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Long Term Ecological Research (LTER)

9-2009

All Scientists Meeting, Estes Park, Colorado, September, 2009

Long Term Ecological Research Network

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1. Next ILTER message - look at most recent newsletter
2. check Stanley dates
3. Check YMCA as to drop dead date for rooms - July 13
4. Check unique requests
 - Weed out ~~multiple~~ pre-meetings / anallany
 - Submissions
 - Special requests
 - overlap in organizers
5. Message back to organizers
6. Message to ILTER attendees who have not purchased tickets
7. Electronic participant list
8. Invite former chairs
9. What's LNO doing
10. Call Jenna - title / time

10. Daily registration fee

11. Check housing reservations for # guests with
e-mails

Proposed 2009 LTER All Scientists Meeting Program Committee

Coverage Considerations:

Academic age and gender (mix of senior & junior, including grad students; gender)

Geographic spread

Disciplinary spread – bio & geo & social; aquatic/marine & terrestrial

Reps from Education, IM, LNO

Proposed Co-Chairs – availability confirmed

Gus Shaver (ARC)

Bob Waide (LNO)

Proposed Members – availability confirmed

Adrian Burd (GCE)

Bob Carpenter (MCR)

Jeannine Cavender-Bares (CDR)

John Vande Castle (LNO)

Evelyn Gaiser (FCE)

Corinna Gries (CAP) [IM]

Amber Hardison [grad]

Morgan Grove (BES)

Chelse Prather [grad]

Pam Templer (HBR)

Kristen Vanderbilt (SEV) [IM]

Mark Williams (NWT) – *alcohol committee*

Proposed Members – not confirmed

Chris Boone (CAP)

Ali Whitmer (SBC) [education]

2009 LTER All Scientists Meeting Program Committee

8-9 individuals

Senior

Social Scientists

Students

Education

IM

LNO

Geographic spread

Disciplinary spread – biophysical/social; aquatic/terrestrial; bio/geo
gender

LNO (2)

John Vande Castle – LNO

Bob Waide – LNO

Biophysical senior (4)

Gus Shaver (ARC) – senior; bio; plant ecology *OK to co-chair*

Evelyn Gaiser (FCE) – senior, bio, aquatic community *✓ OK*

Walter Dodds (KNZ) – senior, bio, streams

Fred Scatena (LUQ) – senior, geo/bio, hydrologist

Mark Williams (NWT) – senior, hydro *← OK*

John Blair (KNZ) – senior, bio, soils

Tom Schmidt (KBS) – senior, bio, microbe

Berry Lyons (MCM) – senior, geo

Matthew Reidenbach (VCR) – senior, ?

Social (2)

Morgan Grove (BES) – senior; social, geograph *OK*

Chris Boone (CAP) – senior, social, law

Ted Gragson (CWT) – senior, social, anthropology *→ update*

Scott Swinton (KBS) – senior, social, econ

Bill Provencher (NTL) – senior, social

Ed/Outreach (1)

Nick Oehm (FCE) – Education

Ed committee co-chair – Ali Whitmer or **Carol Landis**

Students (1)

Sally Koerner (SEV) - student

Amber Hardison – student (grad rep) - Biogeochemistry *OK*

Chelsea Prather – student (grad rep) – food webs/modeling *update*

IM

Karen Baker (PAL) – senior, IM

Kristen Vanderbilt (SEV) *OK*

Others

Bob Carpenter (MCR) – coral reef trophodynamics, productivity OK
Jeannine Cavender-Bares (CDR) - ecophysiology OK
Adrian Burd (GCE) – biological oceanography/modeling OK
Pam Templer (HBR) – ecosystem ecology and biogeochemistry - ● OK
John Anderson (JRN) update
Jenny Dugan (SBC) – sandy beach ecology Personnel
Blair Wolf (SEV) – animal physiology

Subject: RE: Time for conference call, ASM Plenary Subcommittee
From: "Gus Shaver" <gshaver@mbi.edu>
Date: Tue, 16 Sep 2008 15:58:34 -0400
To: "Christopher Boone" <cgboone@asu.edu>, <rwaide@lternet.edu>
CC: <adrianb@uga.edu>, <whitmer@msi.ucsb.edu>, <oehmn@fiu.edu>

Hi All—here is my summary of the plenary structure I think we were moving towards:

All wording is approximate

Meeting theme: Integrating environmental science and social science in a constantly changing world

Opening plenary:

Welcome, Logistics
NSF Session
Phil R: State of the LTER

Plenary 2: New views of Nature and Human-Nature interactions

The Balance of Nature versus constant change (Kinzig?)
Humans cannot be separated from the ecosystems they are a part of (Chapin?)
Systems science versus reductionist science—the triumph of the ecosystem perspective
(Pickett?—although he wouldn't say this in the same way)
Networking and scaling—cross-system analysis leading to broad generalities about fundamental properties of systems (Jim Brown?)

Plenaries 3 and 4:

Examples from specific projects in ecosystems, social science, and environmental education

Plenary 5:

Panel discussion
May have introductory talk, perhaps by Phil R.

Cheers, Gus

Gaius R Shaver
Senior Scientist
The Ecosystems Center
Marine Biological Laboratory
Woods Hole, MA 02543
Phone: 508-289-7492
FAX: 508-457-1548
Email: gshaver@mbi.edu

LNO

10th

11th

12th - IM

13th - welcome / travel

14-16

17 departure

From: Christopher Boone [mailto:cgboone@asu.edu]
Sent: Monday, September 08, 2008 5:56 PM
To: rwaide@lternet.edu
Cc: Gus Shaver; adrianb@uga.edu; whitmer@msi.ucsb.edu; oehmn@fiu.edu
Subject: Time for conference call, ASM Plenary Subcommittee

Dear all:

Approximate Program Schedule

Day 0 Evening	Coleman Mixer and Welcome talk (video, movie, history)?	#12
Day 1 Morning	Plenaries (Welcome/logistics, State of the LTER, NSF, 15 30 30)	11/12/08
Day 1 Morning Afternoon	Break Plenaries (Meeting the challenges of integration, balance of nature) Science, Society, Education education Sokola	Boone, Shaver Bird
Day 1 Evening	Posters (sites and big projects, e.g., EcoTrends) and mixer	
Day 2 Morning	Plenary (successful integration of ecological and social sciences) Workshops	Outsider NEON -continental scale Schimel
Day 2 Afternoon	Plenary (successful integration of ecological and social sciences) Workshops	Insider Chapin Pickett Kinzig Brown
Day 2 Evening	Posters and entertainment	Bill Clark
Day 3 Morning	Plenary? Workshops ILTER Terry Barr - UK	
Day 3 Afternoon	Plenary? Workshops Panel discussion on integration at the network level/town hall meeting	
Day 3 Evening	Posters and mixer	Robertson - LTER Schimel NEON ULTRA - Grove/Bartuska WATERS NPN/

Agenda for the Conference Call of the 2009 ASM Program Committee
September 25, 2008

1. Notes and comments
 - a. Conference Call numbers
 - b. Minutes for meetings
 - c. Program Committee information (<http://lno.lternet.edu/>)
 - d. Program Committee e-mail alias (ASM2009@lternet.edu)
 - e. Next conference call
2. Dates for the ASM meeting – September 14-16, 2009
3. Report from Plenary Sub-Committee (Chris Boone)
4. Re-visiting theme - "Integrating Science and Society in a ~~World of Constant Change~~ *an Ever-Changing World*"
5. Program Schedule – see below
 - a. Site talks
6. Suggested sub-committees – *Kristin,*
 - a. Web page – see <http://www.lternet.edu/asm/index.html>
 - i. Graphic
 - ii. Use of photos from 2006 meeting
 - iii. General content
 - b. Workshops *Pam, Amber, Morgan, Jeanine, Corinna, Bob (Chair)*
 - i. Procedures for proposing workshops
 - ii. General workshop structure (e.g., number of simultaneous workshops, size of groups, kinds of workshops, length of workshops)
 - iii. Targeted working groups
 1. Follow-ups from LNO-funded working groups
 - c. Poster sessions *Chelse, John, Bob, Mark*
7. Possible additional events
 - a. AIBS-led policy and media workshops
 - b. IM or Grad Student meetings
 - c. *Coastlines project*
 - d. *Career transitions to applications*
 - e. *Science Council*
 - f. *Ed reps*
 - g. *Site meetings*
 - h. *Scaling (2 perspectives)*
 - i. *Application*

Approximate Program Schedule

Day 0	Evening	Mixer and Welcome talk (video, movie, history)?	<i>Success - Pickett, Chapin, Kinzig</i>
Day 1	Morning	Plenaries (Welcome/logistics, State of the LTER, NSF, ILTER)	<i>Balance of nature</i>
Day 1	Afternoon	Plenaries (Meeting the challenges of integration, balance of nature)	<i>equilibrium non-equilibrium</i>
Day 1	Evening	Posters (sites and big projects, e.g., EcoTrends) and mixer	
Day 2	Morning	Plenary (successful integration of ecological and social sciences) Workshops	
Day 2	Afternoon	Plenary (successful integration of ecological and social sciences) Workshops	
Day 2	Evening	Posters and entertainment	

Day 3 Morning Plenary?
Workshops

Day 3 Afternoon Plenary? *Report out*
Workshops
Panel discussion on integration at the network level/town hall meeting

Day 3 Evening Posters and mixer

*Before or after
SC, meeting*

9/25/08

Amber, Evelyn, Nick, Morgan, John, Gus, Kristin,
Pam, Ali, Bob, Jeanine, Chris, Mark, Corinne

Notes + Comments

Boone report

Robertson - decadal plan, ISSE
Discussion of Steve

Morgan: one plenary about linking science + applications

Gus: Chapin could do talk

Morgan: Two separate @ things

Morgan - Sharon Kingsland - Johns Hopkins

Jeanine - Head of German LTER - biodiversity + policy

- Address concerns of students - move
beyond science to real world

Amber - ~~the~~ grad students planning on separate day

Gus - hard core science - scaling Brown or Schimel

Jeanine - also Peter Reich

Everybody likes scaling, but issue of ~~or~~ bringing
social science into talks recurrent -

Gus - Education

- Scaling - 2 points of view

- Application

Bill Clark
Keast?

