manager to complete the record of historical annual meeting proceedings and presentations and newsletters as possible.

Membership at Large:

1. Update and modify OFWIM outreach materials as needed, including the brochure and one-page flyer. Templates for the brochure and flyer (Publisher files) are stored on Groupsite in the CMO file cabinet, in the Outreach Materials/Brochure and Outreach Materials/Flyer folders.
2. Support members willing to do outreach at local/regional/national meetings on behalf of OFWIM. Provide the member with OFWIM poster and brochures.
 - c. Maintain a list of places where members have conducted outreach on behalf of OFWIM. The list is stored on Groupsite in the CMO file cabinet in the Outreach at Other Conferences folder.

OFWIM Web and Social Media Presence

1. OFWIM Website
 - a. Committee member responsible: **Website Manager**
 - b. Host/Cost:
 - i. Stored on Pacific States Marine Fisheries Commission (PSMFC) servers, with some staff support for site maintenance.
 - ii. No charge to OFWIM.
 - c. Function:
 - i. Primary public web presence for OFWIM.
 - d. Tasks:
 - i. Coordinate with PSMFC on site maintenance.
 - ii. Publish current announcements regarding the annual conference and any other organization activities.
 - iii. Publish the OFWIM Newsletter.
 - iv. Publish all conference materials after the conference.
 - v. Support committees in posting relevant materials.
 - vi. Assist the Elections, Nominations, and Awards Committee with activating the online voting process prior to the annual conference.
 - vii. Update online forms and membership database as needed.
 - e. Site Policy:
 - i. Open to the public.

2. Groupsite
 - a. Committee members responsible:
 - i. **The Secretary** will manage membership on the site and send invitations to new members.
 - ii. **Social Media Manager** will manage committee chairs as administrators of their committee groups on the site.
 - iii. **Committee chairs** will manage membership within their committees.
 - iv. **Website Manager** will manage public page updates on Groupsite.
 - b. Host/Cost: Cost is \$50/month for 6 subgroups and 150 users. Treasurer is responsible for maintaining the subscription.
 - c. Function:
 - i. Social networking site.
 - ii. Allows committees to collaborate online.
 - iii. Allows committees to organize documents and other materials.
 - iv. Allows discussions of topics of interest to OFWIM members.
 - v. Allows posting of both OFWIM activities and other activities of interest to the membership.
 - d. Tasks:
 - i. Administer site and users, including public and internal roles.
 - ii. Ensure committee chairs have access and instructions for the site.
 - iii. Coordinate announcements with public website.
 - e. Site Policy:
 - i. Membership in Groupsite is by invitation only. Only current members and members from one year prior will be invited. Once a membership has

lapsed beyond one year, member will be contacted to remind them to renew their membership; if they are no longer interested in being an OFWIM member, their OFWIM Groupsite membership will be disabled.

3. LinkedIn

- a. Committee member responsible: **Social Media Manager.**
- b. Host/Cost:
 - i. Site is free.
- c. Function:
 - i. Social networking site, allowing linkages with interested individuals and relevant organizations.
- d. Tasks:
 - i. Administer site and users.
 - ii. Coordinate announcements with public website and Groupsite.
 - iii. Seek other organizations with which to connect.
- e. Site Policy:
 - i. Open to anyone requesting to connect.

Schedule

As Needed

1. Coordinate emails to membership with the Secretary at the request of ExCom and other committees: **Vice-Chair.**
2. Website updates: **Website Manager.**
3. Groupsite maintenance: **Social Media Manager.**
4. Coordinate OFWIM outreach at other meetings and conferences: **Membership Manager.**

Monthly

1. Committee conference calls: **entire committee.**

Quarterly

1. Publish newsletters: **Newsletter Editor**
2. Participate in ExCom calls when committee chairs invited: **Chair**

Every Six Months (Approximately)

1. Coordinate membership reminders with OFWIM President (January 1, July 1): **Membership Manager.**

Five Months Prior to Conference

1. Announce travel grant application: **Travel Grant Manager**

Three Months Prior to Conference

1. Announce travel grant awards: **Travel Grant Manager.**

One Month Prior to Conference

1. Compile the committee's annual report and submit to ExCom: **Chair**
2. Deliver annual report orally during annual business meeting: **Chair (Newsletter Editor) or Vice-Chair.**

After Conference Each Year

1. Update the OFWIM brochure, one-page flyer, and other outreach materials as needed:

Membership at Large

Every Three Years

1. Conduct a membership drive: **Chair**

Training & Education Committee (TEC)

Description

This committee is responsible for assessing the continuing educational and information management and technology training needs of fisheries and wildlife professionals and works in close coordination with the Executive Committee to develop a comprehensive continuing education program.

Goals

1. Develop a training plan in accordance with the overall OFWIM organizational direction and objectives and with guidance from the Vision and Goals Committee.
2. Determine training possibilities for a workshop at the OFWIM Annual Meeting; outline what resources might be required and available; seek a trainer to lead the workshop; and provide such information to the OFWIM Executive Committee for their consideration. Work with the Conference Planning Committee to offer such workshop(s).
3. Continue to offer distance learning opportunities to the OFWIM Membership, in collaboration with the Communications, Membership & Outreach Committee and the Data Standards & Technology Trends Committee. Develop, test, and deliver at least two such web-based education/training sessions each year.
4. Make materials from the web-based education/training sessions available on the OFWIM Community Portal after the sessions are held, where appropriate, in order to allow OFWIM members to have continuing access to the training content.
5. Seek input from the OFWIM membership regarding training/educational opportunities available through other sources and announce these opportunities to the membership by posting them on the OFWIM Community Portal (ofwim.GroupSite.com).
6. Professionally complete the duties of the committee, by convening conference calls, exchanging emails, and providing input to the OFWIM Executive Committee. Prepare interim and Annual Reports. Post agendas, minutes and related materials to the Training and Education Committee group on the OFWIM Community Portal, as they are developed.

Implementation of Goals

OFWIM TEC (Internal) Webinars

- TEC Conference Call Discussion; Identify webinars/ Identify lead person
- Contact webinar presenters
- Set up web conferencing resources
- Set up webinar signup
- Present webinar
- Record presentation
- Collect Powerpoint for posting to Groupsite
- Contact any non-members present and encourage to join OFWIM via referral to CMO.

OFWIM TEC (External) Webinars

- Post opportunities on Groupsite

OFWIM TEC Workshop @ Annual Meeting

- TEC Conference Call Discussion; Identify potential workshops/Identify lead person.
- Work with ExCom/Conference Planning on narrowing down selection.
- Contact workshop presenter(s)
- Assist presenter during the workshop as needed
- Collect Powerpoint and any related materials on training and post to Groupsite

OFWIM Committee Chair Reporting

- Report on committee activity to the EXCOM quarterly when requested.

OFWIM TEC Records Keeping – Conference Calls

Agenda / Minutes

Prepare 'Draft' Agenda – distribute prior to conference call
Put TEC conference call on ofwim.GroupSite.com calendar
Review 'Draft' Agenda – at beginning of conference call
Post TEC Minutes to TEC folder at ofwim.GroupSite.com
Post Agenda (as finalized) to TEC folder at ofwim.GroupSite.com
Post TEC conference call 'materials' to TEC folder at ofwim.GroupSite.com

Schedule

Monthly

- Conduct committee conference call
- Take notes and post minutes on Groupsite in committee's folder

As Scheduled – 2-3 Times per Year

- Provide for TEC-hosted Webinars for the OFWIM membership

Quarterly

- Committee representative will participate in EXCOM call and report on committee's activities to that committee
- Provide an article for the newsletter on any recent or upcoming training opportunities

Prior to Conference

- Submit written report for Annual Meeting

At Conference

- Have a representative from committee (preferably chair) give oral report at Annual Meeting

Post-Conference

- Determine Committee Chair for the Committee for coming year; have them contact OFWIM members who have signed up for TEC, begin committee activities for the new year

Data Standards & Technology Trends Committee (DSTT)

In 2019, due to a lack of leadership and interest the DSTT was dissolved. The DSTT tasks were split between the Training and Education Committee and the Elections, Nominations and Awards Committee.

Elections, Nominations & Awards Committee (ENA)

Description

This committee is responsible for developing and implementing the Organization's various award and recognition programs and for developing a slate of candidates for the Organization's annual elections.

Goals

1. Update, as needed, the awards program describing new awards or revisions to criteria for existing awards.
2. Solicit at least three candidates for each award and select candidates for all established OFWIM awards and recognitions.
 - a. Ensure delivery of information about OFWIM award programs to all appropriate audiences.
 - b. Coordinate with the Outreach and Communications Committees to expand audiences and contact networks.
 - c. Review all applications, selecting a winning candidate by scoring criteria (see Appendices)
 - d. Notify winning candidate and provide any them with relevant information regarding their selection.
 - e. Provide selected candidate with OFWIM award certificate during the Business meeting at the annual conference.
3. Coordinate on-site voting for Best Presentation and Best Poster awards.
 - a. Prepare score sheets for both on-site awards.
 - b. Solicit volunteers to judge the presentations and posters.
 - c. Collect and tally the score sheets
 - d. Announce the Best Poster Award during the Business meeting.
 - e. Provide OFWIM award certificate to Best Poster and Best Presentation via mail post-conference.
4. Develop a slate of candidates for all OFWIM officer positions that will be open each year.
 - a. Enlist at least two volunteers to run for each opening.
 - b. Provide candidate biography information for inclusion in the summer edition of the newsletter.
 - c. Provide candidate information for web-based voting.
 - d. Coordinate with webmaster to open and close on-line voting on selected dates.
 - e. Receive web-based voting tallies and coordinate on-site voting at the annual meeting. Ensure that all on-site votes are not duplicates of on-line votes and that votes are from OFWIM members.
 - f. Present results to OFWIM President at the annual meeting.
5. Maintain the Student Scholarship Program

- a. Create, edit, and maintain as needed the Student Research Scholarship criteria and solicit candidates for award.
 - b. If applicable: Review the 1-day scholarship opportunity for local students and solicit candidates for the award. Adjust solicitation contacts to reflect “local” Universities (in close proximity to the Annual conference).
 - c. Review the Remote University Connection Program to try and build a base for future membership.
 - 1. Look into offering free connections to the first two respondents.
 - d. Solicitation for student/university awards should include an initial mailing and two follow-up reminders.
6. Professionally complete the duties of the committee as efficiently as possible by:
- a. Convening conference calls to conduct committee business;
 - b. Participating in Executive Committee (ExCom) conference calls, as requested, to provide updates about committee activities;
 - c. Preparing an annual written report of committee accomplishments for submission to the ExCom and distribution at the annual meeting; and
 - d. Present an oral report of accomplishments at the annual business meeting

Implementation of Goals

1. ***Update, as needed, the awards program describing new awards or revisions to criteria for existing awards.***
 - a. The various web and non-web application, GIS and non-GIS application, and collaboration awards were combined into a single Innovation Award in the Spring of 2012. No annual schedule is necessary, just as needed.

3. ***Solicit at least three candidates for each award and select candidates for all established OFWIM awards and recognitions.***
 - a. Ensure delivery of information about OFWIM award programs to all appropriate audiences.
 - b. Coordinate with the Outreach and Communications Committees to expand audiences and contact networks.

- a. **BEGIN** – Have Secretary send Application Form (see example form on page ##) using Email Blast to membership and send out to other contacts and post in other locations, the earlier the better to allow more time for submissions. Recommend at least **6 months prior to the conference.**
- b. **REVIEW** – Review submissions as they come in and discuss in monthly calls, to keep from being overwhelmed at the end of the submission period.
- c. **END** – Decide if a worthy candidate exists among the submissions, set the deadline for submissions and the beginning of the decision-making process to begin about **2 months prior to the conference.**

- d. The details of the award are on the application, recognition on the website will include the allowing the recipient, if the application is public, to attach the OFWIM Innovation Award logo to their website with a link back to our Award Page.

4. *Coordinate on-site voting for Best Presentation and Best Poster awards* - We no longer use a panel of volunteer judges. Conference attendees vote for the best presentation and poster awards at the meeting

- a. Bring an adequate number of voting slips for people to use at the conference

6. *Develop a slate of candidates for all OFWIM officer positions that will be open each year.*

- a. Enlist at least two volunteers to run for each opening.
- b. Provide candidate biography information for inclusion in the summer edition of the newsletter.
- c. Provide candidate information for Web-based voting.
- d. Receive web-based voting tallies and coordinate on-site voting at the annual meeting. Present results to OFWIM President at the annual meeting.

- Each year two candidates for President-Elect and a Member-At-Large will be needed. Every three years candidates for Secretary and/or Treasurer will be needed.
- Every attempt is made to get current members of the ExCom to run for President- Elect, however if no willing viable candidates are found from within, then other active members are solicited for the position.
- The drive for candidate recruitment should start in April, to provide adequate time for locating candidates for each position. Start with President-Elect and work down, as that position is most critical for being filled. If two candidates for a particular position cannot be found, one will have to suffice.
- Each candidate will need to provide a picture and a short biography for the voting page.
- Web-based voting and nominee information on the website **MUST** be available at **LEAST** 30 days prior to the conference to provide adequate voting time for membership. Additional voting may be conducted at the conference to account for those who did not vote online.
- Results will be revealed at the Business Meeting and those officers that have completed their role will be given certificates recognizing their contribution to the organization.

Maintain the Student Scholarship Program

- a. Complete the Student Research Scholarship criteria and solicit candidates for award.
 - b. If applicable, review the 1-day scholarship opportunity for local students and solicit candidates for the award.
 - c. Review the Remote University Connection Program to try and build a base for future membership.
 1. Look into offering free connections to the first 2 respondents
- Typically, 5-6 months before the conference, in late April, or early May, an announcement of the Student Research Scholarship will go out to the local and nationwide universities and institutions to the upcoming conference by the Student Sub-Chair of the ENA. Coordinate with the Conference Planning Committee for contacts at universities, professional societies, etc.
 - Once Conference Registration has opened, offer the Remote University Connection Program to all universities and institutions. Submissions will no longer be accepted once the remote access submission deadline has passed, or the number of seats has allowed has been filled.
 - A couple of months before the conference, the Research Scholarship will close and a review of the candidates may begin. The winner of the Scholarship will be notified no less than 30 days before the conference. The deadline may be extended multiple times if there are no applicants. Extending the deadline into September, while not ideal, may generate more interest with students as they start a new academic year.
 - At the conference, a Student mixer/luncheon or some sort of activity will be provided as coordinated with this committee and the Conference Planning Committee.
- 6. *Professionally complete the duties of the committee as efficiently as possible by:***
- a. Convening conference calls to conduct committee business;
 - b. Participating in Executive Committee (ExCom) conference calls, as requested, to provide updates about committee activities;
 - c. Preparing an annual written report of committee accomplishments for submission to the ExCom and distribution at the annual meeting; and
 - d. Present an oral report of accomplishments at the annual business meeting.
- Conference calls are held monthly. The chair provides quarterly updates to the ExCom and the update at the annual Business Meeting.