Gender

Site talks

- given by students

Additional events - before or after?

- before and

Entertainment

- 1 - Gus

- 2 - Kristin, Jeanine,

- 3

Connect with YMCA about spousal/family programs

Daycare

Robert Waide

From: Robert Waide [rwaide@canyon.lternet.edu]
Sent: Monday, August 11, 2008 1:31 PM
To: 'Gus Shaver'; 'rwaide@LTERnet.edu'
Cc: 'jvc@lternet.edu'; 'robertson@kbs.msu.edu'
Subject: RE: ASM program committee
Attachments: Notes 8-31-05.doc

Dear Gus:

Here is the list of topics that the 2006 ASM program committee addressed in their first two calls. Let's use this as a starting point for an agenda for the first call. We'll never get the whole committee together at once, so let's break the committee into sub-committees to start tackling assignments. Then the sub-committees can set up their own calls, which should be easier.

I also attach the notes from the first call so you can see how we addressed things in 2006. Let me know when you digest this so we can talk.

Bob

1. Issues to be addressed

- a. Length of meeting – 3 or 4 days
 - i. Problem of disciplinary-specific activities
 - ii. Planning Grant needs a half-day
- b. Structure of meeting – presentations, working group, demos or a combination
 - i. Number of concurrent sessions needed
 - ii. Mechanism for avoiding last minute changes
 - iii. Optimal size of sessions
 - iv. Means to solicit and select sessions
 - v. Instructions for workshop organizers - classification
 - vi. Mentors for student organizers
 - vii. Free time
- c. Desirability of plenary talks
- d. Desirability of site-based talks
- e. Structure of poster sessions
- f. Communicating the program
- g. New ideas
- h. Call for working groups
 - i. How many do we need?
 - ii. How do we select them?
 - iii. What's the timeline?
 - iv. How do we capture products?
 - v. Solicitation
 1. Leader
 2. Abstract
 3. List of key participants
 4. Length
 5. Goal/s
 6. Anticipated number of attendees
 7. Audiovisual needs
 8. Instructions for workshop organizers - classification

Structure of meeting

Plenary talks

Poster session

Concurrent sessions

Grad student

web page

Sustaining

Ecosystem services in a world of constant change

Theme - socio ecology
integrating networks
International

clearly scientific theme.
Global generalizations
Disturbance regimes in human + natural ecosystems

General Structure

- 3 full days
- How much time
To:
plenaries
concurrent sessions
poster
free time
special sessions
NSF

- What to do in evenings?
- Special interest groups
- Reporting out session?

9. Mentors for student organizers

- i. Posters
 - i. Site posters and luncheons
 - ii. Poster sessions – $3 \times 80 = 240$
 - iii. Is this enough?
 - iv. How do we select them?
- j. What are the grand challenge themes?
- k. Mixers and field trips

Notes from ASM Program Committee Conference Call
August 31, 2005

1. Theme: The next 25 years of LTER: Contributions to understanding ecological change
2. Meeting will be 4 days with a disciplinary day at the beginning
3. Planning grant needs a half-day
4. We will develop a wiki page
5. At some point, we need to solicit requests for ancillary meetings from the community
6. Ask Pam to put together a contact sheet for committee members
7. Structure of meeting sub-committee – Matt, Jill, Ali, Chelsea, Brian

Key questions: How do we balance number of concurrent sessions and group size? Should we have three classes of activities: product-oriented, brainstorming, information exchange? How do we produce a stable program that reduces last minute changes? How should we solicit and select sessions? How do we balance plenaries, site talks, concurrent sessions, posters, and free time?

8. Plenary talks sub-committee - Hugh, Tim H., Bill

Key questions: What should be the goal of plenary talks? How many should we have? How should we select speakers? Should we compensate speakers? How much guidance should we give them? What kind of guidance? How do plenaries facilitate interaction and synthesis?

9. Site talks sub-committee – Tim S., Sarah, Ali

Key questions: Site talks or posters? If talks, individual site talks or groups of sites together? What are logical groups? How do these talks facilitate information exchange and synthesis?

10. Poster session sub-committee – Tiffany, Gene, Kristin, John

Key questions: How much space is available for posters (Bob will address this)? How long should posters be displayed? What times of day should they be displayed and tended? How should posters be organized (e.g., by site or topic or something else)? How should we select posters? How many posters can we accommodate?

Robert Waide

From: Robert Waide [rwaide@canyon.lternet.edu]
Sent: Tuesday, August 26, 2008 2:35 PM
To: 'rwaide@LTERnet.edu'; 'jvc@LTERnet.edu'; 'gshaver@mbi.edu'; 'adrianb@uga.edu';
'robert.carpenter@csun.edu'; 'cavender@umn.edu'; 'gaisere@fiu.edu'; 'corinna@asu.edu';
'amber@vms.edu'; 'imgrove@gmail.com'; 'cprather@nd.edu'; 'ptempler@bu.edu';
'vanderbi@sevilleta.unm.edu'; 'markw@snobear.colorado.edu';
'Christopher.G.Doone@asu.edu'; 'whitmer@msi.ucsb.edu'; 'oehmn@fiu.edu'
Cc: 'Phil Robertson'
Subject: First program committee conference call

Dear Members of the ASM Program Committee:

Our first scheduled conference call is this Friday, August 29, from 1-3 pm MDT (that's 3 pm EDT, 2 pm CDT, 12 pm PDT). We know that not all of you can make this first call, but we believe that the process needs to start rolling soon, so we will go ahead with the 11 people who are available. We have more time before the next call, so we should be able to get a larger group. Call information is below my signature.

We hope to accomplish one or perhaps two goals in the first call. First, we would either like to settle on a theme for the meeting or to winnow options down to 2 or 3 alternatives that we can vote on. Gus and I are in agreement that the theme should have a clear basis in LTER science and that we should be able to relate it to the conceptual structure and questions put forth in the Decadal Plan (see attachments below). We also concur that the theme should have the power to draw together the social and ecological sciences. For example, a theme like: "Sustaining ecosystem services in a world of constant change" would link the social and ecological sides of the conceptual diagram by emphasizing the interactions between those elements. Please consider possible themes and be prepared to present them for discussion.

If time permits, we would also like to discuss the general structure of the meeting. As a jumping off point, we will use the program from the 2006 meeting (found at <http://www.lternet.edu/asm/2006/agenda/>) to focus on changes or improvements. If you attended the 2006 meeting, please be prepared to discuss what worked or didn't work. If you didn't attend, please look at the 2006 program and be prepared to air any questions you have about it.

For those of you who can't make the call, feel free to send us your views beforehand. We'll prepare a short report of the call for distribution afterward.

Talk to you Friday,

Bob

Call in information.

Toll Free: 866-600-8552

Leader code: 2860780#

Participant code: 8841464#

Theme

Boon: Socioecological systems

Gus: Disturbance regimes

JVC: Link to Decadal Plan

Adrian: Add mechanisms - Socioecological systems + mechanisms

Adrian's Climate Change + Sustainability in the LTER Network

Bob C.: F

Evelyn: Integrating Science + Society in a World of Constant Change

Ali:

Chelse: Add cross-site

Corinna: add technology

Daily alcohol run
Better estimate of food for mixers
Use another Estes Park liquor store
Buy on Saturday morning for final mixer
Don't be afraid to run out of wine
No cheese at mixers; less food
Evaluate cost of mixers to set registration fee
Start at 8:30 at the earliest
Increased structure for staff including specific assignments and free time
Hire bartenders and make sure that clean up is spread around among many people.
Don't let mixers go past 10 pm.
Make sure assignments are even
Ask everyone to help clean up

Make clear the end time for everyone and close off alcohol at that time
Provide bus transportation for everyone and do it lone ahead of time
Travel reimbursements instead of housing lists
Let RG do travel
Investigate number of no shows.
Better communication with NSF about arrival/departure/lodging and let Henry deal with that
At least one alternative meal for staff
Best time for music is not last day but in the middle of meeting
Make sure that people who schedule early flights will have to depart Estes Park at 3 am
Recognize international people/mixer
Don't let grad students control own organization
Be specific about what you expect from volunteers
Poster session should go in Long House. Leave posters up entire time