Schedule

Monthly

- Chair sets up committee conference call to discuss committee business

Roughly 6 months to Conference

- Send out announcement for Innovation Award nominations
- Send out Research Scholarship to nationwide and local universities and institutions
- Begin solicitation process for potential candidates for ExCom openings

With Opening of Conference Registration

- Announcement for University Remote Access Availability (2 free slots)

2 Months Before Conference

- Close Research Scholarship Applications
- Close Innovation Award Applications
- Decide on Student Scholarship winner, notify all candidates of their status.
- Decide on Innovation Award Winner (if there is one), notify all candidates of their status.
- Make sure newsletter editor has bios and pictures for all candidates for pre-conference newsletter

Just Prior to the Conference

- Print out Judging Forms for Presentations and Posters
- Get a list of those who signed up for judging and try to fill slots
- Print certificates for outgoing officers

At the Conference

- Fill any time slots for presentation or poster judging that are vacant
- Host/organize Student activities or mixer
- At the Business Meeting, announce the Poster Presentation Winner
- At the Business Meeting, announce the Innovation Award Winner (if there is one)
- If possible, at the end of the conference, announce the Presentation Award winner
- Present outgoing officers with certificates at the Business meeting

After the Conference

- Email or mail the Presentation and Poster winners their certificates
- Chair determines who is returning, who has signed up for committee
- Have committee review Procedures to be aware of what is upcoming and to make any changes if necessary

Conference Planning Committee (CP)

Description

This committee is responsible for coordinating the development and implementation of the organization's annual meeting.

Goals

1. Arrangements Goals

- a. Select a location and venue for the Annual Meeting.
- b. Negotiate with the venue to obtain the needed meeting space which should include wireless internet access, meals, breaks, and other required services at the most advantageous price for OFWIM.
- c. Arrange for a block of sleeping rooms at advantageous room rates.
- d. Develop the contract with the venue for signature by the OFWIM President-Elect.
- e. Make arrangements for activities including the local field trip, complete with transportation and scheduling.
- f. Solicit potential partners
- g. Solicit sponsorship

2. Program Goals

- a. Work with the Executive Committee to develop a theme for the meeting.
- b. Develop the program agenda for the conference and arrange for speakers.
- c. Arrange for entertainment at the meeting banquet.
- d. Develop plans for the annual raffle, including donation of prizes and organization of the raffle at the meeting.

3. Participate in ExCom conference call meetings to provide reports on progress.

4. Oversee the conduct of the technical program at the OFWIM meeting.

Implementation of Goals

Arrangements Goals

- a. **Select a location and venue for the Annual Meeting.**
 - The city and state of the annual meeting should be known before the prior conference so that a flyer may be distributed at that annual meeting promoting the upcoming conference.
 - If unsure of a potential location within a city, check with the local visitor bureau. In some cases, if you can provide them with the parameters of your meeting, they will send out a broadcast to their members to bid on the conference.

- b. **Negotiate with the venue to obtain the needed meeting space which should include wireless internet access, meals, breaks, and other required services at the most advantageous price for OFWIM.**
 - A suitable venue should be located, and a contract signed with the venue and/or hotel (in the event the venue and hotel are not the same location) by the 1st of January of the conference year.
 - The meeting space, room block, and wireless internet access should be a part of the original contract.
 - Depending on the venue, the meals, breaks and AV requirements may be worked out during the spring and summer before the conference.

- c. **Arrange for a block of sleeping rooms at advantageous room rates.**
 - In many cases, the hotel will also be the meeting venue, thus the room block and meeting room negotiation will be part of the same contract.

- d. **Develop the contract with the venue for signature by the OFWIM President-Elect.**
 - The President, President-Elect, or an approved member of the organization should sign the contract(s) for the venue and/or hotel, after review and approval by the ExCom and Conference Planning Committee.
 - A sample contract from a prior year has been included in the Appendix of the Procedures Manual.
 - A sample Banquet Event Order from a prior year, outlining the food, break, and AV needs for the conference from the hotel has been included in the Appendix of the Procedures Manual.

- e. **Make arrangements for activities including the local field trip, complete with transportation and scheduling.**
 - Beginning in the spring and on in to the summer, field trip details should be worked out with the committee's local conference contacts. This includes transportation to and from the field trip location, and lunch arrangements.

- The lunch money is generally collected separately from registration, and in most cases is a brown bag/box lunch that either can be consumed on the tour or in a brief stop from the tour.
 - Recent meetings have included a GeoCache contest. If that is to be maintained, then the locations of local (within walking distance) geocaches must be created or determined, a contest form developed, and signups (usually through Registration) established.
 - Coordinate with the Student Chair (from the Elections, Nominations, and Awards Committee) regarding any Student mixer or any other student activity.
- f. **Solicit Potential Partners**
- Create a list of potential partners - particularly agencies, universities, or organizations local to the meeting location who may be interested in attending.
 - Find an OFWIM member who knows someone at the potential partnership and assign that person as the contact, whenever possible.
 - Potential partners may also be potential sponsors, but not always.
- g. **Solicit Sponsorship**
- Create a list of potential sponsors, both locally and those who have sponsored previous meetings.
 - Find the proper contact for each organization. Previous sponsors likely have an already established contact. Check with committee members or the President.
 - Use connections when contacting potential sponsors, whenever possible.
 - Personalize sponsor letters, whenever possible, to make OFWIM relevant to that group.

Program Goals

- a. **Work with the Executive Committee to develop a theme for the meeting.**
- The theme and session topics help to generate interest for the conference and provide justification for travel.
 - A theme and session topics need to be in place by the time the announcement is made for registration.
 - It is understood that once abstracts are submitted, the session topics may change a little to accommodate the submissions that are coming in.
- b. **Develop the program agenda for the conference and arrange for speakers.**
- An initial agenda, just outlining the conference, the sessions, and in general what will be going on throughout the conference needs to be put together prior to the opening of registration. This will seem awkward at first, as no speakers have yet signed up to present, but is necessary for generating interest and assisting with travel justification for potential attendees.
 - Once most of the abstract submissions are in, develop a more detailed agenda to increase interest based upon presentations
 - A first call for paper is sent out usually just before registration opens for the conference and usually runs to the end of June (depending on when the conference is). This is followed by a second call for papers and an extended deadline of another month.
 - An example call for papers is included in the Appendix of the Procedures Manual.

- The abstract submission form is set up in RegOnline.com and access to that site should be handed down from one President-Elect to the next by creating an account for the new President-Elect and demonstrating how to modify the form.
- c. **Arrange for entertainment at the meeting banquet.**
- The entertainment for the banquet can vary depending on the venue and location. Sometimes a speaker is invited to give a presentation. In 2012, a 20-year celebration was put together including recognizing membership who had served, and in 2013 a bonfire retreat-type get together was organized.
- d. **Develop plans for the annual raffle, including donation of prizes and organization of the raffle at the meeting.**
- Make sure the meeting location doesn't have any rules banning raffles.
 - Generally, start asking for people to be thinking of raffle items about the time registration opens, and continue to remind membership with the newsletter that comes out between then and the conference.
 - Maintain a list of raffle submitters and what they have brought, so that the President-Elect can thank them after the conference (and we can recognize in the newsletter). This will be easier beginning in 2013, as a Raffle Submission form has been created in Google forms and the link will be provided on Groupsite. This will allow raffle submitters to enter their own information on the items submitted, freeing others from having to do so.

Participate in ExCom conference call meetings to provide reports on progress.

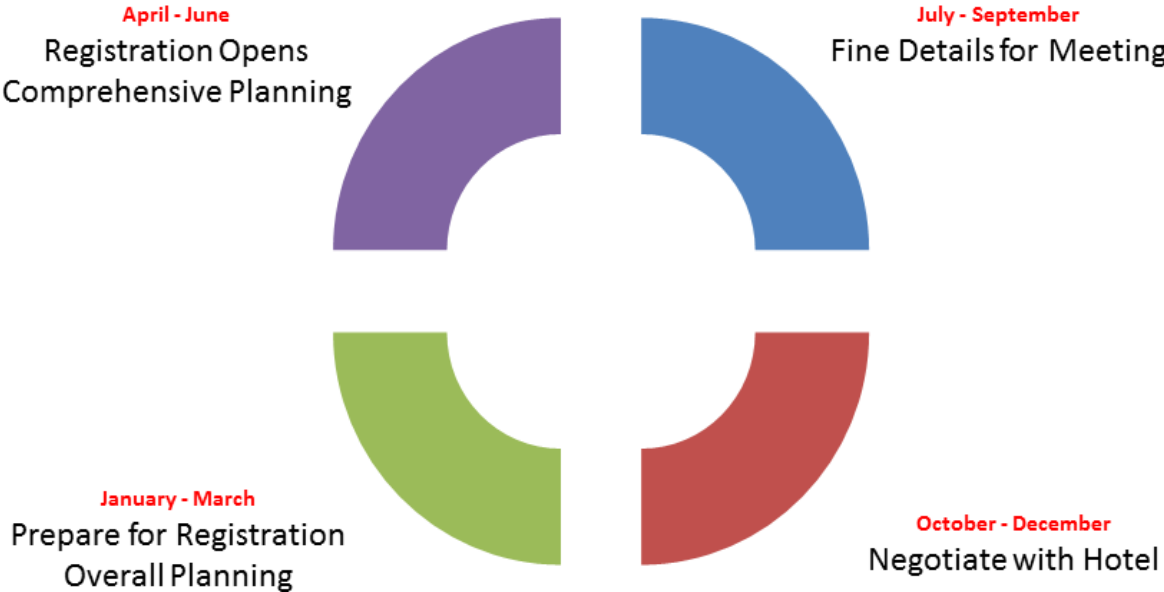
- Quarterly, all the Committee Chairs meet with ExCom to provide updates on how things are going. However, this is in most cases a formality as most or all of the ExCom participates in the Conference Planning Committee and in recent years the Conference Planning and ExCom Committees meet on the same day back to back.

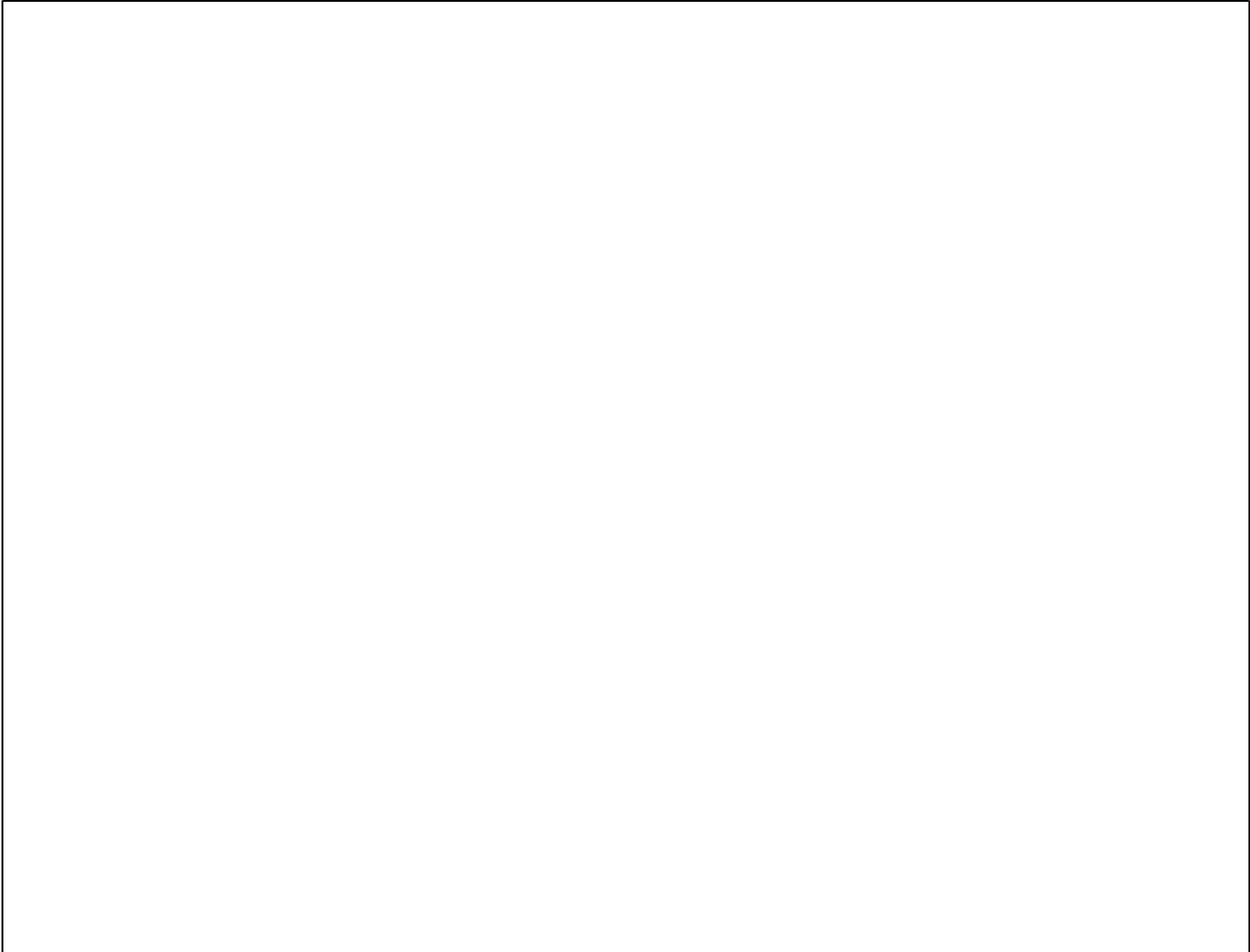
Oversee the conduct of the technical program at the OFWIM meeting.

- Recently, we have gone to strictly electronic Proceedings to save paper. The Proceedings contain the final agenda, the abstracts for the presentations presented, the Business Meeting Reports, as well as the address and contact information for the attendees of the meeting.
- Portions of a sample Proceedings is included in the Appendices.

Committee Schedule

Conference Planning Committee Year





NOTE: Schedule assumes an October conference. For earlier or later conferences, adjust schedule accordingly. This is a general guideline.

Monthly

- Chair (OFWIM President-Elect) sets up committee conference call to discuss committee business.
- Chair posts monthly meeting minutes Conference Planning Committee area of Groupsite.

By Prior Conference

- Find out the city location of the next conference and obtain the promotional flyer from the Member-at-Large.

After Prior Conference

- Sometime in the weeks following the conference, the new Chair determines who is returning to the committee from the year before, and who has signed up for the committee.

December

- Ensure meeting location is locked down, if it hasn't been already
- First Conference Planning call occurs

January

- Finalize meeting theme and logo
- Prepare March newsletter submissions, which should include: (1) promotional announcement, and (2) meeting theme and logo
- Start identifying local partners (i.e., agencies or schools with people who may be interested in attending the meeting)

February - March

- Investigate workshop(s), guest speakers (including keynote), banquet (including entertainment), education "field" day

April

- Create Abstract submission form (Google Forms)
- Should be close to deciding workshop(s), guest speakers, banquet, education day

May

- Release **First Call for Abstracts**, which should end **TWO MONTHS** before the start of the meeting (e.g., for an early October meeting, the first call should end at the beginning of August). First call can be released in May to members via email and GroupSite, and also on the website.
- Complete meeting budget and set registration rates
- Set up registration website in Cvent
- Create the Guide to Expenses
- Create Google Forms raffle donation survey
- Create Preliminary Agenda
- Prepare June newsletter items: (1) First Call for Abstract, (2) call for raffle items, which includes the link to the donation survey in Google Forms and shipping instructions, (3) Preliminary Agenda, (4) Guide to Expenses

June-July

- Open early registration, which should end about **TWO MONTHS** before the start of the meeting
- Solicit sponsorship
- Select swag

August

- Close First Call for Abstracts and determine if a second call is needed
- If a second call is needed, release the Second Call for Abstracts, which should end **ONE MONTH** before the start of the meeting (e.g., for an early October meeting, the second call should end at the beginning of September)

- End early registration and put normal registration costs into effect
- Sponsor donations due by the end of August
- Chair prepares September newsletter items: (1) call for raffle items, (2) final agenda (if you do not have this ready, submit the preliminary agenda), (3) Guide to Expenses, (4) submitted papers and Hacker's Ball titles and primary authors
- Order swag

September

- Close Second Call for Abstracts
- Finalize the final agenda and schedule of talks
- Create the Meeting Proceedings, which should be circulated **3-4 weeks** in advance of the meeting
- Create and send out Guide to Presenters **3-4 weeks** in advance of the meeting
- Contact guest speakers and external participants with details and materials
- Chair prepares committee report for Annual Business Meeting.