Provide a demo night for IM and tech group
Leave a BB court open
Get long range weather forecasts
Dance – 2.5 hours is about right
Dance has to share Long House with posters
Include Long House in request for space
Make sure you know what comes in before and after
Reserve two 8 bedroom spaces
Need at least 4 cars
Pick dates early and get SG lined up
Let IMs organize their own meeting

Be realistic. People can't be in two places at once

Staff suggestions

Single rooms

Social hours end early
Hire bartenders
Sat at 8:30 am
Pre-meeting for organization
Team building
Catered breakfast so we can meet at that time
Provide information on who is doing what
Key staff members need to be involved early in planning process
Make sure people know to enter themselves as authors
Don't let IMs have pre-meeting
Make sure people experienced with ASM have input
Put entire program in database
Drink in moderation
Encourage ad hoc meetings
Find a way to get people interested in LNO posters
Poster session focused on IM issues
Set aside LNO kiosk to sign up for personnel lists
Make meeting carbon neutral
Distribute posters more evenly
Put James on wine purchase committee
Do a better job of providing information to poster presenters
Don't imagine that you can retrofit things like wireless when the basic infrastructure is not there
Don't baby them too much
David – do diagram of where wireless is weak
Send tech staff to meeting venue well before meeting
Engage people in network more in logistics

ASM Program 11/14/08

Nick, Chelse, Susan Jones,
Amber, Chris, John,
Bob, Waide, Kristin,
Adrian, Gus, Evelyn,
Jeanine, Corinna,
Morgan

Plenary sub-committee - Chris Boone

Discussed proposed agenda + plenaries

Plenary 1 - need list of speakers (ask Scott)

Structure - general agreement

- additional names to Chris

- Plenary sub-committee will sort through names

Posters

450 \pm will require more poster boards

Deadline - July 1

Web-based submission

Encourage students

2 nights - Monday - Tuesday

Core research areas

Web page

2006 page meets ~~the~~ required functions

2009 LTER ASM Plenary Schedule

Sun 9/13	<ul style="list-style-type: none"> Travel to meeting Evening mixer (video from 2006 meeting) Welcome talk: Suggest Dave Coleman on history of LTER
Mon 9/14	<ul style="list-style-type: none"> Morning plenaries <ul style="list-style-type: none"> Welcome/logistics (15 mins.) State of the LTER, Phil Robertson (30 mins. +10 for questions) NSF representative (30 mins. +10 for questions) Coffee break <ul style="list-style-type: none"> Integrating science, society, and education (40 mins + 20 for questions). NEED A LIST OF POTENTIAL SPEAKERS. Afternoon Workshops Evening Posters
Tue 9/15	<ul style="list-style-type: none"> Morning plenary <ul style="list-style-type: none"> Continental-scale network level research, Dave Schimmel (NEON) suggested or someone else <u>not</u> from the LTER (40 mins +20 for questions) Afternoon plenary <ul style="list-style-type: none"> Successful integration of ecological and social sciences within the LTER: suggested list of speakers include Steward Pickett, Ann Kinzig, Terry Chapin, Jim Brown (40 mins +20 for questions) Morning and afternoon workshops Evening posters and entertainment
Wed 9/16	<ul style="list-style-type: none"> Morning plenary <ul style="list-style-type: none"> ILTER presentation; state of the LTER including discussion related to meeting theme (40 mins +20 for questions) Morning and early afternoon workshops Afternoon plenary <ul style="list-style-type: none"> Panel discussion of integration at the network level; integration between networks; town-hall question period. Suggested speakers/programs include Phil Robertson (LTER); Dave Schimmel (NEON); Ann Bartuska (ULTRA); WATERS; NPN; one of the coastal networks, plus one individual with expertise in the science of integration (e.g. Daniel Stokols, School of Social Ecology at UC-Irvine) (time allotted?) Evening posters and mixer
Thu 9/17	<ul style="list-style-type: none"> Travel home

Steve Moore
 Bill Clark #
 Bob Kates #
 Craig Coolton
 Colin Polisky
 Views of nature
 Sharon Kingsland
 Peter Reich
~~Sharon Kingsland~~

Terry Parr?
 German LTER
 Mexican LTER
 Patty

entertainment

Site presentations
 Format to sites - comparable
 Go ahead with site presentations
 AIBS policy trainings — yes do this
 Future careers outreach academia
 Pre meetings — send out request for info

Minutes of the conference call of the Working Groups sub-committee
November 6, 2008
R. Waide, P. Templer, J. Cavendar-Bares, A. Hardison

The major challenge we face is designing a program that will keep 800 people occupied for three days. Working groups are an important component of that program because they provide bottom-up input into the program. This subcommittee is charged with providing recommendations to the full Program Committee on the procedures for proposing workshops, the general workshop structure (number, size, kind, length), and the means for selecting workshops.

Constraints on the workshop schedule include the number of available meeting rooms (22-25), effective group size, workshop length, and the overall schedule of plenaries and other events. Other issues that need to be addressed include minimizing overlap among working groups and capturing products of working groups.

The subcommittee started from the premise that the structure of the working group program at the 2006 ASM was successful and could be used as a point of departure for the 2009 meeting. They subcommittee reviewed the approach to the 2006 working groups, and jointly revised the documents pertaining to that meeting. These revisions follow, and they represent the subcommittee's recommendations for the 2009 meeting.

Invitation to submit proposals for working groups for the 2009 LTER All Scientists Meeting.

PROPOSALS ACCEPTED UNTIL 15 FEBRUARY 2009

INTRODUCTION

The triennial All Scientists Meeting provides an opportunity for LTER researchers to meet and interchange ideas. One important part of this meeting is the development of working groups focused on specific topics and goals. These working groups are bottom up activities; anyone in the LTER Network can propose a working group. The ASM Program Committee invites you to submit proposals for working groups using the guidelines given below.

MEETING STRUCTURE

The 2009 ASM will take place from September 14-16, 2009, in Estes Park, CO. Working groups will be scheduled during morning and afternoon sessions during these three days. Working group sessions of 1 or 1.5 hours duration (see timetable below) will be scheduled around the plenary schedule (in development).

TIMETABLE

15 February 2009 - Final date for submission of working group proposals
15 March 2009 - ASM Program Committee makes selection of working groups and informs principal organizers
1 May 2009 - Final deadline for organizers to make changes in working group agendas and participants

1 June 2009 – ASM working group schedule posted on LTER web site along with sign up forms

GUIDELINES FOR PROPOSING A WORKING GROUP

Proposals for working groups can be submitted at <http://lternet.edu/asm/2009>. Click on the workshop link, and log in to the LTER Intranet page to submit your proposal. If you are not listed in the LTER Personnel Database, please follow the instructions for having your name added to the database. When submitting a working group proposal, the principal organizer must indicate how many sessions (1-4) are required for the working group, and provide relevant disciplines that the working group addresses. We also ask you to indicate whether your working group will address any of the questions developed during the ongoing LTER planning process. In addition, the principal organizer must select from four formats that would best describe the working group approach. These formats are information exchange, brain storming, product-oriented, and meta-analysis (see below).

All proposals submitted will remain available for view on this web site, and we urge all principal organizers to review the proposals already submitted before proposing a working group. If a working group proposal that overlaps with your ideas has already been submitted, please contact the principal organizer of that working group directly to see if the two groups can be combined.

On 15 February 2009 the web site will close to further submissions. The ASM Program Committee will then review all the proposals submitted, and select working groups for the ASM using the following criteria: potential to involve a broad range of LTER scientists, potential to integrate social and ecological sciences, and potential to address an important question or issue that is relevant to the goals of LTER.

ASM SCHEDULE

Sunday 13 September 2009. Travel and registration day for ASM meeting.
Monday-Wednesday 14-16 September 2009. ASM meeting
Thursday 17 September 2009

Training on how to run workshops
organizers need to maintain openness
Common format for reports

Session	Day			
	Monday	Tuesday	Wednesday	Any Day
Morning 1 – 9:30-10:30				
Morning 2 – 11:00-12:00				
Afternoon 1 – 1430-1530				
Afternoon 2 – 1600-1700				

FORMAT FOR WORKING GROUP SESSIONS.

1) Information exchange: This kind of working group might follow a symposium format and consist of a variety of talks from researchers from different LTER sites describing current work on a particular theme, or ideas that might be incorporated in the LTER research in the future. The principal organizer will solicit talks on the proposed theme and organize the schedule of talks within the overall program structure and the number of sessions available after the timetable is determined. The principal organizers can include time for discussion as they consider appropriate.

2) Brain storming: General discussion group potentially with a mix of short introductory remarks and scene setting followed by brain storming on the proposed theme. Principal organizer to deliver introductory remarks and/or solicit others to participate in the initial development of the brain storming session and to chair the brain storming discussion as appropriate.

3) Product oriented: Working group with the primary objective to produce a specific product which might include a paper for publication, proposal for cross site research, or policy document of recommendations for LTER, NSF, and ESA etc.

4) Meta-analysis: Focused on the analysis of specific data sets for publication. Will require significant pre-meeting preparation by selected sites or individuals.

FORM FOR SUBMISSION OF PROPOSALS

Proposals should be submitted via a web-based form that requests certain information. Proposals that do not include all information will not be considered. The Program Committee will use the information you provide to determine which working groups will be selected and scheduling for selected working groups. By submitting a working group proposal, you are making a commitment to attend the ASM, organize the working group you propose, prepare a report on the working group after the meeting, and periodically update the list of products from the meeting.

Grupp
3-13-09

Generally cap group at 25-30 ←
can also give more of presentation
also small working groups - 2-3 hours
Presentation to grad students - Sunday

Team - 1-2 people -

Expense - airfare, room/board, local transportation
\$2K for both + materials

Open to whole group? - check with Program Comm.

Flipcharts, projector, screens
Rooms with tables - classroom

Subject: Travel and lodging information for the 2006 All Scientists Meeting
From: "Robert B. Waide" <rwaide@lternet.edu>
Date: Fri, 28 Apr 2006 15:21:08 -0600
To: <all_lter@lternet.edu>

Dear Friends:

The 2006 LTER ASM is fast approaching. Attached you will find information necessary to make your preparations for the meeting. Because there are some important deadlines contained in this information, I urge you to read the attachment carefully and note the different dates for action on your part. We will begin to accept poster submissions Monday, and registration will begin in mid-May. I will send out reminders if there are any changes in these dates.

Here are a few deadlines to keep in mind:

May 15 – Site responses to LNO re: attendees to be supported by LNO
May 22 - Registration and open housing begins
June 1 – Rooming list of attendees sponsored by LNO to the YMCA
June 20 – End of early registration period
July 1 – Close poster submissions
July 19 – Open housing closes; reservations accepted on space available basis
August 15 – Final date for cancellations

Regards,

Bob

Robert B. Waide
Executive Director
LTER Network Office

phone: 505/277-2649
fax: 505/277-2541

mailing address:
LTER Network Office
UNM Biology Department
MSC03 2020
1 University of New Mexico
Albuquerque, NM 87131-0001

ASM message 4-28-06.doc **Content-Type:** application/msword
Content-Encoding: base64

Subject: Reminder of deadline: working groups for ASM 2006
From: "Robert B. Waide" <rwaide@lternet.edu>
Date: Thu, 9 Feb 2006 09:52:13 -0600
To: <all_lter@lternet.edu>
CC: <hsf@lternet.edu>

Invitation to submit program items for inclusion in the LTER All Scientists Meeting September 2006. PROPOSALS ACCEPTED UNTIL 15 FEBRUARY 2006

INTRODUCTION

The triennial All Scientists Meeting provides an opportunity for LTER researchers to meet and interchange ideas. One important part of this meeting is the development of working groups focused on specific topics and goals. These working groups are bottom up activities; anyone in the LTER Network can propose a working group. The ASM Program Committee invites you to submit proposals for working groups using the guidelines given below.

MEETING STRUCTURE

The 2006 ASM will take place from September 20-23, 2006, in Estes Park, CO. The first day of the meeting will be devoted to ancillary meetings for various disciplinary interest groups (e.g., information managers, educators, graduate students). Working groups will be scheduled during morning and afternoon session from September 21-23. Each of the three days of the ASM meeting will begin with a plenary presentation and will be followed by 4 working group sessions of 1 or 1.5 hour duration (see timetable below).

To propose ancillary meetings for September 20, please follow the instructions for submitting a working group proposal, but indicate "Ancillary Meeting" in the appropriate space.

TIMETABLE

15 February 2006 - Final date for submission of working group proposals

15 March 2006 - ASM /LTER committee makes selection on working groups and informs principal organizers

1 May 2006 - Final deadline for working group to make changes in working group agendas and participants

1 June 2006 – ASM working group schedule posted on LTER web site along with sign up forms

GUIDELINES FOR PROPOSING A WORKING GROUP

Proposals for working groups can be submitted at <http://lternet.edu/asm/2006>. Click on the workshop link, and log in to the LTER Intranet page to submit your proposal. If you are not listed in the LTER Personnel Database, please follow the instructions for having your name added to the database. When submitting a working group proposal, the principal organizer must indicate how many sessions (1-4) are required for the working group, and to indicate relevant disciplines that the working group addresses. We also ask you to indicate whether your working group will address any of the questions

developed during the ongoing LTER planning process. In addition, the principal organizer must select from three working group formats that would best serve the working group theme. These formats are information exchange, brain storming and product oriented (see below).

All proposals submitted will remain available for view on this web site, and all ASM participants are urged to review the proposals already submitted before proposing a different working group. If a working group along similar lines to your intended proposal already exists, please contact the principal organizer of that working group and offer to be considered as an official participant, rather than submitting a similar working group idea.

On 15 February 2006 the web site will close to further submissions. The ASM Program Committee will then review all the proposals submitted, and select the topics to cover as many themes as practical, reduce overlap between themes, minimize potential conflict between concurrent sessions and maximize the usefulness of the ASM to the LTER participants. The number of concurrent sessions will depend upon the number of working group proposals received, number of people who express an interest in attending a particular session, and room size and availability. In order to assist the ASM committee with the selection process, please view each proposal and add your name to "Interested in attending section" attached to each working group proposal. This section will be used as an informal voting system and you may add your name to as many working groups that you might be interested in. This expression of "interest in attending" DOES NOT mean you are registered for any particular working group. Registration will take place after the final timetable has been determined.

DRAFT ASM SCHEDULE

19 September 2006. Travel day for people attending ancillary meetings.

20 September 2006. Ancillary meetings for disciplinary interest groups.

Travel and registration day for everyone else. Evening site poster session and mixer.

21, 22, 23 September 2006.

Breakfast 7-8 (Breakfast available 7-9)

Plenary 8-9

First session 9.30-10.30

Coffee 10.30 till 11

Second session 11-12 noon

Lunch 12-2 and free meeting time. (Lunch available 11.30-1 pm)

Third Session 2-3.30

Tea break 3.30-4

Fourth Session 4-5 or 5.30

Dinner available 5.30-7 pm

Poster displays all day on 21, 22, 23 September.

24 September 2006. Travel home day (or possible day for a field trip).

FORMAT FOR WORKING GROUP SESSIONS.

1) Information exchange: This might follow a symposium format and consist of a variety of talks from researchers from different LTER sites describing current work on a particular theme, or research that might be incorporated in the LTER research in the future. The principal organizer will solicit talks on the proposed theme and organize the schedule of talks within the overall program structure and the number of sessions available after the timetable is determined. The principal organizer can include time for discussion etc. as they consider appropriate.

2) Brain storming: General discussion group potentially with a mix of short introductory remarks and scene setting followed by brain storming on the proposed theme. Principal organizer to deliver introductory remarks and/or solicit others to participate in the initial development of the brain storming session and to chair the brain storming discussion as they deem appropriate.

3) Product oriented: Working group with the primary objective to produce a specific product which might include a paper for publication, proposal for cross site research, or policy document of recommendations for LTER, NSF, and ESA etc.

FORM FOR SUBMISSION OF PROPOSALS

Proposals should be submitted via a web-based form that requests certain information. Proposals that do not include all information will not be considered. The Program Committee will use the information you provide to determine which working groups will be selected and scheduling for selected working groups. By submitting a working group proposal, you are making a commitment to attend the ASM and organize the working group you propose.

Robert B. Waide
Executive Director
LTER Network Office

phone: 505/277-2649
fax: 505/277-2541

mailing address:
LTER Network Office
UNM Biology Department
MSC03 2020
1 University of New Mexico
Albuquerque, NM 87131-0001

Subject: LTER Conference Call & BEOs

From: Helen Schneider Lemay <helens@sgmeet.com>

Date: Wed, 15 Jul 2009 12:37:29 -0500

To: Robert Waide <rwaide@lternet.edu>

CC: john Vande Castle <jvc@lternet.edu>, lesl@sgmeet.com, George Garcia <gmgarci@LTERnet.edu>

Dear Bob, John & George:

Looking forward to talking tomorrow. Les and I will be at 970-453-4209 and will expect your call at 3pm. Below is an update and/or things to discuss from our end:

1. Function Space

Attached are the updated function sheets with George's notes. Please review carefully and see if we captured everything. Discuss working groups-what's needed and when. See John's emails.

2. Menus/Food and Beverage

Review YMCA proposal

Discuss adding snacks at break: ice cream @ \$5 per person; salty snacks @ \$4 per person (may be slightly lower)

Alcohol-verify types and costs

3. Budget

Review registration numbers-496 today; 8 guests and 66 caps. (Susan to send registration list and numbers tomorrow)

Attached is a draft summary to work with. Waiting on event insurance bid. Review what we need to order from YMCA in equipment? Confirm AV and poster boards.

Where do we need to add sales tax?

Do we need to include registration materials: badges, programs, etc.

4. Other

Have international attendees received visa letters? Do you need a list of them?

Next telecon

Regards,
Helen

Helen Schneider Lemay
The Schneider Group
5400 Bosque Blvd. Suite 680
Waco, TX 76710
(254) 776-3550 - Phone
(254) 776-3767 - Fax
Helens@sgmeet.com

Function Sheets4.xls

Content-Type: application/octet-stream

Content-Encoding: base64

2009 LTER ASM CONFERENCE BUDGET SUMMARY.doc

Content-Type: application/msword

Content-Encoding: base64

* Registration reminder ✓
Schedule call next week ✓

2009 LTER Conference Management Report
As of 8 July 2009
Prepared by The Schneider Group

1. Travel-no change

2. Memorabilia

Memory Sticks: Received by John VC. Paid for by SG Credit Card.