At Conference

- Participate in meeting execution and logistics

After Conference

- Send thank you emails to sponsors and raffle item donors
- Make sure presentations get posted on the website

| Category | Task | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
|----------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|----------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|---------------------------------|----------|--------|--------|--------|--------|--------|--------|--------|-------|-------|--------|--------|--------|--------|--|--|--|--|--|-----|--|-------|------|
| Large-Scale Logistics | Venue | | Blue | Blue | | | | | | | | | | | | | | | | | | | Blue | |
| | Theme | | Green | Green | | | | | | | | | | | | | | | | | | | | Blue |
| | Sessions | | Yellow | Yellow | Yellow | | | | | | | | | | | | | | | | | | | Blue |
| | AV/Setup | | Brown | Brown | Brown | | | | | | | | | | | | | | | | | | Brown | Blue |
| Agenda | Workshop | | | Purple | Purple | Purple | Purple | Purple | | | | | | | | | | | | | | | | Blue |
| | Field Trip | | | Red | Red | Red | Red | Red | | | | | | | | | | | | | | | | Blue |
| | Banquet Entertainment | | | Grey | Grey | Grey | Grey | Grey | | | | | | | | | | | | | | | | Blue |
| | Keynote/Speakers | | | Pink | Pink | Pink | Pink | Pink | | | | | | | | | | | | | | | | Blue |
| | Meals/Extras | | | Blue | Blue | Blue | Blue | Blue | | | | | | | | | | | | | | | | Blue |
| | Transportation | | | | Green | Green | Green | Green | | | | | | | | | | | | | | | | Blue |
| | Registration Cost | | | | | Yellow | Yellow | Yellow | | | | | | | | | | | | | | | | Blue |
| | Abstract Sub - Google Forms | | | | | Brown | Brown | | | | | | | | | | | | | | | | | Blue |
| | First Call for Abstracts | | | | | | | Purple | Purple | | | | | | | | | | | | | | | Blue |
| | Guide to Expenses | | | | | | | | Red | Red | | | | | | | | | | | | | | Blue |
| | Meeting Support | Sponsors | | | | | | | | | Grey | Grey | Grey | | | | | | | | | | | Blue |
| Raffle | | | | | | | | | | | Pink | Pink | Pink | Pink | | | | | | | | | Blue | |
| Second Call for Abstracts | | | | | | | | | | | | | | Blue | | | | | | | | | Blue | |
| Registration - Cvent | | | | | | | | | Green | Green | Green | | | | | | | | | | | | Blue | |
| Logistics | Swag | | | | | | | | | | | Yellow | Yellow | Yellow | | | | | | | | | Blue | |
| | Geocaching | | | | | | | | | | | Brown | Brown | Brown | | | | | | | | | Blue | |
| | Proceedings | | | | | | | | | | | | | Purple | Purple | | | | | | | | Blue | |
| | Moderators/Registration Packets | | | | | | | | | | | | | | | | | | | | Red | | Blue | |

Appendices

CMO Appendix 1: Membership Renewal Forms

Visit <http://www.ofwim.org/who-we-are/membership/> for the most updated forms

2020 OFWIM Individual Membership Form

Use the form below to join OFWIM as a new member or to renew your membership for the current calendar year. Individual members are entitled to vote in the annual election and hold office. Current members are notified of new newsletters and have access to special OFWIM web content. Current members also receive a discount on the annual conference registration.

If you work for an organization with 5 or more individuals interested in OFWIM membership, you may benefit from obtaining an Organizational Membership. Information about Organizational Memberships can be found at: www.ofwim.org.

The OFWIM annual membership period is January 1 through December 31. To become a new member of OFWIM or renew your current membership, please complete and mail the form below with a check or money order (in U.S. dollars) payable to **OFWIM**, to:

Michael Barbour, OFWIM Treasurer
PO Box 75553
Phoenix, AZ 85087
MBarbour@azgfd.gov

Note: To join or renew your membership online, visit the Membership tab at www.ofwim.org

Name: _____

Agency (General Membership Only): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

How did you hear about OFWIM? _____

University (Student Membership Only):

Advisor Signature (Student Membership Only):

| Membership (check one) | Annual Dues |
|--|--------------------|
| General Member (one voting membership) | \$30 |
| Student Member (one voting membership) | \$10 |
| Retired Member (one voting membership) | \$10 |
| Amount Paid (please pay in U.S. dollars) | \$ |

2020 OFWIM Organizational Membership Form

Use the form below to become an Organizational Member or renew your current Organizational Membership. Organizational Members may list up to six (6) individuals who will have full member privileges. These individuals will be entitled to vote in the annual elections and hold office. Current members are notified of new newsletters and have access to special OFWIM web content. Current members also receive a discount on the annual conference registration.

The OFWIM annual membership period is January 1 through December 31. To become an OFWIM Organizational Member, please complete and mail the form below with a check or money order (in U.S. dollars) payable to **OFWIM**. Please list the names and contact information for up to six (6) individuals. An organization may have more than one Organizational Membership. For additional Organizational Memberships, please submit a separate list of individuals for each Membership (up to 6 per Organizational Membership).

Send completed form and payment to:
Michael Barbour, OFWIM Treasurer PO Box
75553
Phoenix, AZ 85087
MBarbour@azgfd.gov

Note: To join or renew your membership online, visit the Membership tab at www.ofwim.org

Organization Name: _____

Primary organization contact:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:(____) _____ Fax:(____) _____

Email: _____

How did you hear about OFWIM? _____

Memberships Annual Dues

Organization Membership – (you may list up to 6 individuals for Individual Memberships) \$ 150

Number of Organizational Memberships X _____

Please pay in U.S. dollars! \$ _____

Please list up to 5 individuals below plus the Primary Organizational Contact above (for a total of 6), within your organization for Organizational Membership:

1) Name: _____

Address: _____

City: _____ State: _____ Zip: _____
Phone:(____) _____ Fax:(____) _____
Email: _____

2) Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone:(____) _____ Fax:(____) _____
Email: _____

3) Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone:(____) _____ Fax:(____) _____
Email: _____

4) Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone:(____) _____ Fax:(____) _____
Email: _____

5) Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone:(____) _____ Fax:(____) _____
Email: _____

CMO Appendix 2: Membership Rules and Renewal Protocol

Membership Year

Valid: January 1st to December 31st

OFWIM Organizational and Individual Memberships are valid from Jan 1st to Dec 31st of the membership year that has been paid for. Individuals may purchase a membership at any point during the year; however the membership is only good for the calendar year regardless of when they purchase the membership. For example, a 2020 membership purchased in October 2020 is valid through Dec 31, 2020.

Memberships for subsequent years may be purchased in advance of the calendar year and will be valid for the complete member year in question. For example, a 2021 membership purchased in October 2020 is valid from Jan 1, 2021 to Dec 31, 2021.

Membership privileges shall include: receiving quarterly newsletter emails, OFWIM Groupsite portal access, the ability to participate in committees, invitations to special members-only webinars, and discounted conference registration. Upon membership deactivation, Groupsite membership shall be suspended, and none of the other benefits will be extended further until such a time as membership has been re-established.

This means that any newsletter or other email blast circulating after July 1st of a particular year should only be sent to that year members (after July 1, 2021, only send to 2021 members).

Membership Renewal Notification Procedure

Procedure: Members who are current through the previous membership year are provided a 6-month membership grace period before their membership benefits are deactivated. During this time they will receive two renewal notifications prior to the final membership benefits deactivation notice. The notification schedule is outlined below.

Organizational members who are dropped from their organization's renewal should receive renewal/deactivation notices so that in the event the individual wishes to retain OFWIM membership he/she will have the opportunity to do so.

Previous Year Members, Current year overdue:

1st Renewal Notice

Issue Date: 1st week of January

To: Previous year members who have not yet paid current year membership dues

From: President (Member list provided by Secretary), or via automatic renewal notice emails from the OFWIM Ex Com via the OFWIM (Wild Apricot) website and ensure website membership data is updated for these automatic emails.

Subject: Reminder that their membership is due for renewal and to remain current with the organization they should renew now.

Medium: Email

2nd Renewal Notice

Issue Date: 1st week of July

To: Previous year members who have not yet paid current year membership dues

From: President (Member list provided by Secretary. Check with Treasurer for most up to date payment history), or via automatic renewal notice emails from the OFWIM Ex Com via the OFWIM (Wild Apricot) website and ensure website membership data is updated for these automatic emails.






Subject: Reminder that their membership is due for renewal and to remain current with the organization they should renew now.

Medium: Email

CMO Appendix 3: Membership Renewal Reminder Email Template

Example email from 2020 (sent from OFWIM's Google account):

**Thank you for being an OFWIM member in 2019.
It's time to renew for 2020!**

| MEMBER BENEFITS | |
|--|--|
|  Leadership Grow leadership skills by running for office or chairing a committee |  Collaboration Collaborate with other related societies, like AFS FITS and AFWA |
|  Development Pursue professional development through committee involvement and training opportunities |  Discounts Benefit from lower annual meeting registration rates |
|  Networking Network with colleagues year round through Groupsite |  Newsletter Keep up to date on OFWIM news, events, and technology tips |

WWW.OFWIM.ORG/WHO-WE-ARE/MEMBERSHIP/

With your input and participation, OFWIM was able to do the following in 2019:

- Create Vyond videos to promote OFWIM
- Increase our presence on social media
- Host a webinar on QGIS
- Develop a video series of short tutorials on R
- Sponsor the Joint Meeting of the Virginia, Virginia Tech, and West Virginia Chapters of the American Fisheries Society
- Partner with multiple agencies to pull off a productive 2019 annual meeting
- Grow our annual meeting sponsorship
- Offer two student scholarships and one runner-up award at our annual meeting
- Provide two workshop options at our annual meeting
- Collaborate with the National Conservation Training Center to set up a permanent geocache trail

Click [here](#) to renew your membership.

If you are part of an organizational membership, the person managing this membership should handle the process for you.

Send questions to susan.watson@dgif.virginia.gov

With Regards,
Karen Horodysky
OFWIM President

2nd Example:

Reminder Email Letter for [Year] OFWIM Membership
Sent on [Date]
With Individual and Organizational Membership Forms as attachments

Greetings recent OFWIM Member!

I am writing you today to encourage you to renew your membership with the Organization of Fish and Wildlife Information Managers (OFWIM) for [Year] You can renew your membership online here (<http://www.ofwim.org/who-we-are/membership/>) or use the attached organization and individual membership forms.

Today, more than at any previous point in time, we face an increased demand for quality information to facilitate fish and wildlife management in the natural resources community. To meet this demand, it is necessary for information managers to use the latest technologies, share data and knowledge with each other, and to work together to solve the fiscal and technological challenges that face us. Since 1993, the OFWIM organization has promoted the management and conservation of natural resources by facilitating technology and information exchange among fish and wildlife information managers across the country and beyond our borders.

OFWIM emphasizes coordination, outreach, technical assistance, and continuing education of its members. Membership benefits include collaboration through various OFWIM committees such as Training and Education; participation in webinars on key fish and wildlife information management topics; receiving quarterly newsletters, access to OFWIM Portal resources; and eligibility for a discounted registration rate at the annual meeting. The Annual Conference and Business Meeting will be held at [Location] on [Dates]. We hope to see you there!

Please renew your membership today and take advantage of all that OFWIM has to offer!

Sincerely,

[Name]
[Year] OFWIM President

CMO Appendix 4: Membership Welcome Email Template

Example email from 2020 (sent from OFWIM's Google account; also attached the most recent newsletter to the email):

Welcome to OFWIM!

We are so glad you decided to join our community of information managers! OFWIM is a small but unique society that seeks to connect information managers specifically within the natural resources management field. We have approximately 80 members who work in a variety of positions, including as data managers, GIS analysts, developers, biologists, and information security officers, just to name a few.

How can you learn more about us and get connected? First, create your **GroupSite** login – if you are brand new, you should have received an invitation to set this up (contact susan.watson@dwr.virginia.gov with any questions). GroupSite is a great place for members to post questions and get feedback from other members. It also is an easy way to share job announcements and information about OFWIM.

Next, check out our website www.ofwim.org to learn more about our mission, officers, committees, awards/scholarships, and meetings. I encourage you to consider joining one of our four [committees](#) – it's a great way to network and contribute to the organization. We also have a [Facebook](#) presence, if that's your preferred venue.

The big highlight for us is our annual meeting, where we get together in person to share our work through presentations and live demos, participate in workshops, and network at social events. These meetings occur all over the U.S. Last year we met at the National Conservation Training Center in Shepherdstown, WV, and the year before we met in Hood River, Oregon. Click [here](#) to check out past conference meeting proceedings. This year will be a little different. We decided to go virtual in light of the current COVID paradigm. **Please consider joining us October 5-6, 2020 for our FREE virtual meeting** (abstract submission and registration information can be found at www.ofwim.org or on FB).

Let me know if you have any questions, and again, welcome to OFWIM!

Regards,
Karen Horodysky
OFWIM President

P.S. Attached is our most recent newsletter - enjoy!

CMO Appendix 5: Travel Grant Application Form Template

Organization of Fish and Wildlife Information Managers

2020 Professional Travel Grants

Purpose: Travel grants are designed to assist current or retired professionals in attending the 2020 OFWIM Conference and Annual Meeting in Fort Collins, Colorado October 4 - 8, 2020. To learn more about OFWIM, please visit our web site (www.ofwim.org).

Criteria:

1. Travel grants will be awarded based on need. If more applications are received than can be funded, under-representation by states in previous OFWIM meetings and equitable regional representation will be used as secondary criteria for evaluation.
2. Membership in OFWIM is not required for eligibility.
3. Each award recipient must present a formal paper at the 2020 OFWIM Conference and Annual Meeting. Poster presentations do not meet the criteria.
4. Each award recipient must submit a newsletter article related to their presentation topic. Award recipients will work with the OFWIM Newsletter Editor to determine a submission deadline for their article.

Application Procedure:

1. Any qualified person may apply for the grant by completing the Travel Grant Application Form (below).
2. The completed application form must be received by the contact person (Julie Prior-Magee) on or before the **deadline July 16, 2020**. Grant recipients will be notified via email by July 23, 2020. Please note: a second deadline for applications may be offered if additional travel grants are still available after the first deadline. Any extension of the deadline will be communicated via email to the OFWIM membership and posted to the [OFWIM website](#) and in the OFWIM newsletter with other meeting announcements.

Grant Details:

1. The successful recipient(s) of the travel grant will be eligible for reimbursement of conference-related expenses up to \$500.00 per award plus waiving of the conference registration fee. Only a limited number of travel grants will be awarded.
2. The following conditions apply to each grant:
 - a. OFWIM will reimburse each grant recipient conference-related expenses (up to \$500), provided that expenses are reasonable. Expenses eligible for reimbursement include: airfare, transportation, lodging, meals and incidental expenses. Alternately, recipients may

choose to have OFWIM credit the award toward hotel expenses incurred at the meeting. Field trip costs will not be reimbursed.

- b. Each award recipient is responsible for registering for the OFWIM Conference and will be provided directions on how to indicate their registration fee is waived.
- c. Each award recipient is responsible for making his/her own travel arrangements and securing all reservations with a personal credit card.
- d. Each award recipient will provide copies of expense receipts to the OFWIM Treasurer after the conference has concluded and prior to receiving reimbursement.

**2020 OFWIM
Conference Travel Grant
Application Form**

Or you can use the following online survey form to submit your application:

<https://www.surveymonkey.com/r/9MHXCSR>

Name:

Date:

Position Title:

Agency/Organization:

Address:

Phone #:

Fax #:

E-mail Address:

| | | <i>Estimated costs to attend:</i> | <i>I can cover these costs:</i> | <i>I need help with these costs:</i> |
|---|---|-----------------------------------|---------------------------------|--------------------------------------|
| <i>Travel – Airfare</i> | <i>(round trip)</i> | | | |
| <i>Travel – Car</i> | <i>_____ miles @ \$ _____/mi; car rental fees</i> | | | |
| <i>Lodging</i> <i>(room sharing is not required, but can be considered to keep costs down)</i> | <i>_____ nights @ \$ _____</i> | | | |
| <i>Meals (some meals covered within cost of registration)</i> | <i>\$/day</i> | | | |
| <i>Other Costs?</i> | <i>Explain:</i> | | | |
| <i>TOTAL</i> | | | | |

Please check the situation(s) that best describe your need for this award:

I would not be able to attend the conference otherwise.

It would increase the likelihood of getting travel approval from my agency. It would offset using personal funds.

It would enable multiple staff from my agency/organization to attend.

It would enable better travel arrangements (e.g., car rental, private room, convenient flight schedule).

Assistance Needs:

*Please submit this form via email or fill out the online form by **July 16, 2020**. Submit this form to: Julie Prior-Magee Email: jpmagee@usgs.gov Phone #: 575-557-1566*

*Grant Recipients will be chosen and contacted by email by **July 23, 2020**.*

ENA Appendix 1: Innovation Award Application



Organization of Fish and Wildlife Information Managers

Innovation Award 2020 Application Form

The Organization of Fish and Wildlife Information Managers (OFWIM) invites individuals and conservation agencies/organizations to apply for the OFWIM Innovation Award. The purpose of this award is to recognize excellence in the advancement of fish and wildlife information management technology or processes.

Nominated projects/applications will be evaluated for their technical accomplishment, innovation, success in meeting their stated goals, and/or success in developing and sustaining a partnership.

Eligibility for this award is open. Nominees may be individuals or agencies/organizations, but the nominee must have retained creative control over any website or technical application. This form may be used to nominate the submitter's work or that of others.

The winning individual or organization will receive a 1-year free membership to OFWIM, as well as recognition at the 2020 Conference in Colorado, and on the OFWIM website.

Send the completed nomination form (electronic submission) to:

Jessica D. Perkins, GISP
GIS & Technical Support Program Manager
Wildlife Resources Section, WVDNR
E-mail: jessica.d.perkins@wv.gov

For additional information, please contact Jessica Perkins @ 304-637-0245 extension 2042 or at Jessica.D.Perkins@wv.gov.

For more information about OFWIM, visit www.ofwim.org.

Nominee:

1

NOMINATION DEADLINE: August 1, 2020. The award winner will be notified at the OFWIM 2020 Conference, October 4 - 8, 2020.

1. Name of Person or Agency/Organization Submitting this Form: [Redacted]

Contact Person (if submitter is an agency/organization): [Redacted]

Mailing Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

2. Name of Person or Agency/Organization Being Nominated (if different than submitter):

[Redacted]

Contact Person (if nominee is an agency/organization): [Redacted]

Mailing Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

3. Describe the project or application, including the specific need(s) that it addresses:

[Redacted]

Nominee:

4. (if applicable) Describe the partners (agencies, organizations, individuals) involved in developing and deploying the project or application and the role of each partner in the project:



5. Describe the intended audience of the project or application, and how the project or application was tailored to meet the needs of that audience:



6. Describe some of the challenges/barriers addressed during the development of the project or application and the strategies used to address these issues:



Nominee:

3

7. (if applicable) Describe the lessons learned from the partnership. How was the partnership particularly effective? How will these lessons be applied to future projects?



8. If the project or application is available online, provide the URL and any other instructions needed for accessing it:



[Click here to provide any other instructions for accessing it.](#)



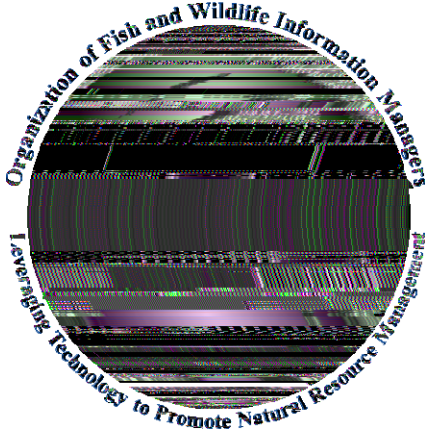
9. How long has the project or application been in use?



Nominee:

4

ENA Appendix 2: Innovation Award Scoresheet



**OFWIM Awards 2013
Innovation Application Award
Scoring Sheet**

Nominee:

Scorer:

Date:

| | |
|---|--------|
| Usability of the application: | ___/15 |
| Use of current technology: | _/15 |
| Innovation: | _/20 |
| Success of application in meeting stated goals: | _/20 |
| Success of partnership: | _/20 |
| Relevance to wildlife and fisheries information technology: | _/10 |
| <hr/> | |
| Total score: | _/100 |

ENA Appendix 3: Innovation Award Logo

Goes on any award winning Public Website, with a link back to the OFWIM Innovation Award Page on our website.



ENA Appendix 4: Best Presentation Scoring Sheet
NO LONGER USED - Documented for historic purposes only



OFWIM Awards 2013
Best Presentation – Scoring Sheet

Presenter: _____

Title: _____

Scorer: _____

Date: _____

- 1. Oral delivery: _____/10
- 2. Effectiveness of accompanying graphics (Powerpoint, etc.): _____/10
- 3. Analysis and insight into topic: _____/10
- 4. Usefulness of the content to fish and wildlife information managers: _____/15

Total score: _____/45



OFWIM Awards 2013
Best Presentation – Scoring Sheet

Presenter: _____

Title: _____

Scorer: _____

Date: _____

- 1. Oral delivery: _____/10
- 2. Effectiveness of accompanying graphics (Powerpoint, etc.): _____/10
- 3. Analysis and insight into topic: _____/10
- 4. Usefulness of the content to fish and wildlife information managers: _____/15

Total score: _____/45

ENA Appendix 5: Best Poster Scoring Sheet

NO LONGER USED - Documented for historic purposes only



**OFWIM Awards 2013
Best Poster – Scoring Sheet**

Presenter: _____

Title: _____

Scorer: _____

Date: _____

- 1. Effectiveness of graphics: _____/10
- 2. Analysis and insight into topic: _____/10
- 3. Presenter’s ability to discuss topic: _____/10
- 4. Usefulness of the content to fish and wildlife information managers _____/15

Total score: _____/45



**OFWIM Awards 2013
Best Poster – Scoring Sheet**

Presenter: _____

Title: _____

Scorer: _____

Date: _____

- 1. Effectiveness of graphics: _____/10
- 2. Analysis and insight into topic: _____/10
- 3. Presenter’s ability to discuss topic: _____/10
- 4. Usefulness of the content to fish and wildlife information managers _____/15

Total score: _____/45

ENA Appendix 6: OFWIM Student Research Scholarship Application

NOTE: The ENA is now extending this award to ANY student - the student does not need to be local, although there should be an effort to reach out to local students. The ENA will update the application to reflect this change next year.



ORGANIZATION OF FISH AND WILDLIFE INFORMATION MANAGERS

*OFWIM 2020 Conference and Annual Meeting will be held at
Fort Collins, CO on October 4 – October 8, 2020*

STUDENT RESEARCH SCHOLARSHIP AWARD FOR LOCAL STUDENTS

Purpose: The Organization of Fish and Wildlife Information Managers (OFWIM) Student Research Scholarship recognizes academic and professional excellence among students enrolled full-time in fisheries and wildlife-related curricula at an accredited college or university, with research or studies emphasizing wildlife information management and/or geographic information systems (GIS). This scholarship award supports student research as well as attendance at the OFWIM Conference and Annual meeting. To learn more about OFWIM, visit the web site (<http://www.ofwim.org>).

Criteria:

1. The Award will be made to two undergraduate or graduate students who are local to the conference and working towards a program, such as a Bachelor's degree, Graduate Certificate Program, Master's degree or PhD. Membership in OFWIM is not required for eligibility.
2. The Elections, Nominations, and Awards Committee will award the scholarship based on the following criteria:

Quality of Applicant

- Academic background suitable for project
- Academic opportunities the student has engaged
- Motivation: sincere curiosity and interest in topic or research experience
- Faculty advisor's assessment of the student's performance and potential
- Has promise of future professional involvement and significant contribution toward the field of fish and wildlife-related information management or technology

Quality of Research Project

- Student's level of participation in the research
 - Student's effort, commitment, and enthusiasm for the project
 - Project contains significant elements of advancement of fish and wildlife information management processes, or introduces new technology for such, or new uses of existing technology.
 - Project may be part of an ongoing thesis/dissertation, but student must be able to demonstrate significant progress of the project during the year the scholarship is in effect, if awarded.
3. The award recipient must present a formal paper on the research project prospectus during the **OFWIM 2019 Conference and Annual Meeting to be held at Unicoi State Park, Helen, GA, October 3 – 7, 2021.**

4. The recipient must also present a formal paper on the research project results or significant progress during the following year's **OFWIM 2021 Conference and Annual Meeting to be held Unicoi State Park, Helen, GA, October 3 – 7, 2021.**

Application Procedure:

5. Any qualified student may apply for the scholarship by completing the Student Application Form, Part I (attached). The student's faculty advisor must verify the accuracy of all information provided in Part I. In addition, the faculty advisor must complete and sign Part II of the application.
6. The completed and signed application form (Parts I and II) must be received by the Committee Chair on or before the deadline – **August 16, 2020.**
7. The scholarship will be available on an annual basis.

Scholarship Award:

8. The successful recipients of the scholarship will be eligible for a \$1000 scholarship toward the research project, awarded as 2 - \$500 awards, the first to be presented at the 2020 Conference, and the second upon completion of the project at the 2021 Conference.
9. In addition, the recipients will be awarded a student conference registration fee waiver for two years and up to \$1000 conference travel reimbursement to the full conference the second year.



Organization of Fish and Wildlife Information Managers Local Student Research Scholarship Application Form

The Organization of Fish and Wildlife Information Managers (OFWIM) Student Research Scholarship program recognizes academic and professional excellence among students enrolled in fisheries and wildlife-related curricula at an accredited college or university, with research or studies emphasizing wildlife information management and/or GIS.

Send (1) one digital copy (Parts I and II) to:

Beth Stys, OFWIM Elections, Nominations, and Awards Committee
Florida Fish and Wildlife Conservation Commission
beth.stys@myfwc.com

For additional information, contact Beth Stys at the above e-mail address.

APPLICATION DEADLINE: August 16, 2020. (The recipient will be notified by September 13, 2020.)

Part I. To be completed by the applicant.

Name of Applicant: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

Current College/University: [Click here to enter text.](#)

Major course of Study: [Click here to enter text.](#)

Current Status (check one):

Undergraduate:

BA/BS (anticipated graduation date [Click here to enter text.](#))

Graduate:

MS (year started [Click here.](#)), (year completed [Click here.](#)), (anticipated graduation date [Click here.](#))

PhD (year started [Click here.](#)), (anticipated graduation date [Click here.](#))

Grade Point Average: BA/BS [Click here.](#) MS [Click here.](#) PhD [Click here.](#)

Part I, continued.

1. Describe your career goals and knowledge of information management and/or GIS as related to aquatic- or wildlife-related sciences. Include any leadership qualities and professional activities you have had in your field of study (e.g., presentations, publications, memberships, symposia, awards, etc.), if applicable.

[Click here to enter text.](#)

2. Provide the title and a brief abstract of the research paper you would present at the OFWIM Conferences, if selected for this scholarship.

[Click here to enter text.](#)

3. Attach copy of transcript from your current institution of higher learning (does not have to be an official copy).

Applicant Signature: [Click here to enter text.](#)

Date: Enter date.

Note: The information contained in Part I must be verified and signed by the Faculty Advisor.

Faculty Advisor Signature: [Click here to enter text.](#)

Date: Enter date.

Part II. To be completed by the student's faculty advisor.

Applicant Name: Click here to enter text.

Name of Advisor: Click here to enter text.

Advisor Phone Number: Click here to enter text. **Advisor E-mail:** Click here to enter text.

1. How long have you known the applicant?

Click here to enter text.

2. What leadership traits has the applicant demonstrated in the aquatic- or wildlife-related sciences? Do you see future potential in this applicant with regard to participation in professional organizations, such as OFWIM?

Click here to enter text. Feel free to use the space provided.

Faculty Advisor signature: Click here to enter text.

Date: Enter date.

ENA Appendix 7: Remote University Access Application



Conference Opportunity

Many students do not have an opportunity to attend a national conference unless their travel expenses are covered in some manner and/or the conference is at a nearby location.

The Organization of Fish and Wildlife Managers is somewhat unique in that we allow individuals/groups to attend our conferences remotely using one of our limited number of remote access seats.

This year's conference theme is *"Leveraging Technology and Information to Better Manage Fish and Wildlife Resources"*. Presentations will be given on Wednesday, October 2, and Thursday October 3, 2013.

Like most organizations, we believe our future members are the students of today. For this reason, we are setting aside 8 of these remote access seats for educational institutions - universities and colleges across the U. S.. While each seat allows just a single web connection to the conference, the live presentations may be projected on a classroom wall, and the audio played on a speakerphone, allowing a large group to participate from their classroom.

The cost for the remote connection is \$100. This fee covers all three days of the conference and 100% of these funds go directly to the OFWIM Student Scholarship Fund, providing benefit to students in coming years.

We hope this opportunity will allow instructors and/or professional student groups to provide an additional unique learning experience. This is a great opportunity for classes such as graduate seminars classes - to offer "attendance" at a professional organization's conference as the "guest lecturer".

You can find out more about our upcoming conference as information becomes available by visiting our website:

<http://www.ofwim.org>

To take advantage of this offer, email our Student Coordinator, Beth Stys at **Beth.Stys@myFWC.com** and let her know that you would like to participate in this opportunity. She will instruct you on how to proceed from there. There are only 8 remote seats set aside for this, so if you wish to participate, the earlier the better in order to assure we are able to provide one of these connections.

In addition, as an introductory offer, this year we are waving the \$100 connection fee for the first two respondents, so act now!