- How to distribute?

Caps: Working on samples but can place final order just a few weeks in for accurate number. Will need to determine what overages we want to order. Sell on site?? Samples will be here by w/e 7/17/09 and we will forward to you. Order will ship directly to the YMCA.

Mugs: New sample photos with handles sent to John VC w/e 7/3/09 for selection and quantity. Order will ship directly to the YMCA. *check John's options* ✓

* Group Photo: SG contacted photographer. He will be available all week. Charge will be the same as in 2006 with the same deliverables. *\$2,000 - in conf. room; decision later*

3. Financial

Budget: Waiting on Mary to confirm costs back to us for the catering, selection of items, etc. so that we can look at a budget. *Send \$440K budget* ✓

* Do you want to look at event insurance in case of cancellation? If so, we will need to incorporate your meeting budget with the things we are purchasing. *Helen will speak with underwriter* ?

4. Fun Stuff

Wednesday entertainment: Les spoke to Loretta. She sent new invoice (\$1650); same as 2006. ✓
All set for Wednesday nite.

Alcohol: Working with Estes Park Liquor. They will match cost (\$11,500) from 2006 for the 5 events-2 1/2 drinks per event per person plus bartenders (\$3,600). Detailed invoice has been promised for w/e 7/17/09. *Kept track of contingency*

5. Meeting Space

* Function sheets updated 7/8/09. Need to finalize program to see what rooms we will use. *John/Bob*

Meeting Space confirmation of rooms/days received from Mary. All set with Ruesch Auditorium. Sweet Room ok at noon, auditorium set no later than 6pm. *]* ?

* Working on food and beverage items and costs.

6. Child Care

* Waiting for information on others but we should try to see how many are interested. Will LTER pay any of the costs or is it totally up to the parents? *- Bob send message to all LTER* ✓

7. Freeman Decorating

Contract revised by Freeman for 120 poster boards. (\$12,000). Fax'd to Bob for LTER signature on 7/6/09. Contract contains a penalty for late set up!

check proposal ✓

8. Audio Visual

Ceavco Audio Visual provided a bid (4/23/09) for \$12,000 based on 2006 usage. When we finalize the rooms and equipment, they will revise their quote. (Note: Ceavco does rent flip charts with markers@\$20 per day. If new pads are not required, then it is \$10 per day after the first day.)

Bring
our
own

6/25/09

ASM 2009 To Do List

To Do LNO

1. Reminders about deadlines - rbw

- a. March 4 – second call, including preliminary program
- March 9 – Information to sites on funding
- March 22 – working group submission opens
- April 1 – housing reservations open
- May 1 – poster submission opens
- June 1 – meeting registration opens
- July 1 – housing reservations close; room block released
- July 1 – working group submissions close
- July 15 – early meeting registration closes
- August 15 – final program

2. To do SG

- a. Resolve shuttle schedule and group rep
- b. Select hat style; determine quantity *16% are ordering hats*
- c. Contract entertainment *les will contact out of 222 registrations*
- d. Means to avoid sales tax
- e. Order *SG will check*
 - i. Poster boards *- 120 boards of ~~check with SG~~ going to be*
 - ii. AV
 - iii. Liquor *- do calculations of consumption*
 - iv. Bartenders
 - v. Mixer food –
 - vi. Coffee breaks –
 - vii. Pizza
 - viii. Hats
 - ix. Mugs
 - x. ~~Flash drives~~
- f. Reimburse
 - i. Plaque for Barbara Benson
 - ii. IM meal Saturday night – Nicole Kaplan
 - iii.
- g. Function sheets

3. To do YMCA

- a. Update on housing registration
 - i. Duplication
 - ii. Test registrations
 - iii. Can we get a list of persons who have registered and number of rooms
- b. What happens if someone arrives in advance of their roommates? Do they get charged a single until the roommates arrive? *yes*

Mary will do

- c. Is there a set protocol for making changes in housing reservations? *Just call*
 - d. Adjust meal tickets for IMs - *they will buy tickets themselves*
 - e. How are we on contracts?
 - f. What do we do for people who are late in making housing reservations? - *work around it*
 - 4. To do web page
 - a. Post shuttle info
 - b. Review and update
 - i. Content for front page
 - ii. Working groups
 - iii. Program
 - iv. Lodging
 - v. Previous ASMs
 - vi. Program Committee
 - vii. FAQ
 - viii. Meeting registration
 - ix. Posters
 - x. Field trips
 - xi. Media information
 - xii. Trivia
 - xiii. Photo contest
 - xiv. Link from other pages
 - 1. Information about Estes Park
 - 2. Shuttle service
 - 3. Ancillary meeting pages
- What meeting rooms?
Conference space
What meeting rooms?*
- Daycare - college students
Space will get numbers*
- GG - hoster
For eight bedrooms
GG - inter. people
For Master account*
5. To do Program Committee
 - a. Schedule conference call around 15th
 - b. Process for evaluating working groups
 - i. Potential overlap
 - ii. Thematic gaps, especially re DP
 - c. Organization of posters
 - i. By theme, tended by site?
 - d. Schedule AIBS talk and working groups
 - e. Message to Program Committee - rbw
 - f. Finalize identities of round table participants
 - i. Marie Bundy - research coordinator for NERRS in NOAA
 - g. Social science workshop - Grove/Cavender
- ~~6. Review budget and calculate site shares~~
7. To do international
 - a. Finalize international list - both
 - b. Check air reservations - gg
 - c. Reserve lodging for sponsored international participants - gg
 - d. Check meeting registration - gg
 - e. ~~Get info on Ecosystem Services meeting - Patrick~~
- ~~8. Identify mixer needs - jve~~

- ~~9. Calculate registration costs – both~~
 - a. Liquor, snacks, bartenders, coffee breaks, entertainment, mementos....
10. Decide on and order mementos – gg, rbw, jvc
 - a. ~~Flash drives (\$1,012), hats, cups, lanyards~~, carbon credits (Heifen International), 36 month calendar
 - i. Check lanyard cost – rbw
 - ii. Check Calendar cost - gg
- ~~11. Decide where to have poster session and mixers – rbw~~
- ~~12. Prepare call for posters and poster guidelines – jvc~~
13. Get special meetings to submit working group proposals (Provide list of participants, program, and meeting needs) - rbw
14. Identify meetings rooms - both
 - a. Long's Peak (5-6), Wind River (3), Ruesch Auditorium (6), Eastside Lodges (up to 8); informal meetings in Alpen, Long's Peak, Wind River
- ~~15. Create meeting logo – jvc~~
- ~~16. Frequently asked questions – both~~
17. Estimate load and rent cars - gg
18. Edit 2006 video - rbw
19. Create complete budget - rbw
- ~~20. Resolve tax exempt status – jvc~~
- ~~21. Write letters to plenary speakers - jvc~~
 - a. Determine occupants for Stanley
- ~~22. Formal invite to NAB - jvc~~
23. Formal invite to round-table group - rbw
- ~~24. Message about meeting registration – jvc~~
25. Monitor housing sign ups – both

OK, confirmed

To Do Pre-meeting

1. Schedule daily meeting
2. LNO kiosk for sign up
3. Diagram wireless coverage
4. Print program
5. Plan meal out for LNO staff
6. LNO display
7. Schedule staff

To Do Post-meeting

1. Review accounting and adjust site allocations
2. Check and reimburse invoices from sites - gg

To Do General

1. Invite YMCA staff to Sunday talk - rbw
2. Get and scan map of YMCA - gg
3. Identify LNO storage and working space - SG
4. Finalize and post program - jvc
5. Training on how to run working groups (NCEAS) - ??
6. Tote bags?
 - a. Programs
 - b. Mementos
 - c. Name tags
 - d. Maps
 - e. LNO brochure
7. BB tournament

LNO

1. Reminders about deadlines - rbw
 - a. March 4– second call, including preliminary program
 - March 9 – Information to sites on funding
 - March 22 – working group submission opens
 - April 1 – housing reservations open
 - May 1 – poster submission opens
 - June 1 – meeting registration opens
 - July 1 – housing reservations close; room block released
 - July 1 –working group and poster submissions close
 - August 15 – final program
- ✓ 2. Review budget and calculate site shares
3. Finalize international list - both
4. Identify mixer needs - jvc
5. Calculate registration costs - both
 - a. Liquor, snacks, bartenders, coffee breaks, entertainment, mementos....
6. Contact entertainment - rbw
7. Finalize lodging contracts - rbw
8. Decide on and order mementos – gg, rbw, jvc
 - a. Flash drives (\$1,012), hats, cups, lanyards, carbon credits (Heifen International), wool caps, scarves, 36 month calendar
9. Decide where to have poster session and mixers – rbw
10. Prepare call for posters and poster guidelines - jvc
11. Identify meetings rooms - both
 - a. Long's Peak (5-6), Wind River (3), Ruesch Auditorium (6), Eastside Lodges (up to 8); informal meetings in Alpen, Long's Peak, Wind River
12. Create meeting logo - jvc
13. Frequently asked questions - both
14. Reserve lodging for sponsored international participants - gg
15. Estimate load and rent cars - gg
16. Edit 2006 video - rbw
17. Create complete budget - rbw
18. Resolve tax exempt status - jvc
19. Write letters to plenary speakers -jvc
 - a. Determine occupants for Stanley
20. Formal invite to NAB - jvc
21. Formal invite to round-table group - rbw
22. Message to Program Committee - rbw
23. Message about meeting registration - jvc
24. Monitor housing sign ups - both
25. Timetable for web site updates - jvc
 - ✓ a. Content for front page
 - ✓ b. Working groups
 - c. Program
 - ✓ d. Lodging
 - ✓ e. Previous ASMs
 - f. Program Committee