CP Appendix 1: Hotel Agreement Example



CONFIRMATION AGREEMENT

December 15, 2011

Danny Lewis
Organization of Fish & Wildlife Information Managers
11810 FM 848
Tyler, TX 75707

RE: Organization of Fish & Wildlife Information Managers, Sunday, October 14, 2012
- Friday, October 19, 2012

Dear Danny:

Holiday Inn Austin Lady Bird Lake is pleased to present you with the following Confirmation Agreement. Once both parties have signed this Agreement and the Method of Payment has been signed and received by the Holiday Inn Austin Lady Bird Lake this agreement shall constitute the entire written agreement between the parties.

SLEEPING ACCOMMODATIONS AND RATES: It is a pleasure to confirm on a definite basis the following arrangements for Run of the House (ROH) King (KNGN) or ROH DD (TDBN) bedrooms. Lake view or Executive Room upgrades available at a \$20.00 per room per night premium:

| Date | 10/14/2012 | 10/15/2012 | 10/16/2012 | 10/17/2012 | 10/18/2012 | 10/19/2012 |
|-------|------------|------------|------------|------------|------------|------------|
| Day | Sun | Mon | Tue | Wed | Thu | Fri |
| Rooms | 15 | 30 | 30 | 30 | 5 | C/O |

Total Room Nights: 110

We are pleased to extend the following special rates for your program:

GUEST ROOMS
\$108.00 Single/\$108.00 Double Occupancy

Early Arrival/Late Departure Rates: The above noted guestroom rates are for the specific dates outlined. Guests arriving prior to or departing after the specified dates noted will be offered the negotiated rates, based on availability. In the event a guest has

Independently owned and operated by Pacifica Host Hotels

reserved a room within your block checks out prior to the guest's reserved checkout date, an early departure fee of \$108 will be charged to the guest's individual account.

Restaurant: Due to the reduced rate for your group business "Kids Eat Free" will not apply when this agreement is signed.

Occupancy Taxes: All above rates are subject to current applicable state and local taxes, which are presently at 15%.

Tax Exempt Status: With the proper exemption forms, these rates are only subject to local city tax, which are currently 9%.

Commission: The room rates noted above are net rates and not eligible for commission.

Transportation and Parking: We offer complimentary shuttle transportation to and from the airport based on availability and offer complimentary lot and 5 level garage parking.

RESERVATION PROCEDURE - INDIVIDUAL CALL-IN/WEB LINK: Please advise your attendees to call our *Hotel reservations department at 1-888-615-0509* to receive the agreed group rates and identify the group as **Organization of Fish & Wildlife Information Managers**. By choosing the Holiday Inn, your attendees now have the option of booking their rooms online through our website as well. Upon receipt of signing this agreement and upon request, we can send an email reservation link to send to your attendees. This link will take your attendees directly to our website where they can make their conference reservations. All reservations should be made by 9/25/2012. After this date we will release the remainder of your guest room block. Additional reservation requests will be honored on a space and rate available basis.

GUARANTEE STATUS - GUARANTEED BY INDIVIDUAL: All reservations must be guaranteed for late arrival to an individual's credit card or by a 10-Day advance deposit. A guaranteed room reservation assures a room for your attendees regardless of their arrival time. Any guaranteed reservations not canceled 24 hours prior to the arrival date will be billed to the credit card or against the advance deposit.

- Please note that our check-in time begins at 3:00 PM and our check-out time is 12:00 PM. Upon request, we will be happy to arrange for baggage storage for your attendees' luggage until their actual departure from the Hotel.

BILLING ARRANGEMENTS:

| <i>Individual Pay</i> | <i>Master Account</i> | <i>Method of Payment of Master Account</i> |
|---|--|--|
| <input checked="" type="checkbox"/> All Charges | <input type="checkbox"/> Guestroom and tax | <input type="checkbox"/> Direct Bill |
| <input type="checkbox"/> Room and Tax | <input type="checkbox"/> Restaurant | <input checked="" type="checkbox"/> Credit Card |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Incidentals | <input type="checkbox"/> Purchase Order |
| <input type="checkbox"/> Incidentals | <input type="checkbox"/> Meeting Room Rental | <input type="checkbox"/> Company Check * (see below) |
| | <input checked="" type="checkbox"/> Catering | <input type="checkbox"/> Pre-Payment |
| | <input checked="" type="checkbox"/> Audio Visual | |

ROOMS BILLING ARRANGEMENTS: Arrangements have been made for each individual to pay for their room, tax, and incidental charges upon departure. Meeting, Catering, and VIP or other overnight accommodations noted by meeting planner will be added to your Master Account.

ACCOUNT PAYMENT ARRANGEMENTS: Your Master Account is payment due upon conclusion of your program and must be reviewed and paid at the front desk prior to departure. Please complete the enclosed Credit Card Agreement for payment guarantee authorization. An imprint of this credit card along with the cardholder signature is required 30 days prior to event date. Please return the enclosed Credit Card Agreement along with the signed copy of this Confirmation Agreement by 12/21/2011.

FUNCTION ARRANGEMENTS: We have reserved banquet and meeting space as per your outlined agenda below. Your *Meeting Services Manager, Homeyra Holtzclaw*, will be contacting you as time grows near your arrival date to discuss and finalize your exact room set-up requirements, menu selections and audio-visual equipment needs. Please advise us of all changes to your agenda so that we may best serve your specific program requirements.

| Day Date | Times | Function Type | Seating Type | Set For | Charge |
|----------------|-----------------|---------------|--------------|---------|---------|
| Sun-10/14/2012 | 1:00pm- 8:00pm | Meeting | Conference | 6 | Waived* |
| Tue-10/16/2012 | 8:00am- 5:00pm | Meeting | Classroom | 50 | Waived* |
| Tue-10/16/2012 | 1:00pm- 5:00pm | Meeting | Rounds of 8 | 50 | Waived* |
| Tue-10/16/2012 | 5:30pm- 7:00pm | Dinner | As Set | 50 | NA |
| Wed-10/17/2012 | 8:00am- 5:00pm | Meeting | Classroom | 50 | Waived* |
| Wed-10/17/2012 | 8:00am- 5:00pm | Meeting | Rounds of 8 | 50 | Waived* |
| Wed-10/17/2012 | 12:00pm- 1:00pm | Lunch | Rounds of 8 | 50 | NA |
| Wed-10/17/2012 | 5:30pm- 7:00pm | Dinner | Rounds of 8 | 50 | NA |
| Thu-10/18/2012 | 8:00am- 4:00pm | Meeting | Classroom | 50 | Waived* |

MEETING/CATERING SERVICES: *A Minimum of \$4,000 in food and beverage must be spent at the Group's function. This guaranteed amount does not include service charge, tax and labor charges, audio-visual, or any other miscellaneous charges incurred. **Organization of Fish & Wildlife Information Managers** is required to pay the hotel the full guaranteed amount, regardless of whether the group actually utilizes that amount. **Organization of Fish & Wildlife Information Managers** is required to pay the hotel any amounts exceeding the guaranteed amount.

Audio Visual Equipment: Audio Visual equipment may be supplied by the hotel or the group. We will bill you for our services as a part of your master account. Charges for equipment are subject to applicable service charges and taxes. Audio Visual Equipment canceled within twenty-four (24) hours will be charged at the full rental amount.

Banquet Function Guarantees: Final guarantees for Food and Beverage are due by 11:00 am 3 business days in advance of the scheduled function. If the guarantee number is not provided 3 business days in advance, the estimated number will be considered the guarantee. All prices are subject to 8.25% sales tax and 20% service charge.

Please note that only food purchased from the hotel may be used during any conference of function at the hotel.

All food and beverage, audio visual, and room rental is subject to local, state and federal taxes as well as a service charge of 20%.

Under no circumstances, shall the hotel be responsible for damage or loss of any merchandise or articles brought into and/or left unattended in the hotel including but not limited to guest rooms, meeting space, storage, public areas or parking areas.

Alcoholic Beverages Services: It is the policy of the Hotel to serve alcohol in a responsible manner. Towards this concern for your guests' well being, the Hotel reserves the right to:

1. **Request identification and proof of age from anyone who appears to be less than the age of 21, and refuse alcoholic beverages to anyone whom is underage.**
2. **Refuse alcoholic beverage service to any person who, in the sole opinion of the Hotel management, appears intoxicated.**

- Please note that all alcoholic beverages served on the Hotel premises must be provided by the Hotel and dispensed by our staff. No outside food or beverages are permitted in our banquet areas.

ATTRITION CLAUSE: Room rates have been negotiated based upon the above mentioned room block. Should group fall below 80% of the anticipated room block, **Organization of Fish & Wildlife Information Managers** is responsible for the difference between the minimum (80%) and the actual lesser amount multiplied by the daily group rate. **Organization of Fish & Wildlife Information Mgrs** is responsible for their contracted F&B revenue minimum in addition to guestroom attrition revenue.

CANCELLATION OF AGREEMENT: **Organization of Fish & Wildlife Information Managers** agrees if it cancels this Agreement, Hotel will suffer damages. All cancellations must be received in writing and dated to confirm cancellation penalties. Therefore, **Organization of Fish & Wildlife Information Managers** agrees to pay Hotel at the time of cancellation liquidated damage fees as follows:

| | |
|---------------------------------------|---------------------------------------|
| More than 365 days from arrival date: | NA |
| More than 151 days less than 365: | Waived |
| More than 61 days, less than 150: | 50% of contracted Guest Rooms Revenue |
| Less than 60 days prior to arrival: | 80% of total contracted Revenues |

Cancellation must be in writing on company/organization letterhead. Hotel must have an original copy of the signed letter of cancellation.

FORCE MAJURE: Acknowledgment of a definite commitment by the Hotel by execution of this Agreement will, in good faith, continue to protect the facilities and dates required and agreed upon by **Organization of Fish & Wildlife Information Managers** to the exclusion of other business opportunities. Therefore, the commitment of space and dates is of a specified value to the Hotel in relationship to the cost of replacing this business with equal value business. The **Organization of Fish & Wildlife Information Managers** agrees not to cancel for the purpose of holding this meeting at another location. In case of a National Emergency or an Act of God, where you had no control over the circumstance, there will be no charges applied to your account.

PROGRAM ALTERATION CONTINGENCY: The pricing for your program has been negotiated based on the dates, number of guest rooms and meeting and food function requirements as specified in this agreement. If any of these requirements are changed, cancelled, or reduced by more than 80% of estimated revenues, we reserve the right to renegotiate this agreement, or charge meeting room rental fees to offset hotel's losses.

Please sign and confirm by **12/21/2011** to secure discount conference rates and conference space noted above. Without written confirmation by **12/21/2011** contract rates and space availability after this date are subject to change.

Best Regards,

Catherine Weir Thank you!

Date 12-19-11

Catherine Weir
Sales Manager

The contents of the foregoing agreement meet with my approval, and I consider all arrangements to be confirmed and definite.

Approval on behalf of:

Organization of Fish & Wildlife Information Managers:
Sunday, October 14, 2012 - Friday, October 19, 2012

Danny Lewis

Danny Lewis
Authorized Signature

Date 12-16-2011

CP Appendix 2: Event Banquet Order (meals, audio visuals)

10/04/2012 09:48 5124783520

HOLIDAY INN TOWN

PAGE 01/15



October 5, 2012

Fax To: TX Parks & Wildlife -- Mr. Danny Lewis
Fax Number: 903-566-1546
Fax From: Holiday Inn Austin Town Lake, Homeyra Holtzclaw
Fax Number: 512-478-3520
No. of Pages: 15 pages including cover page
Subject: BEOs

Danny,

Attached, you will find the BEO (Banquet Event Order) for Organization of Fish & Wildlife Information Managers. Please review, make any changes needed, sign each page as approved and return fax an executed copy to my attention by Wednesday, 10/10.

Also, would you or Julie please advise how the catering charges will be handled? I have a copy of the credit card authorization form that Julie sent Catherine. Should I use the same card for the catering charges or will you be providing another method of payment?

Let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads 'Homeyra Holtzclaw'.

Homeyra Holtzclaw
Catering Sales/Convention Services Manager
Holiday Inn Town Lake
20 N IH 35
Austin, TX 78701
Direct Line-512-634-1293
Fax-512-478-3520
hholtzclaw@pacifichost.com
www.holidayinn.com/austintownlake

Holiday Inn Lady Bird Lake
 20 N IH 35
 Austin Texas 78701
 512-472-8211
 512-478-3520 Fax
Banquet Event Order

BEO NUMBER: 4090-11541 **EVENT DATE:** 10/14/12
GROUP NAME: Organization of Fish & Wildlife **POST AS:** Organization of Fish & Wildlife
 Information Mgrs
ADDRESS: 11810 FM 848 **BOOKED BY:** Catherine Weir
 Tyler, TX 75707 **BOOKED ON:** 11/07/11
PLANNER: Mr. Danny Lewis **CATERING BY:** Homeyra Holtzclaw
ON SITE CONTACT: **PHONE:** 903-566-1615 3X201
FAX:

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | Ppl | Rental |
|----------|---------------|----------|--------|-----------|-----|--------|
| 10/14/12 | 8:00am-8:00pm | Meeting | As Set | Boardroom | 10 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|---|--------------------|
| Room ready by 8:00am Group needs access to room by 8:00am Executive Committee Meeting @ 1:00pm Room as set - conference style to accommodate 10 people Water station in room ***THIS ROOM IS ALSO USED AS STORAGE ROOM AND OFFICE*** <small>*Room set according to Client's BEO Specifications, any changes made to BEO will result in a \$15.00 room fee.</small> | No Food & Beverage |
| AUDIO VISUAL EQUIPMENT* No A/V requirements <small>** Business Days Notice Required for AV Equipment cancellation to waive cancellation charges.</small> | |
| NOTES / OTHER REQUIREMENTS <small>Any meeting room setup charges with in less than 3 business days will result in a \$25.00 meet fee. All charges must be confirmed in writing. Cancellation Policy 60 Days prior to function - 100% of contracted F&B and Rental charges 31-59 Days prior to function - 75% of contracted F&B and Rental charges 15-30 Days prior to function - 50% of contracted F&B and Rental charges More than 30 days prior to function - 25% of contracted F&B and Rental charges. No outside food and beverage is allowed in meeting rooms. Group will be subject to penalties and clean-up fee. Buffet prices listed on any plan per person is offer guests a variety of choices, and on all you can eat buffets. To confirm your event arrangements on a definite basis per the BEO, please carefully review each banquet event order, sign below and return to your Catering Manager. We reserve the right to release any group due to room, date, or availability.</small> | |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment

HOLIDAY INN TOWN
Holiday Inn Lady Bird Lake
 20 N IH 35
 Austin Texas 78701
 512-472-8211
 512-478-3520 Fax
Banquet Event Order

BEO NUMBER: 4090-13660 **EVENT DATE:** 10/15/12
GROUP NAME: Organization of Fish & Wildlife **POST AS:** Organization of Fish & Wildlife
 Information Mgrs
ADDRESS: 11810 FM 848 **BOOKED BY:** Catherine Weir
PLANNER: Tyler, TX 75707 **BOOKED ON:** 11/07/11
 Mr. Danny Lewis **CATERING BY:** Homeyra Holtzdaw
ON SITE CONTACT: **PHONE:** 903-566-1615 3X201
FAX:

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | Ppl | Rental |
|----------|---------------|----------|--------|-----------|-----|--------|
| 10/15/12 | 8:00am-8:00pm | Office | As Set | Boardroom | 10 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|---|--------------------|
| Room ready by 8:00am Group needs access to room by 8:00am ***THIS ROOM IS ALSO USED AS STORAGE ROOM AND OFFICE*** Room as set - conference style to accommodate 10 people Water station in room <small>*Room set according to Client's BEO Specifications, any changes made 3 Business Days prior will result in a \$75.00 event fee.</small> | No Food & Beverage |
| AUDIO VISUAL EQUIPMENT* No A/V requirements <small>** Business Day Notice Required for A/V Equipment cancellation to waive cancellation charges.</small> | |
| NOTES / OTHER REQUIREMENTS <small>Any meeting room setup charges with less than 3 business days notice result in a \$75.00 event fee. All charges must be confirmed in writing. Cancellation Policy: 60 Days prior to function - 100% of contracted F&B and Rental charges 61-120 Days prior to function - 75% of contracted F&B and Rental charges 121-165 Days prior to function - 50% of contracted F&B and Rental charges More than 165 days prior to function - 25% of contracted F&B and Rental charges No outside food and beverage is allowed in meeting rooms. Groups will be subject to penalties and cleanup fee. This price based on one plate per person. To fill please a variety of choices, not as all you can eat buffet. To confirm your event arrangements on a definite basis per this BEO, please carefully review each Banquet event order, sign below and return to your Catering Manager. We reserve the right to relocate any group due to space, needs, or availability.</small> | |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment

Holiday Inn Lady Bird Lake

20 N IH 35
Austin Texas 78701
512-472-8211
512-478-3520 Fax

Banquet Event Order

BEO NUMBER: 4090-13664 **EVENT DATE:** 10/15/12
GROUP NAME: Organization of Fish & Wildlife **POST AS:** OPWIM Annual Conference
ADDRESS: Information Mgrs
 11810 FM 848
BOOKED BY: Catherine Weir
BOOKED ON: 11/07/11
 Tyler, TX 75707 **CATERING BY:** Homeyra Holtzclaw
PLANNER: Mr. Danny Lewis **PHONE:** 903-566-1615 3X201
ON SITE CONTACT: **FAX:**

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | Ppl | Rental |
|----------|---------------|--------------|--------------|---------------------|-----|--------|
| 10/15/12 | 7:00pm-9:00pm | Registration | Flow Through | Tavern on Town Lake | 0 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|---|--------------------|
| Clear and set area in front of Media Room by 6:00pm Registration @ 7:00pm Set (2) 6' tables in front of Media Room with (3) chairs and (2) waste baskets Water pitchers and glasses on table ***Group might use media room for some short meetings*** *Room set according to Client's BEO Specifications, any changes inside of 3 Business Days will result in a \$75.00 room fee | No Food & Beverage |
| AUDIO VISUAL EQUIPMENT* Provide (4) extension cords for group laptops *) Business Days Notice Required for AV Equipment cancellation to waive cancellation charges | |
| NOTES / OTHER REQUIREMENTS Any meeting room setup charges with in less than 7 business days will result in a \$75.00 room fee. All charges must be confirmed in writing. Cancellation Policy: 90 Days prior to function - 100% of contracted F&B and Rental charges 61-90 Days prior to function - 75% of contracted F&B and Rental charges 31-60 Days prior to function - 50% of contracted F&B and Rental charges More than 30 days prior to function - 25% of contracted F&B and Rental charges No outside food and beverage is allowed in meeting rooms. Group will be subject to provider's and cleanup fee. Buffet prices based on one plate per person to allow guests a variety of choices, not on all you can eat buffet. To confirm your event arrangements on a date-to-date basis for the BEO, please carefully review each banquet event order, sign below and return to your Catering Manager. We reserve the right to relocate any group due to space, pricing or availability. | |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment

HOLIDAY INN TOWN
Holiday Inn Lady Bird Lake
 20 N IH 35
 Austin Texas 78701
 512-472-8211
 512-478-3520 Fax
Banquet Event Order

BEO NUMBER: 4090-11542 **EVENT DATE:** 10/16/12
GROUP NAME: Organization of Fish & Wildlife **POST AS:** Organization of Fish & Wildlife
 Information Mgrs
ADDRESS: 11810 FM 848 **BOOKED BY:** Catherine Weir
PLANNER: Tyler, TX 75707 **BOOKED ON:** 11/07/11
 Mr. Danny Lewis **CATERING BY:** Homeyra Holtzclaw
ON SITE CONTACT: **PHONE:** 903-566-1615 3X201
FAX:

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | People | Rental |
|----------|---------------|----------|-----------|-------------|--------|--------|
| 10/16/12 | 8:00am-5:00pm | Meeting | Classroom | Lantana B-C | 50 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|--|--|
| Room ready by 7:00am Meeting @ 8:00am Front of room Lantana C Set classroom style to accommodate 50 people Water pitchers and glasses on tables Head table for 1 front of room Podium front of room (3) 6' tables individually draped and skirted for raffle items set back of room <small>*Room set according to Client's BEO Specifications, any changes made in 3 Business Days will result in a \$75.00 room fee</small> | <p><u>Morning Beverages @ 7:30am</u></p> Assorted Chilled Juices Freshly Brewed Regular & Decaffeinated Coffee Hot Tea |
| <p>AUDIO VISUAL EQUIPMENT*</p> (1) Phone Line @ \$65.00 ++ Per Day (1) Handheld Wireless Microphone @ \$95.00 ++ Each Dropdown screen Group providing own LCD projector Provide table and extension cord for projector Provide electrical outlet for each seat - group will be using laptops Group providing own speaker phone <small>*3 Business Days Notice Required for AV Equipment cancellation in order cancellation charges.</small> | <p><u>Mid Morning Break @ 9:30am</u></p> Chilled Lemonade Assorted Soft Drinks Iced Tea Freshly Brewed Regular & Decaffeinated Coffee |
| <p>NOTES / OTHER REQUIREMENTS</p> <small>Any meeting room setup charges with less than 3 business days will result in a \$75.00 room fee. All charges must be confirmed in writing. Cancellation Policy: 60 Days prior to function - 100% of contracted F&B and Rental charges 31-59 Days prior to function - 75% of contracted F&B and Rental charges 15-30 Days prior to function - 50% of contracted F&B and Rental charges More than 30 days prior to function - 25% of contracted F&B and Rental charges No outside food and beverage is allowed in meeting rooms. Group will be subject to penalties and cleanup fee for this price based on one plate per person to offer extra variety of choices, not on all you can eat buffet. To confirm your event arrangements on a definite basis per this BEO, please carefully review each banquet event order, sign below and return to your Catering Manager. We reserve the right to relocate any group due to space, event, or availability.</small> | <p><u>Afternoon Break @ 2:30pm</u></p> Freshly Baked Cookies; Chilled Lemonade Assorted Soft Drinks Iced Tea Freshly Brewed Regular & Decaffeinated Coffee 45 @ \$17.55 ++ Per Person |
| | <p>***GROUP IS ON OWN FOR LUNCH***</p> |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment

Independently owned and operated by Proforma Hotel Brands

Holiday Inn Lady Bird Lake
 20 N IH 35
 Austin Texas 78701
 512-472-8211
 512-478-3520 Fax
Banquet Event Order

BEO NUMBER: 4090-13661 **EVENT DATE:** 10/16/12
GROUP NAME: Organization of Fish & Wildlife **POST AS:** Organization of Fish & Wildlife
 Information Mgrs
ADDRESS: 11810 FM 848 **BOOKED BY:** Catherine Weir
PLANNER: Tyler, TX 75707 **BOOKED ON:** 11/07/11
 Mr. Danny Lewis **CATERING BY:** Homeyra Holtzclaw
ON SITE CONTACT: **PHONE:** 903-566-1615 3X201
FAX:

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | Pp | Rental |
|----------|---------------|----------|--------|-----------|----|--------|
| 10/16/12 | 8:00am-8:00pm | Office | As Set | Boardroom | 10 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|---|--------------------|
| Room ready by 8:00am Group needs access to room by 8:00am ***THIS ROOM IS ALSO USED AS STORAGE ROOM AND OFFICE*** Room as set - conference style to accommodate 10 people Water station in room <small>*From set according to Client's BEO Specifications, any change made within 3 Business Days will result in a \$75.00 room fee.</small> | No Food & Beverage |
| AUDIO VISUAL EQUIPMENT* <small>*3 Business Days Notice Required for AV Equipment cancellation to waive cancellation charges.</small> | |
| NOTES / OTHER REQUIREMENTS <small>Any meeting room setup charges with less than 5 business days will result in a \$75.00 room fee. All charges must be confirmed in writing. Cancellation Policy: 90 Days prior to function - 100% of contracted F&B and Rental charges 61-90 Days prior to function - 75% of contracted F&B and Rental charges 31-60 Days prior to function - 50% of contracted F&B and Rental charges More than 30 days prior to function - 25% of contracted F&B and Rental charges No outside food and beverage is allowed in meeting rooms. Group will be subject to penalties and cleanup fee. Buffet prices based on one plate per person to offer guests a variety of choices, not as all you can eat buffet. To confirm your event arrangements on a definite basis per the BEO, please carefully review each banquet event order, sign below and return to your Catering Manager. We reserve the right to relocate any group due to rooming or availability.</small> | |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment

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(skipped similar pages down to final page...)

| | | |
|--|---|------------|
| 10/04/2012 09:48 5124783520 | HOLIDAY INN TOWN Holiday Inn Lady Bird Lake 20 N IH 35 Austin Texas 78701 512-472-8211 512-478-3520 Fax Banquet Event Order | PAGE 15/15 |
| BEO NUMBER: 4090-13682 | EVENT DATE: 10/18/12 | |
| GROUP NAME: Organization of Fish & Wildlife Information Mgrs | POST AS: Organization of Fish & Wildlife Information Mgrs | |
| ADDRESS: 11810 FM 848 | BOOKED BY: Catherine Weir | |
| | BOOKED ON: 11/07/11 | |
| | CATERING BY: Homeyra Holtzclaw | |
| PLANNER: Tyler, TX 75707 Mr. Danny Lewis | PHONE: 903-566-1615 3X201 | |
| ON SITE CONTACT: | FAX: | |

Food & Beverage guarantees required 3 Business Days prior to event or contracted charges will apply.

| Date | Times | Function | Set-Up | Room | Ppl | Rental |
|----------|---------------|----------|-----------|-------------|-----|--------|
| 10/18/12 | 8:00am-5:00pm | Meeting | Classroom | Lantana B-C | 50 | \$0.00 |

***Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

| SET-UP INSTRUCTIONS* | MEAL SERVICE |
|--|---|
| Room ready by 7:00am Meeting @ 8:00am Front of room Lantana C Set classroom style to accommodate 50 people Water pitchers and glasses on tables Head table for 1 front of room Podium front of room (3) 6' tables individually draped and skirted for raffle items set back of room <small>*Room set according to Client's RFP Specifications, any changes made at 72 Business Days will result in a \$75.00 room fee</small> | <u>Breakfast Buffet @ 8:00am</u> Breakfast Taco Buffet Sliced Fresh Fruits and Berries Assortment of Breakfast Tacos *Bacon, Potatoes, Egg and Cheese* *Potatoes Egg and Cheese* Assorted Chilled Juices Freshly Brewed Regular & Decaffeinated Coffee Hot Tea 35 @ \$9.95 ++ Per Person <u>Afternoon Break @ 2:45pm</u> Customized Break Fresh Baked Cookies Chilled Lemonade Assorted Soft Drinks Freshly Brewed Regular & Decaffeinated Coffee 35 @ \$7.45 ++ Per Person |
| AUDIO VISUAL EQUIPMENT* (1) Phone Line @ \$65.00 ++ Per Day (1) Handheld Wireless Microphone @ \$95.00 ++ Each (1) Wired Microphone With Stand @ \$20.00 ++ Each (1) 4 Channel Mixer @ \$30.00 ++ Each Dropdown screen Group providing own LCD projector Provide table and extension cord for projector Provide electrical outlet for each seat - group will be using laptops Group providing own speaker phone <small>*3 Business Days Notice Required for AV Equipment, subject to pricing consultation charges</small> | NOTES / OTHER REQUIREMENTS <small>Any meeting room setup charges with less than 3 business days will result in a \$75.00 room fee. All charges must be confirmed in writing. Cancellation Policy: 60 Days prior to function = 100% of contracted F&B and Rental charges 45-59 Days prior to function = 75% of contracted F&B and Rental charges 31-44 Days prior to function = 50% of contracted F&B and Rental charges More than 30 days prior to function = 25% of contracted F&B and Rental charges No outside food and beverages allowed in meeting rooms. Group will be subject to provision and cleanup fee. Buffet pricing based on average person per person to other guests a variety of options, not on all you can eat buffet. To confirm your event arrangements on a site basis per the RFP, please carefully review each banquet event order, sign below and return to your Catering Manager. We reserve the right to release any group due to over booking or availability.</small> |
| ***GROUP IS ON OWN FOR LUNCH*** | |

All Food, Beverage, Audio Visual Equipment and Room Rental Prices are Subject to 20 % Service Charges and All Charges Are Subject to applicable charges

Client Acceptance: _____ **Date:** _____

This Contract Becomes Valid When Returned with Signature and Form of Payment:

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CP Appendix 3: Call For Papers

**Organization of Fish & Wildlife Information Managers
6-10 October 2019**



OFWIM is headed to the National Conservation Training Center in Shepherdstown, WV

First Call for Abstracts

Deadline: Friday, August 23, 2019

[Click here to submit your abstract](#)

All submissions related to fish and wildlife information management are welcome. A limited number of remote access seats will be available. Poster and live demo presentations will occur during the Hacker's Ball.