- g. FAQ
 - h. Meeting registration
 - i. Posters
 - j. Field trips
 - k. Media information
 - l. Trivia
 - m. Photo contest
 - n. Link from other pages
 - i. Information about Estes Park
 - ii. Shuttle service
 - ~~iii. Ancillary meeting pages~~
26. Check and reimburse invoices from sites - gg
 27. Schedule daily meeting
 28. LNO kiosk for sign up
 29. Diagram wireless coverage
 30. Print program?
 31. Plan meal out for LNO staff
 32. LNO display
 33. Schedule staff

General

1. Invite YMCA staff to Sunday talk - rbw
2. Get and scan map of YMCA - gg
3. Identify LNO storage and working space - SG
4. Finalize and post program - jvc
5. Training on how to run working groups (NCEAS) - ??
6. Tote bags?
 - a. Programs
 - b. Mementos
 - c. Name tags
 - d. Maps
 - e. LNO brochure
7. BB tournament

Program Committee

1. Finalize identities of round table participants
 - a. Marie Bundy – research coordinator for NERRS in NOAA
2. Social science workshop – Grove/Cavender

International Ecosystem Services Workshop

Provide list of participants, program, and meeting needs

Information Managers Meeting

Provide list of participants, program, and meeting needs

Graduate Students Meeting

Provide list of participants, program, and meeting needs

Education Committee Meeting

Provide list of participants, program, and meeting needs

Executive Board Meeting

Provide list of participants, program, and meeting needs

Poster Sessions

Sunday night site posters

YMCA

1. Green policies at YMCA
2. Poster board vendors

Things to do for the ASM

1. SG tasks

- a. Function sheets
- b. Meeting space at the YMCA; required and reserved
- c. Description of meeting registration needs to begin programming; set registration target date; provide for credit cards; create registration page
- d. Bank transfer mechanism for international participants
- e. Transportation and travel arrangement
- f. Alternative hotel rooms
- g. Responsibilities regarding international participants
- h. Poster board setup and lighting
- i. Bartenders and cleaning crew
- j. Rooms and signage – change signs
- k. Event insurance
- l. Distributing mementoes
- m. Name tags
- n. Audiovisual
- o. Poster boards
- p. Tote bags
 - i. Program
 - ii. T-shirts?
 - iii. Name tags
 - iv. Maps
 - v. LNO brochures
- q. Contract entertainment
- r. Quotes for day care
- s. Reserve meetings rooms for:
 - i. ILTER
 - ii. Grad Students
 - iii. Information Managers
 - iv. Education Committee
 - v. Executive Board
 - vi. Math and Science Partnership group
- t. Check AV each room including sound where needed
- u. Order and pay for pizzas

ASM 2009 To Do List

LNO

1. Reminders about deadlines - rbw

- a. March 4– second call, including preliminary program
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- May 1 – poster submission opens
- June 1 – meeting registration opens
- July 1 – housing reservations close; room block released ✓
- July 1 – working group submissions close ✓
- July 15 – early meeting registration closes ✓
- August 15 – final program

2. To do SG

- a. Resolve shuttle schedule and group rep
- b. Select hat style; determine quantity
- c. Contract entertainment
- d. Order *avoid tax*
 - i. Poster boards
 - ii. AV
 - iii. Liquor
 - iv. Bartenders
 - v. Mixer food
 - vi. Coffee breaks
 - vii. Pizza
 - viii. Hats
 - ix. Mugs
 - x. Flash drives *-done*
- e. Reimburse
 - i. Plaque for Barbara Benson
 - ii. IM meal Saturday night – Nicole Kaplan
 - iii. ~~██████~~
- f. Function sheets

3. To do YMCA

- a. Update on housing registration
 - i. Duplication
 - ii. Test registrations *- get list*
- b. ~~Changes to lodging web site~~
 - i. ~~Deposit information~~
- c. What happens if someone arrives in advance of their roommates? Do they get charged a single until the roommates arrive?

4. To do web page

a. Post shuttle info

b. Review and update

i. Content for front page

ii. Working groups

iii. Program

iv. Lodging

v. Previous ASMs

vi. Program Committee

vii. FAQ

viii. Meeting registration

ix. Posters

x. Field trips

xi. Media information

xii. Trivia

xiii. Photo contest

xiv. Link from other pages

1. Information about Estes Park

2. Shuttle service

3. Ancillary meeting pages

5. To do Program Committee

a. Schedule conference call - rbw around 15th

b. Schedule AIBS talk and working groups

c. Message to Program Committee - rbw

d. Finalize identities of round table participants

i. Marie Bundy - research coordinator for NERRS in NOAA

e. Social science workshop - Grove/Cavender

6. Review budget and calculate site shares

7. To do international

a. Finalize international list - both

b. Check air reservations - gg

c. Policy on housing reservations? - 33

d. Check meeting registration - gg

e. Get info on Ecosystem Services meeting - Patrick

8. Identify mixer needs - jvc

9. Calculate registration costs - both

a. Liquor, snacks, bartenders, coffee breaks, entertainment, mementos....

10. Finalize lodging contracts - rbw

11. Decide on and order mementos - gg, rbw, jvc

a. Flash drives (\$1,012), hats, cups, lanyards, carbon credits (Heifen International), 36 month calendar

i. Check lanyard cost - rbw

ii. Check Calendar cost - gg

Lodging contracts
What to do for people who
are late for lodging

Process for examining + deciding
- look at titles - potential overlap
+ change

- look for holes
what's missing ISSE

organize
posters
Sort posters on
web page

- ~~12. Decide where to have poster session and mixers - rbw~~
- ~~13. Prepare call for posters and poster guidelines - jvc~~
14. Get special meetings to submit working group proposals (Provide list of participants, program, and meeting needs) - rbw
15. Identify meetings rooms - both
 - a. Long's Peak (5-6), Wind River (3), Ruesch Auditorium (6), Eastside Lodges (up to 8); informal meetings in Alpen, Long's Peak, Wind River
- ~~16. Create meeting logo - jvc~~
- ~~17. Frequently asked questions - both~~
- Group 18. Reserve lodging for sponsored international participants - gg
19. Estimate load and rent cars - gg
20. Edit 2006 video - rbw
21. Create complete budget - rbw
- SG 22. Resolve tax exempt status - jvc
23. Write letters to plenary speakers -jvc
 - a. Determine occupants for Stanley
24. Formal invite to NAB - jvc
25. Formal invite to round-table group - rbw
- ~~26. Message about meeting registration - jvc~~
- Pre-meeting → 27. Monitor housing sign ups - both
28. Schedule daily meeting
29. LNO kiosk for sign up
30. Diagram wireless coverage
31. Print program
32. Plan meal out for LNO staff
33. LNO display
34. Schedule staff
35. Post ASM to do
 - a. Review accounting and adjust site allocations
 - b. Check and reimburse invoices from sites - gg
 - c.

General

1. Invite YMCA staff to Sunday talk - rbw
2. Get and scan map of YMCA - gg
3. Identify LNO storage and working space - SG
4. Finalize and post program - jvc
5. Training on how to run working groups (NCEAS) - ??
6. Tote bags?
 - a. Programs
 - b. Mementos

- c. Name tags
 - d. Maps
 - e. LNO brochure
7. BB tournament

Poster Sessions

Sunday night site posters

YMCA

1. Green policies at YMCA
2. Poster board vendors

**ASM Program Committee
Agenda for a Conference Call
July 17, 2009**

1. Roll call
2. Discussion of agenda
3. Update on progress
 - a. Agenda
 - i. Opening ceremony – welcome, video, and plenary – co-chairs
 - ii. Northern Thriller
 - iii. AIBS
 - iv. Plenaries – final tweaking
 - v. Benson tribute
 - vi. Cavender-Bares/Grove workshop –
 - vii. Panel discussion on the formation of networks
 - b. Housing reservations – 642
 - c. Meeting registration – 532
 - d. Working groups – over 70 plus ancillary meetings
 - e. Ancillary meetings – IILTER, IM, Grads, Education, EB, MSP
 - f. Posters
 - i. Need to establish deadline
 - ii. Organization and tending
 - iii. Competition for best poster
 - g. Entertainment
 - h. International participants
 - i. Child care
 - j. Mementos
 - k. NAB
 - l. NSF
 - m. Budget
 - i. Overall
 - ii. Site allocations
 - iii. Registration monies
 - n. Web site
4. Program Committee action items
 - a. Review of working group issues and decisions
 - b. Poster issues and judging of student posters
 - c. Trivia contest
 - d. Photo competition
 - e. Other items

ASM Prog. Comm.
July 17, 2009
Chelsea, Amber,
JVC, Kristen,
Pam, Jeanine,
Gus, Mark,
Adrian,

Video taping ?
Projector signout ?