Anticipated Sessions:

GIS Tools & Mapping
Data Visualization
Student Research
General Session
Application Development

Climate Change: Fish & Wildlife Populations
Data Sharing Conflicts
Emerging Conservation Issues
Communicating to Non-Scientific Audiences
Field Data Collection Technology

Send questions to: karen.horodysky@dgif.virginia.gov



CP Appendix 4: Conference Proceedings

Sample pages are found in the following pages. Please visit the OFWIM website to view meeting proceedings from various years: <http://www.ofwim.org/meetings/conference-archives/>

Sample Introduction Pages:

**OFWIM 2019
ANNUAL
CONFERENCE
PROCEEDINGS**

6-10 October 2019
National Conservation Training Center
Shepherdstown, WV

2019 CONFERENCE PLANNING COMMITTEE

Amy Ewing*
Andrew Treble
Becca Scully
Beth Stys
Chelsea Krause
Dyan Pursell
Jeanette Jones
Jessica Perkins*
Jim Husband*
Joe Kirby
Karen Horodysky*
Keith Hurley
Lynn Barrett
MaryEllen Wickett
Sabra Tonn
Susan Watson*
Michael Barbour

*Local Arrangements Sub-Committee



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**GAME & INLAND
FISHERIES**
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WELCOME TO OFWIM 2019



Visit us on

WWW.OFWIM.ORG



Sample Schedule at a Glance:



SCHEDULE AT A GLANCE

| | |
|-----------------------------|---|
| Sunday, October 6 | |
| 5:00 PM | ExCom and Conference Planning Committee Meeting (151 Instructional West) |
| 6:30 PM | Dinner (Dining Hall) |
| 8:00 PM | Social Gathering (Social Lounge) |
| Monday, October 7 | |
| 7:30 AM | Registration (151 Instructional West) |
| 8:00 AM | Welcome Session |
| 9:35 AM | Break |
| 9:55 AM | Session 1 |
| 11:35 AM | Group Photo |
| 11:45 AM | Lunch |
| 1:05 PM | Session 2 |
| 2:45 PM | Break |
| 3:05 PM | Student Session |
| 5:00 PM | Hacker's Ball set up (The Gallery) |
| 5:30 PM | Dinner |
| 6:30 PM | Hacker's Ball (The Gallery) |
| Tuesday, October 8 | |
| 7:45 AM | Carpool meets in Commons Circle |
| 8:00 AM | Depart for Smithsonian Conservation Biology Institute |
| 3:00 PM | Return to NCTC |
| 5:30 PM | Dinner |
| Wednesday, October 9 | |
| 8:00 AM | Session 4 (151 Instructional West) |
| 9:40 AM | Break |
| 9:55 AM | Session 5 |
| 11:45 AM | Business Lunch & Committee Breakouts (Treehouse area of Dining Hall) |
| 1:30 PM | Session 6 |
| 3:10 PM | Break |
| 3:25 PM | Session 7 |
| 6:00 PM | Banquet (Treehouse area of Dining Hall) and NCTC archives tour |
| 7:30 PM | Fire pit, s'mores & live music (Fire pit located outside Instructional West) |
| Thursday, October 10 | |
| 7:45 AM | Herp Tracking & Technology carpool meets in Commons Circle |
| 8:00 AM | Communicating Science Workshop (The Gallery) Herp Tracking & Technology Workshop - carpool departs (LSC) |
| 12:00 PM | Lunch at NCTC |

Sample Agenda:



2019 OFWIM Annual Conference
 Knowledge is Power: Technology to Address Emerging Conservation Challenges

MONDAY, OCTOBER 7
151 Instructional West Building

| Welcome | | Moderator: Karen Horodysky | AV: Michael Barbour |
|------------------|---|---|---------------------|
| 7:30 AM | Registration Opens | | |
| 8:00 AM | Welcome to OFWIM 2019 | Karen Horodysky, OFWIM President-Elect | |
| 8:10 AM | Wild and Wonderful West Virginia | Mack Frantz, West Virginia Division of Natural Resources | |
| 8:35 AM | NCTC 101 | Christy Coghlan, NCTC Course Coordinator | |
| 8:50 AM | Keynote Speaker | Arlyn Burgess, University of Virginia, Data Science Institute | |
| 9:35 AM | Break | | |
| Session 1 | | Moderator: Keith Hurley | AV: Sabra Tonn |
| 9:50 AM | Raffle | | |
| 9:55 AM | The Florida <i>Climate Adaptation Explorer</i> | Beth Stys, Florida Fish & Wildlife Conservation Commission | |
| 10:20 AM | Pennsylvania Wildlife Action Plan conservation opportunity area tool | Rick Schneider, NatureServe | |
| 10:45 AM | Wildlife licensing system data dashboards: alleviating data requests and empowering data driven decision making | Stephen Slotter, Brandt Information Services | |
| 11:10 AM | ArcGIS solutions for R3: leverage ArcGIS maps and apps to increase participation | Mike Bialousz, Esri | |
| 11:35 AM | Group Photo | | |
| 11:45 PM | Lunch | | |

| NCTC Dining Hall Hours | | |
|--|---|---|
| Breakfast: 6:30 - 9:00 AM Hot food until 8:30 AM | Lunch: 11:30 - 1:30 PM Hot food until 1:00 PM | Dinner: 5:30 - 7:30 PM Hot food until 7:30 PM |



MONDAY, OCTOBER 7 (continued)

| Session 2 | | Moderator: Amy Ewing | AV: Craig Scroggins |
|------------------------|---|----------------------|--|
| 1:00 PM | Raffle | | |
| 1:05 PM | Field Guide to the Freshwater Fishes of Virginia | | Paul Bugas, Virginia Department of Game and Inland Fisheries |
| 1:30 PM | Database management of the VIMS Nunnally Ichthyology Collection | | Sarah Huber, Virginia Institute of Marine Science |
| 1:55 PM | The lies we tell ourselves | | Keith Hurley, Nebraska Game and Parks Commission |
| 2:20 PM | Look at me - I have something I want to share with you | | Daniel McGarvey, Virginia Commonwealth University |
| 2:45 PM | Break | | |
| Student Session | | Moderator: Beth Stys | AV: Dyan Pursell |
| 3:00 PM | Raffle | | |
| 3:05 PM | Assessing the transferability of a freshwater mussel fundamental niche model within the Ozark Ecoregion, Missouri | | Jordan Holtswarth, University of Illinois Urbana-Champaign |
| 3:30 PM | Partitioning the effects of changing land use and introduced species on spatiotemporal abundance trends and biotic homogenization in native fish communities of New River tributary streams | | Logan Sleezer, Virginia Tech |
| 3:55 PM | Modeling fundamentally suitable freshwater mussel habitat in the Duck River Drainage, Tennessee | | Brittany Bajo, Tennessee Tech |
| 4:20 PM | Announcements | | |
| 5:00 PM | Room open for Hacker's Ball set up | | |
| 5:30 PM | Dinner | | |
| 6:30 PM | Hacker's Ball (The Gallery in the Commons) | | |
| 9:00 PM | Optional socializing in Social Lounge | | |



MONDAY, OCTOBER 7 (continued)

| Hacker's Ball | | |
|---|--|--|
| 6:30 - 8:30 PM | iMapInvasives 3.0: modernization of the iMapInvasives platform | Michael Barbour, Arizona Game and Fish Department |
| | Update on the Virginia Fish and Wildlife Information Service (VAFWIS) rebuild | Amy Ewing, Virginia Department of Game & Inland Fisheries |
| | DGIF Law Enforcement Automatic Vehicle Locator | Jay Kapalczynski, Virginia Department of Game & Inland Fisheries |
| | Vyond Video overview: "Why Join OFWIM?" & "What is OFWIM?" | Heather Konell, Atlantic Coastal Cooperative Statistics Program |
| | Mapping the distribution of Timber Rattlesnakes (<i>Crotalus horridus</i>) in West Virginia using a citizen science approach | Kevin Oxenrider, West Virginia Division of Natural Resources |
| | U.S. Fish and Wildlife Service Northeast Regional Bog Turtle database | Leslie Pitt, USFWS |
| | Test drive NatureServe conservation solutions for state fish and wildlife agencies | Rick Schneider, NatureServe |
| | Enterprise tools to help discover who is doing what, where, when and how? | Becca Scully, USGS |
| | Species occurrence data for the nation | Liz Sellers, USGS |
| | A comprehensive list of non-native species established in three major regions of the United States: first update | Annie Simpson, USGS |
| Habitat utilization and impacts of flooding on James spiny mussel (<i>Parvaspina collina</i>) populations in Virginia streams | Christine Verdream, James Madison University | |

TIP: The Hacker's Ball will be in **The Gallery**, which used to be the old NCTC library. It is located on the bottom floor of the Commons, under the Dining Hall and across from the gift shop.



TUESDAY, OCTOBER 8
Conservation in Action Education Day

| Tours | | |
|-------------------|--|---------------------|
| 7:45 AM | Meet at Commons Circle - Drivers bring vehicles | |
| 8:00 AM | Depart for Smithsonian Conservation Biology Institute (SCBI) | |
| 9:30 AM | Welcome to SCBI | Bill McShea, SCBI |
| 10:00 AM | SCBI campus and endangered species driving tour | Nick Davis, FONZ |
| 12:00 PM | Lunch | |
| 1:00 PM | Tour Veterinary Hospital and Reproductive Physiology Lab | |
| Technical Session | | |
| 1:45 PM | Overview of spatial ecology research at SCBI | Qiongyu Huang, SCBI |
| 2:10 PM | <i>Movement of Life</i> program | Jared Stabach, SCBI |
| 2:35 PM | Mapping mammals and fruit production in Borneo | Bill McShea, SCBI |
| 3:00 PM | Depart for NCTC (optional Harper's Ferry stop) | |
| 5:30 PM | Dinner | |
| 8:00 PM | Optional socializing in Social Lounge | |

Please see the included *Supplemental Materials* for more information and Education Day logistics

Preregistered Participants:

| | | | |
|------------------|-------------------|-----------------|-------------------|
| Brittany Bajo | Jordan Holtswarth | Jessica Perkins | Annie Simpson |
| Michael Barbour | Karen Horodysky | Leslie Pitt | Beth Stys |
| Lynn Barrett | Keith Hurley | Dyan Pursell | Sabra Tonn |
| Michael Bialousz | Jim Husband | Don Schrupp | Susan Watson |
| Chris Bonzek | Jay Kapalczynski | Ross Scott | Joe Weber |
| Liz Clark | Kyle Kaskie | Craig Scroggins | MaryEllen Wickett |
| Amy Ewing | Heather Konell | Becca Scully | Lindsey Wise |
| Mack Frantz | Marcia McNiff | Liz Sellers | |



WEDNESDAY, OCTOBER 9
151 Instructional West Building

| Session 4 | | Moderator: Susan Watson | AV: Amy Ewing |
|------------------|--|--|-------------------------|
| 7:55 AM | Raffle | | |
| 8:00 AM | <i>FEED</i> data acquisition software: ensuring data quality and enforcing data collection protocols in the field and laboratory | Chris Bonzek, Virginia Institute of Marine Science | |
| 8:25 AM | <i>eMammal</i> as a data pipeline, repository, and outreach for wildlife images and their metadata | Bill McShea, Smithsonian Conservation Biology Institute | |
| 8:50 AM | Tracking chronic wasting disease in Missouri | Craig Scroggins, Missouri Department of Conservation | |
| 9:15 AM | Making in-stream tributary data findable, accessible, interoperable, and reusable (FAIR) | Becca Scully, USGS | |
| 9:40 AM | Break | | |
| Session 5 | | Moderator: MaryEllen Wickett | AV: Dyan Pursell |
| 9:50 AM | Raffle | | |
| 9:55 AM | ArcGIS field mobility tools – what’s new? | Mike Bialousz, Esri | |
| 10:20 AM | Mapping fires across Florida: development of a fire spatial database | Beth Stys, Florida Fish & Wildlife Conservation Commission | |
| 10:45 AM | Priority Amphibian and Reptile Conservation Areas (<i>PARCAs</i>): for West Virginia and beyond | Jessica Perkins, West Virginia Division of Natural Resources | |
| 11:10 AM | iMapInvasives 3.0: updating a collaborative invasive species data management tool | Michael Barbour, Arizona Game and Fish Department | |
| 11:35 AM | Announcements | | |
| 11:45 AM | Business Lunch (Treehouse in Dining Hall) | | |
| 12:45 PM | Committee Breakout | | |



WEDNESDAY, OCTOBER 9 (continued)

| Session 6 | | |
|----------------------------|--|--|
| Moderator: Mike Bialousz | | AV: Becca Scully |
| 1:25 AM | Raffle | |
| 1:30 PM | New frontiers for "big data" in fish biology and climate change research | Than Hitt, U.S. Geological Survey |
| 1:55 PM | Use of Predicted Suitable Habitats of rare species in an environmental review tool | Joseph Weber, Virginia Department of Conservation and Recreation |
| 2:20 PM | Georeferencing a Map in QGIS: A Brief Tutorial | Don Schrupp, Colorado Division of Wildlife (retired) |
| 2:45 PM | Telling your agency's story - measuring and visualizing an agency's accomplishments | Chris Gereke, Timmons Group |
| 3:10 PM | Break | |
| Session 7 | | |
| Moderator: Jessica Perkins | | AV: Jim Husband |
| 3:20 PM | Raffle | |
| 3:25 PM | The Biodiversity and Ecosystems A-16 Theme: responding to new guidance | Marcia McNiff, USGS |
| 3:50 PM | Practical uses of iNaturalist, eBird, and other online observations for fish and wildlife data managers | Lindsey Wise, Portland State University |
| 4:15 PM | What you probably didn't know about Biodiversity Information Serving Our Nation (BISON) and the Integrated Taxonomic Information System (ITIS) | Stinger Guala, USGS |
| 4:40 PM | Announcements | |
| 6:00 PM | Banquet Dinner (Treehouse in Dining Hall) | |
| | NCTC archives tour | Mark Madison, USFWS |
| 7:30 PM | Fire pit, s'mores & live music | |
| 9:30 PM | Optional socializing in Social Lounge | |



THURSDAY, OCTOBER 10
Workshop Day

| Workshop 1: Communicating Science | | |
|---|---|----------------------------------|
| 8:00 AM | Communicating Science Workshop (The Gallery) | Center for Communicating Science |
| 9:45 AM | Break | |
| 10:00 AM | Communicating Science Workshop | Center for Communicating Science |
| 12:00 PM | Lunch | |
| Workshop 2: Herp Tracking and Technology | | |
| 7:45 AM | Meet at Commons Circle - drivers bring vehicles | |
| 8:00 AM | Depart for Leetown Science Center | |
| 8:30 AM | Field demonstrations | Kevin Oxenrider, WV DNR |
| 9:30 AM | Break | |
| 9:45 AM | Classroom demonstrations | Kevin Oxenrider, WV DNR |
| 10:45 AM | Tour of LSC | |
| 12:00 PM | Return to NCTC | |
| 12:30 PM | Lunch at NCTC | |

Please see the included *Supplemental Materials* for more information and workshop logistics

Sample Paper Abstract:



ABSTRACTS - PAPERS

iMapInvasives 3.0: updating a collaborative invasive species data management tool

Michael Barbour, Arizona Game and Fish Department

Abstract:

iMapInvasives is an online data management tool that stores invasive species information and facilitates data sharing and utilization by land managers, the public and other organizations. The iMapInvasives project is founded on collaboration with NatureServe and is directed by a network of participating states known as the Lead Partner Organizations (LPOs). Within the past decade, iMapInvasives has become a vital tool for several states, organizations and agencies in the battle against some of the most threatening invasive species infestations. iMapInvasives 3.0, the next generation of iMapInvasives redesigned to provide a more responsive user interface, was launched on 19 April 2019. Additional functionality will be released as it is completed in the ongoing development. At its most basic level, this database supports data management of simple species location information. In addition, it supports advanced information management including the capability to input treatment records, survey records, track infestations over time, and create collaborative projects. This tool has provided a standardized, central location in which to store invasive species information and has aided in data sharing across local and state boundaries on both regional and national scales. Its applicability to on-the-ground management of invasive species is proving to be invaluable as evidenced by the work conducted by organizations using the tool.

Biography:

Michael Barbour is a Data Specialist for the Arizona Heritage Data Management System in the Arizona Game and Fish Department, Wildlife Management Habitat Branch. In his role as Arizona's iMapInvasives Administrator, he is responsible for managing the database that documents invasive species locations in Arizona. Prior to joining AZGFD in June 2018, he served as the GIS/Database Manager for the Alabama Natural Heritage Program for 16 years. He received B.S. degrees in Biology and Wildlife Management from Virginia Tech, and an M.S. in Wildlife Ecology from the University of New Hampshire. He completed a Ph.D. research project in Zoology (Wildlife Management) with the Cooperative Wildlife Research Laboratory at Southern Illinois University.