ASM Program Committee
Agenda for a Conference Call
July 17, 2009

NEON
NPN

1. Roll call
2. Discussion of agenda
3. Update on progress
 - a. Agenda
 - i. Opening ceremony – welcome, video, and plenary – co-chairs
 - ii. Northern Thriller
 - iii. AIBS
 - iv. Plenaries – final tweaking
 - v. Benson tribute – Kristen
 - vi. Cavender-Bares/Grove workshop –
 - vii. Panel discussion on the formation of networks
 - b. Housing reservations – 642
 - c. Meeting registration – 532
 - d. Working groups – over 70 plus ancillary meetings
 - e. Ancillary meetings – ILTER, IM, Grads, Education, EB, MSP
 - f. Posters
 - i. Need to establish deadline
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 - g. Entertainment
 - h. International participants
 - i. Child care
 - j. Mementos
 - k. NAB
 - l. NSF
 - m. Budget
 - i. Overall
 - ii. Site allocations
 - iii. Registration monies
 - n. Web site

4. Program Committee action items
 - a. Review of working group issues and decisions
 - b. Poster issues and judging of student posters
 - c. Trivia contest
 - d. Photo competition
 - e. Printed program – Agenda, working groups + abstracts, titles of posters
 - f. Other items

Bob
Bob

g. Plenaries – letter to speakers with
Invite former chairs

H. Ad Hoc Meetings

Remind sites about site posters
Remind Cavender-Bares

add material on poster size
Guidelines to attendees
ask sites to nominate on judge
-2 judges - form
prize - \$100 cash money
official recognition
honorable mentions

LND contact
SG
CEANCO
child care
Emergency #
Meals + times + tickets
Internet access
Sponsors + facilities
+ #s, map of YMCA



2009 LTER All Scientists Meeting

"Integrating Science and Society in a World of Constant Change, Sept. 14-16th 2009, Estes Park CO"

2009 LTER ALL SCIENTISTS MEETING SCHEDULE

Printer-friendly version PDF version

Long Term Ecological Research Network All Scientists Meeting
YMCA of the Rockies, Estes Park, Colorado September 14-16, 2009
"Integrating Science and Society in an Ever-Changing World"

Friday - September 11

Participants in International LTER Ecosystem Services meeting arrive

Saturday - September 12

Information Managers, Education Representatives, Executive Board and Grad Students travel day

0830 - 1700 International LTER meeting on Ecosystem Services – day 1 - Longs Peak - Keyhole Room

1700 - Information Manager dinner - IM Cabin

1900 - Mixer - Convention Center Assembly Hall

Sunday – September 13

* General Travel Day*

1300 - 1700 Executive Board (invitation only) - Rausch Auditorium Sweet room

0830 - 1700 Information Managers Meeting - East Side Rainbow Fireside room

0830 - 1700 LTER Education Representatives Meeting - TBD

0830 - 1700 Graduate Student Symposium - Longs Peak Diamond East and West rooms

0830 - 1700 International LTER meeting on Ecosystem Services – day 2 - Longs Peak East Face room

1900 - History of LTER

Video of 2006 ASM Plenaries and Welcome talk - "The pre-history of LTER", David Coleman

2000 - LTER Future – Henry Gholz, National Science Foundation

2030 - 2230 Evening mixer - Site Science Posters - Convention Center Assembly Hall

Monday September 14

Morning Plenaries:

0830 - Welcome/logistics and meeting overview - Robert Waide

0845 - "Thirty years of long-term ecological research" - Phil Robertson

0925 - Jim Collins, NSF

1015 - Coffee break - Convention Center Assembly Hall

1045 - "Integrating science, society, and education" - William Clark

1145 - Group Picture in Auditorium

1200 - 1330 - Lunch

1330 - Afternoon Working Group Session I

1530 - Break - Convention Center Assembly Hall

1600 - Afternoon Working Group Session II

1800 - 1930 - Dinner

1930 - AIBS - Science Outreach to Decision Makers – Rausch Auditorium

1930 - 2200 - Evening Poster Session and Mixer - Convention Center Assembly Hall

Tuesday September 15

0830 - Morning plenary - "Continental-scale network level research" - Dave Schimel - NEON

0930 - Break - Convention Center Assembly Hall

1000 - Morning Working Group Sessions III

1200 - Lunch

1330 - Afternoon plenary

"Successful Integration of ecological and social sciences within the LTER" - Laura Ogden

1430 - Break - Convention Center Assembly Hall
1500 - Afternoon Working Group Session IV
1800 - 1930 - Dinner
1930 - 2200 - Evening Poster session and Mixer - Convention Center Assembly Hall

Wednesday September 16

0830 - Morning plenary "Science and education" - Carol Brewer
0930 - Break
1000 - Morning Working Group Session V
1200 - 13-30 - Lunch
1330 - Afternoon Working Group Session VI
1530 - Break
1600 - Afternoon Working Group Session VII
1800 - 1930 - Dinner
1930 - 2200 - Entertainment - Loretta Thompson and The Heritage Band - Long House

Thursday September 17

Departures

» 2127 reads  Printer-friendly version  PDF version

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Photo by Lina DiGregorio, Andrews LTER

Staff meeting
Sept 4, 2009

1. Last minute ASM issues

Posters - NIS, DataOne, Remote Sensing, 2 From McOwiti
- Inigo? - NBI

Bob will send out
Judges + posters

→ Grad student poster judging - how - Site-exec + GS comm.
Wi-Fi - Renewal + Longo Park - priority for James Trivia

Revisit travel - Loading, staging

Food - breakfasts - 7AM Sunday morning - George

Photo contest - Ready to go; complete set of ASM paraphernalia
+ book

Y meeting - on Saturday

Send message
~~Monday~~
Wednesday at 5

→ Program - Welcome to ASM

Video - who + when - be conservative about posting

Media information - McOwiti

→ New graphics - map / growth of biblio database - Mark Marsh

Exit survey - almost finished - LNO staff + SC
ineligible - I Pool nano

→ Trivia questions

2. Staff issues - Inigo

→ talk to Rich Cripps about letter of support + Howard
Snell

3. LNO Performance Criteria

→ send around w names; web lno.litnet.edu/performance

4. Operational Plan

→ 5. Biology annual report - talk to Rich

866-744-3085

7048567

- ✓ Video planaries - Marsh/McOwiti
 - ✓ Prepare student presentation - ~~brochures~~
 - ✓ Prepare welcome info
 - registration - need nametag for mixer
 - need ^{lantern} for meals
 - YMCA alcohol policy
 - exit survey - IPOD nano
 - ✓ Identify off site participants
 - Prepare for EB
 - ~~implement to plan~~ operational plan
 - Survey
 - ASM survey
 - ✓ Meeting of judges
 - ✓ Meeting of bartenders - 6:30 Sat - Shawn + bartenders
 - ✓ ASM survey - review
 - ✓ Review student poster judging
 - ✓ IPOD nano - ~~for~~ for exit survey
 - ✓ Reports from working groups
 - ✓ Prize for student poster - \$100 From Schneider Group registrations
 - ✓ Trivia questions
 - ✓ Message on 1st LNO meeting
 - ✓ Pre-meeting - when + who goes - Bob, John, Jane W., Marsh, George
 - ✓ Media information
 - ✓ Video from Noel to post
 - ✓ Call plenary speakers
 - ✓ Group picture
 - ✓ Call about networking workshop
 - ✓ Sign up for workshops
- use your mugs
- commuters need to buy meal ticket judged

Subject: ASM announcement

From: John Vande Castle <jvc@lternet.edu>

Date: Fri, 07 Aug 2009 17:23:02 -0600

To: "Robert B. Waide" <rwaide@lternet.edu>, George Manierre Garcia <ggarcia7@unm.edu>, Marshall White <marsh@lternet.edu>

For an announcement to everybody, we want to include info that has stacked up. Marsh is setting up an email list from everybody who has signed in on the ASM page. This should be added to "all-ilter" - and if we have emails for people on the registration and housing lists (and IILTER contacts?_ info should go out to all them. He also almost has the WG sign-up ready so people can sign up to working groups - and also use that to see their schedule.

We want to include:

1. If you don't have housing, you will need to contact the YMCA directly ASAP to see if they have openings. Don't forget shuttle reservations if coming in from the Denver Airport. See the Lodging/Travel tab on the ASM web page.
2. All ASM participants must register, Early registration has already past. Late registration is open until September 10 at US\$65.00 On-site Standard registration is \$80.00 so don't delay any further!
2. Now that ESA is over, Poster abstracts will be coming in fast. We are currently at about half capacity to the limit of 450 posters or August 31 — for inclusion in the program. Entries are now first come, first serve, so don't procrastinate.
4. Sign Up for Working Groups! This is important. Working groups now total more than 75 - almost twice the amount in 2006. Signing up for working groups will permit organizers to provide additional information, know who is planning to attend their session and make sure the room is adequate for the meeting. An added benefit is when you follow the link of your login (name) on the ASM page you will see all content you are linked to (submitted Working group organizer/co-organizer and Posters as well as all working groups you have signed up for - ~~an~~ personalized schedule of your meeting attendance in one spot!)
5. Niwot Ridge Field Trip Thursday September 17. See the entry in the ASM working groups to sign up. *First come, first served*

Anything Else? We should this with some catch-all title like "ASM working group signups, registration and poster deadlines? or such.