Sample Poster/Hacker's Ball Abstract:



ABSTRACTS - HACKER'S BALL POSTERS & DEMOS

Enterprise tools to help discover who is doing what, where, when and how?

Becca Scully, U.S. Geological Survey

Abstract:

The Pacific Northwest Aquatic Monitoring Partnership (PNAMP) facilitates collaboration and coordination of diverse ecological monitoring programs within the region. To aid partners, PNAMP developed a suite of integrated web tools and resources, MonitoringResources.org, that supports practitioners to document how, when, where, and why data are collected. With standardized documentation of metadata, practitioners can document details once, easily update annually, and share their work many times. MonitoringResources.org uses standardized documentation for data collection and analysis methods, for protocols, and for spatial and temporal study designs. Information is integrated so that users can plan more efficiently. Long term storage of information preserves annual documentation, facilitating discovery of past data collection procedures, and assisting analysts how to best synthesize and analyze data in the future. MonitoringResources.org supports information sharing among monitoring programs, allowing us to leverage funding for data collection and sharing. PNAMP is working with partners and subject matter experts to expand MonitoringResources.org to support continental scale monitoring.

Biography:

Becca Scully is the President of OFWIM (or if her presentation is after the business meeting she is the Past-President). Becca Scully works a biologist with the USGS with the Pacific Northwest Aquatic Monitoring Partnership (PNAMP), in Cook, WA. She works on coordination and collaboration of aquatic monitoring program, documentation of monitoring program information and data sharing. Before PNAMP she spent three years with the USFS PACFISH/INFISH Biological Opinion Effectiveness Monitoring Program in Logan, Utah. Becca has a Masters in Watershed Science from Utah State University and a Bachelor's of Science in Applied Mathematics from William Smith College. When not at work you can find her in the mountains or on a river.

Sample Business Meeting Materials:



2019 ANNUAL BUSINESS MEETING

OFWIM ANNUAL BUSINESS MEETING

National Conservation Training Center · Shepherdstown, WV
October 9, 2019

The Organization of Fish and Wildlife Information Managers conducts its annual business meeting each year at the OFWIM conference. It is important to the future of the organization to maximize participation by current and future members. The business meeting has been combined with lunch to encourage more involvement.

Besides eating together, what happens at the business meeting? Each of the OFWIM officers and committee chairs makes a report on what has been accomplished over the past year. This also is when we openly discuss our goals for the next year, which is why contribution by as many members as possible is so important. Next we have elections to fill officer vacancies.

We hope that you will join us for the 2019 OFWIM business meeting. More importantly, we hope that you will provide input into the future of this organization as well as consider serving on an OFWIM committee or even running for an officer position.



2019 ANNUAL BUSINESS MEETING

Agenda

1. Call to Order – *Becca Scully*
2. Determination of Quorum (10% of registered members)
3. Old Business
 - a. Approval of 2018 Business Meeting Minutes (posted on website)
 - b. Officer Reports
 - i. President – *Becca Scully*
 - ii. Secretary – *MaryEllen Wickett*
 - iii. Treasurer – *Michael Barbour*
 - iv. Member-at-Large – *Chelsea Krauss*
 - c. Committee Chair Reports
 - i. Communications, Membership & Outreach – *MaryEllen Wickett*
 - ii. Conference Planning – *Karen Horodysky*
 - iii. Elections, Nominations & Awards – *Jim Husband*
 - iv. Training & Education – *Michael Barbour*
4. Awards
 - a. Student Scholarship Award – *Beth Stys*
 - b. Special Recognition Award – *Jim Husband*
 - c. 2019 Best Poster Award – *Jim Husband*
 - d. 2018 Best Presentation Award – Announced at the banquet
 - e. Service Awards – *Becca Scully*
 - i. *MaryEllen Wickett*, Secretary
 - ii. *Chelsea Krauss*, Member-at-Large
5. Elections – *Jim Husband*
 - a. President Elect Nominees
 - i. *Chelsea Krauss*
 - ii. *Don Schrupp*
 - b. Secretary
 - i. *Dyan Pursell*
 - ii. *Susan Watson*
 - c. Member-at-Large
 - i. *Andrew Treble*
 - d. Onsite voting
 - e. Election results and installation of new officers
6. President's Service Award for *Becca Scully* – *Karen Horodysky*
7. New Business – *Karen Horodysky*
 - a. New President's Message
 - b. 2020 OFWIM – Ft. Collins, CO (4-8 October 2020)
 - c. 2021 Conference Ideas
8. Comments and Discussion
9. Adjourn



2019 ANNUAL BUSINESS MEETING

Officer Reports President – Rebecca Scully

2019 was another great year for OFWIM. The ExCom and our committees are the glue that hold OFWIM together. I am continually amazed at the commitment, enthusiasm, and energy our team bring to OFWIM throughout the year. At the heart of any organization are the members who are willing to serve to help OFWIM thrive. We are fortunate to have many people willing to put the effort in to grow our community.

I would like to extend a special thanks to the OFWIM Executive Committee for all the help this year; it is a joy to work with such a positive pro-active group of people. I was out of work and out of touch for two months this winter and their support was so valuable for OFWIM and for me. The Past President, Joe Kirby, has been a great source of stability and knowledge to help keep us on track. Karen Horodysky, President Elect and soon to be President, you have done an amazing job on the 2019 conference and I am excited for you to take over as president. MaryEllen Wickett, this is your fourth and last year as Secretary, and your organization has been valuable to OFWIM. To Michael Barbour, Treasurer, thank you for all your hard work transitioning and maintaining the OFWIM financial accounts. You take care of so many things behind the scenes to keep OFWIM running. Chelsea Krause you have done a great job working to line out the 2020 conference and we are all excited to move that forward.

I want to acknowledge two key members of OFWIM who are retiring this year, Jeanette Jones and Dyanne Cortez. Jeanette and Dyanne have been critical in keeping OFWIM running. Dyanne is OFWIM's webmaster and Jeanette has served in a variety of different positions on the Executive Committee and other committees. Jeanette was my go-to when I was planning the 2018 conference. In addition to all the work they have done, I can remember both Dyanne and Jeanette from my first OFWIM meeting, they were both so welcoming and warm. They made me want to keep coming back. I thank you and we want to hear about all your retirement adventures. Karen will be taking over as the webmaster after the 2019 conference, thank you.

The soul of OFWIM is our committees. Karen Horodysky has done a wonderful job heading the conference planning committee. We have several great sponsors, and the abstracts and hackers ball submissions insure that the time spent in Shepherdstown, WV will be extremely educational. I love having the opportunity to see what other states are doing as well as sharing the work we have going on. Every year, I have valuable information to take back to make my work better.

Our other committees have also been busy. I would like to thank our committee chairs for their hard work. The Data Standards & Technology Trends has been led by Kristin Rogers for many years but because of work demands she has stepped down. Due to a void in leadership and low participation and based on Kristen's recommendations, ExCom had merged some of the Data Standards and Technology Trends tasks into the Training and Education and some into the Communication, Membership, and Outreach. The Training and Education committee headed by Michael Barbour continues to offer great learning opportunities. The Communication, Membership, and Outreach Chair – Julie Defilippi Simpson, Newsletter Editor – Jordan Holtswarth, and Webmaster – Dyanne Cortez do an amazing job. The Elections, Nominations, and Awards committee under the direction of Jeanette Jones continue effectively manage those critical functions.

Thank you for all your leadership and thanks to all the committee members. I did my best to acknowledge everyone, but there are so many OFWIM members working to make this the best group. If I forgot you, I am sorry and thank you!! I encourage all members to become involved. Be a part of something great. I am thankful for my time as President and I look forward to continuing with ExCom and being a part of the OFWIM community.

Sample Committee Report:



2019 ANNUAL BUSINESS MEETING

Committee Reports Conference Planning

Chair: Karen Horodysky

Members: Michael Barbour, Lynn Barrett, Amy Ewing, Keith Hurley, Jim Husband, Jeanette Jones, Joe Kirby, Chelsea Krause, Jessica Perkins, Dyan Pursell, Becca Scully, Beth Stys, Sabra Tonn, Andrew Treble, Susan Watson, MaryEllen Wickett

The Conference Planning Committee met once a month via conference call from December 2018 to September 2019. The conference venue and lodging were reserved in the summer of 2018 and this group was able to jump right in by deciding on a 2019 meeting theme and session types. The group focused on planning each major element of the meeting between February and May: Education Day excursion, workshops, guest speakers, banquet, call for abstracts, registration, preliminary agenda, and guide to expenses. OFWIM members were surveyed to determine which of the four possible types of workshop offerings were of the most interest to attendees. The months leading up to the conference were used to solicit sponsors, plan the geocache, and select swag. We have a great program lined up for this meeting, with a diversity of topics, day trips, and workshops that I think we will all find relevant and refreshing. Please take some time to soak up the beautiful campus environment and all that it has to offer.

The local arrangements sub-committee was comprised of West Virginia and Virginia members with connections in the area and access to the venue (Jessica Perkins, Amy Ewing, Jim Husband, Susan Watson, Karen Horodysky). They put in the tremendous amount of “on the ground” work needed to turn ideas into reality.

The Committee employed a “partnership” strategy in an effort to draw potentially interested attendees near the meeting location area (primarily West Virginia, Virginia, and Maryland). Committee members reached out to personal or researched contacts at local agencies, universities, and organizations who could circulate meeting announcements to their colleagues and/or students. The ExCom approved sponsoring the *Joint Meeting of the Virginia, Virginia Tech and West Virginia American Fisheries Society Chapter* meeting in February 2019 as a way to partner with related organizations in the area and generate interest in OFWIM. A good number of local attendees or speakers at our meeting were notified about the OFWIM meeting through all of these efforts.

Another strategy employed this year was to reconsider the presentation of OFWIM meeting materials. We modified the “look and feel” of several documents, including the Guide to Sponsors, Guide to Expenses, Preliminary Agenda, and the Meeting Proceedings. We also increased the number of posts about the meeting on OFWIM’s Facebook page. Registration and abstract submission notices were posted along with short blurbs advertising workshop offerings and the keynote speaker.

We had another outstanding year of sponsorships: Timmons Group, ESRI, Brandt Information Services, and the Virginia Department of Game and Inland Fisheries were Platinum Level sponsors; Big Fin Scientific was a Silver Level sponsor; and the West Virginia Division of Natural Resources was an Advertising Level sponsor. Sponsorship support is a huge contributor to the success of our meetings – thank you to our sponsors and to those who helped solicit their support!



Committee Reports Conference Planning (continued)

The OFWIM geocaching contest reached a whole new level this year thanks to Beth Stys' collaboration with NCTC staff. OFWIM is heading up efforts to establish a permanent geocaching trail within the NCTC. Beth created a geocache flyer for the NCTC, and the inclusion of our logo and website address will help advertise our society to many future NCTC guests.

I would like to thank the 2019 members of the Conference Planning Committee and the ExCom for all of their input and hard work over the past year, and for helping to make sure this meeting runs smoothly. Your dedication and enthusiasm make chairing this committee a pleasure.

Recommendations for 2020 Conference Planning:

- Delegation of tasks by skill and interest – This does occur now but can definitely increase. Suggested ideas are to designate leaders by skill/interest. For example, someone who likes or is good at building registration or abstract submission websites can be in charge of these tasks. The same is true for the geocache component, generating promotional materials, seeking out sponsors, developing post ideas for Facebook, recruiting local partners, etc.
- Continue to expand and polish the presentation of documents produced by this committee.
- Consider advertising platforms for materials generated by this committee – perhaps work more closely with the Communications, Membership, and Outreach Committee.
- Continue to brainstorm and personally reach out to local “partners” who may never otherwise hear of an OFWIM meeting, making sure to include people you actually know.
- Continue to reach out to related organizations that are relatively local to the location of the annual meeting (e.g., sponsor a related organization’s annual meeting).
- Continue to increase sponsorship recruitment and consider finding a local co-sponsor to improve outreach.



2019 CONFERENCE ATTENDEES

Bajo, Brittany

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Esri
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Bonzek, Christopher

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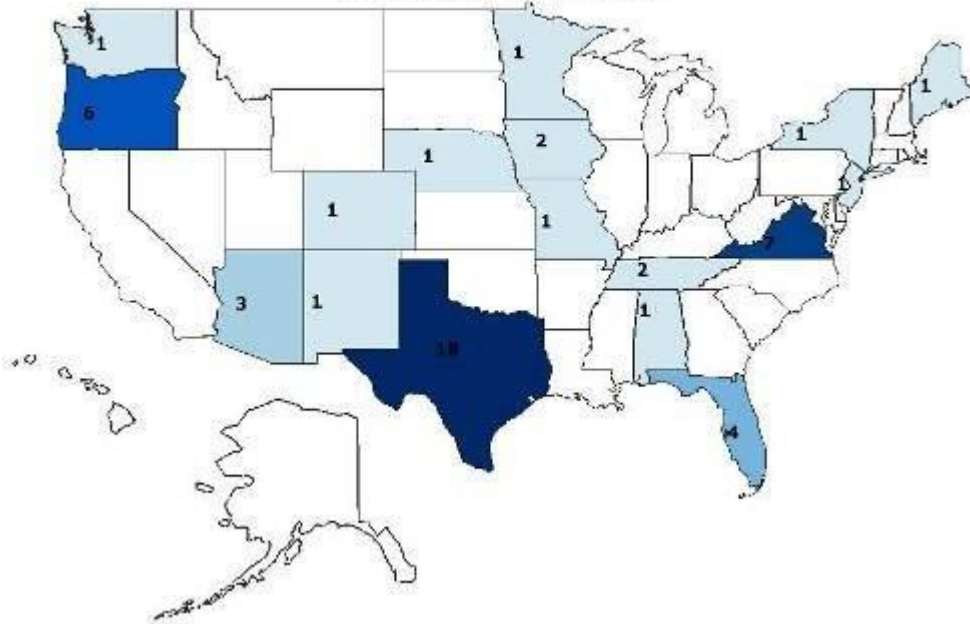
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Husband, Jim

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**OFWIM 2012 Annual Business Meeting and Conference
Austin, Tx
Conference Attendee States**



CP Appendix 5: Sponsorship Form

BE AN ANNUAL MEETING SPONSOR FOR

THE ORGANIZATION OF FISH & WILDLIFE INFORMATION MANAGERS

Please consider this opportunity to collaborate with fish and wildlife information managers, share services and products, and support natural resources conservation through the application of technology

PLATINUM SPONSORSHIP (\$1,000)

Free full OFWIM Annual Meeting registration for one person
Promotional table at the Hackers Ball
One guaranteed presentation slot during the presentation sessions
Company logo included on all conference promotional materials
Individualized banner with corporate logo displayed at meeting

SILVER SPONSORSHIP (\$750)

Free single day OFWIM Annual Meeting registration for one person (the day of the Hacker's Ball)
Promotional table at the Hackers Ball
Company logo included on all conference promotional materials
Individualized banner with corporate logo displayed at meeting

ADVERTISING SPONSORSHIP (\$250)

Company logo included on all conference promotional materials
Individualized banner with corporate logo displayed at meeting

COMMITMENTS AND LOGOS REQUESTED BY FRIDAY, 23 AUGUST 2019

Commit to sponsorship by contacting Karen Horodysky at
karen.horodysky@dgif.virginia.gov.



OFWIM reserves the right to not accept sponsors that are in conflict with OFWIM's business philosophy