-jvc

Subject: 2009 LTER Telecon-Today

From: Helen Schneider Lemay <helens@sgmeet.com>

Date: Mon, 17 Aug 2009 12:03:59 -0500

To: Robert Waide <rwaide@lternet.edu>

CC: jvc@LTERnet.edu, George Garcia <gmgarci@LTERnet.edu>, "lesl@sgmeet.com" <lesl@sgmeet.com>

Dear all:

Just confirming that we have a conference call today (Monday) at 1pm MOUNTAIN time. Les will not be able to be on the call but I will be at 254.776.3550. I think we were going to use this time to go over where we are with registration and overall planning. Susan Jones sent a registration list and it is current as of first thing this morning. I put down a few things below that should get us started. Many are from old notes but thought it good to recheck.

1. Function Sheets/YMCA

Updated as of 8/7/09 changes/corrections: Any other changes?

Working groups: Any new set ups or changes?

Phone lines: Meeting rooms have outlets. Do we know where we need access?

Final program? Is it set?

Student Mixer wanted background music-how are we handling? ~~SPAD to sound system~~

Poster lighting: did we determine that this is NOT needed? Just no need.

Wireless access-are your IT people ok? Confirm when they want to meet with the Y. Sunday ✓

Check who is providing the numbers for the poster boards-LTER? SG? Freeman will provide the boards and push pins. Do we need a diagram for placement? Yeah

2. Catering

Beer change made.

New catering recap to come from Mary but she has all our rooms and changes.

Will send final numbers closer in.

3. Housing/Registration

How do the numbers look at the YMCA for housing?

Estimate on registrations still to come?

International-are they set? What is needed to help?

No indication of any special needs-do you know of any?

VIPs-anything needed?

Any one day people-number due to the YMCA. No way of knowing

4. Other

Childcare: Is this still an issue? Do we need Birch Cabin? Yes

Photo: Any decision on this? No photo

Event insurance: SG sent a check on 8/7 to cover. Did UNM? Let me know so I can track a refund. UNM approved

Materials/Badges: use string badges with clip ons available? What else OK

Signs: Confirm that LTER will run signs for rooms and SG will put out. Yes

Volunteers-will there be any? NO

Review time line ?

5. Next call?

Looking forward to talking-Helen

Helen Schneider Lemay

New conference room

- 11,000 Ft² = 1600 people - breaks into 3
- Foyer - use for refreshments hi-environmental
- fireplaces
- Check for posters

*

New conference hall - \$3000 daily
but won't charge us

Long's Peak Lodge

Emerald Lodge

- 1 large ^{meeting room} ~~meeting room~~ - 250
- breaks into 2
- 4 other meeting rooms - around 70 each
- Dining room (200) ~~could be~~ ^{could be} used for meetings

Soap dispensers/Shampo

Tissues

~~Hand soap~~

~~No~~ No coffee maker ⁱⁿ ~~in~~
No cups - biodegradable

Wind River 3 - 100 each

* invite staff to Sunday talk

* ~~not~~ get MSP group to do something with kids

Not many competing groups while we're here

Some environmental ed groups before hand

Followed by Yogo journal

~~Long's Peak~~ Long's Peak Scottish Festival - 9th - 14th

Music - Mary will look for information

Mary - list of meeting rooms
will let us know when web page is ready

Bob - Put John Moore in contact with Gail Albers
Call Loretta

Think about putting singles elsewhere than Alpen
consider Mt. Ypsilon - check Lee's page

Finalize daycare with Schneider group

Check closing date on housing - put one - July 1

Finalize ~~reg~~ registration costs with Helen

To do soon

1. General Identify & reserve meeting rooms

Long Peak 5 or 6 (largest holds 500)

Wind River 3 - up to 100

Auditorium 6 rooms of 50

Eastside lodges - we have 3 with 1 Fireside room - 2 lodges have
four breakouts

Alpen lobby - informal

Long Peak } informal

Wind River }

Agenda for the Conference Call of the 2009 ASM Program Committee
February 18, 2009

Kratz

GLEON
STREON
Mullholland
Dobbs
Crowl

1. Discussion of program and plenary speakers (attached)
2. Timeline for major activities
 - a. February 25 – second call, including preliminary program
 - b. March 1 – Information to sites on funding
 - c. March 15 – working group submission opens
 - d. April 1 – housing reservations open
 - e. May 1 – poster submission opens
 - f. June 1 – meeting registration open
 - g. July 1 – working group and poster submissions close
 - h. August 15 – final program

Day Care

3. Mementos – mugs or cups; shirts; hats; calendars; wool caps, scarf, lanyards
4. Entertainment – Same people Go 36 mo calendar
5. Registration information
6. Possible additional events
 - a. AIBS-led policy and media workshops
 - b. IM meeting
 - c. Grad Student meeting
 - d. International LTER meeting – 20-30 participants, 2 days, theme of Ecosystem Services
 - e. Site presentations – ~~Cross-site, grad students~~
 - f. Future careers outside academia
 - g. Training on how to run workshops
7. Other issues as necessary

Fair trade

carbon credit

Herfer
Intl.

Do at lunch

Site Posters
Sunday night

ing groups
→ NCEAS
video

Photos

note bags
Programs
T-shirts
Name tags
Maps
General LNO Brochures

- Second call to all_LTER

YMCA of the Rockies

Registration - online form needs to be designed; when does this need to be done/ When should registration begin?

Conference call - when and what topics?

Can we get planning book?

Are we assigned rooms?

Are we assigned meeting rooms?

Space requirements

- LNO storage and working space
-

Schneider group

- Meeting space at the YMCA; required and reserved
- Description of meeting registration needs to begin programming; set registration target date; provide for credit cards
- Bank transfer mechanism for international participants
- Transportation and travel arrangement
- Alternative hotel rooms
- Responsibilities regarding international participants
- Poster board setup and lighting
- Bartenders and cleaning crew
- Rooms and signage
- Event insurance
- Distributing mementoes
- Mixers - less food
- Registration fees estimate

Program

- Grad students - review proposal and respond
- Mixer the night before the symposium? Outside with a bonfire?
- Ad Hoc meetings

Program Committee

- Decide next steps and set up call
- Finalize plenary speakers
- Finalize identities of round table participants

LNO pre-meeting
catered breakfast

Involve key staff
LNO kick for sign up
Wireless - tech staff
Printed program

Function sheets
Plan meal out for LNO
Communicate with NSF
Entertainment
International mixer
~~Name tags~~

what mementoes
- LTER logo

- hats
- mugs?

Big blue

Audiovisual

Workshop schedule

1. Program
- have meetings

Feb 4

18

~~Plenary~~
Plenary program

Mar 1

Info Funding

Conf. LTER
Attendees

June 15
- Aug 1

Calls for WG

Info to
LTER
at

May 1
- Jul 1

Call pasters

June 1 Registration

Ask YMCA Housing
regist.

Sep 10

- o Marie Bundy – research coordinator for NERRS in NOAA

International

- Contact chairs of international committee and get them involved

- *Reimbursement packets*
- Budget
- *Invitations + coordination*
 - *Formal invites - pdf.*
 - *welcome wagon*
 - Review budget and calculate site shares
 -

LTER

- *EC meeting*
- *SC meeting*

Things to do for the ASM

Call with Y
Fri 13th
2/17

Helen S.
2/10/09

1. Timeline

- a. February 18 – preliminary program
- b. March 1 – Information to sites on funding
- c. May 1 – July 1 – calls for posters
- d. June 1 – meeting registration
- e. June 15 – August 1 – calls for working groups
- f. ???? – housing registration

- * 2. Housing space – conf. space
- * 3. Meeting space – need to talk to Y; conf. space
- 4. Meeting registration – estimate cost
- * 5. Housing registration
- 6. Printed program – date
- * 7. Child care – what other things can they offer?
- 8. SG tasks

- a. Function sheets
- b. Meeting space at the YMCA; required and reserved
- c. Description of meeting registration needs to begin programming; set registration target date; provide for credit cards – size + color
- d. Bank transfer mechanism for international participants
- e. Transportation and travel arrangement – work out early
- f. Alternative hotel rooms –
- * * → g. Responsibilities regarding international participants – SG can issue letters + visas
- h. Poster board setup and lighting *
- i. Bartenders and cleaning crew
- j. Rooms and signage
- k. Event insurance
- l. Distributing mementoes – coffee, water mugs
- m. Name tags
- n. Audiovisual – contract
- o. ~~Poster boards~~
- p. Tote bags
 - i. Program
 - ii. T-shirts?
 - iii. Name tags
 - iv. Maps
 - v. LNO brochures

Q. Green efforts

Subject: Re: Notes for call

From: Helen Schneider Lemay <helens@sgmeet.com>

Date: Fri, 13 Feb 2009 09:22:33 -0600

To: Robert Waide <rwaide@lternet.edu>, John Vande Castle <jvc@lternet.edu>

CC: "lesl@sgmeet.com" <lesl@sgmeet.com>, mhughes@ymcarockies.org

Dear all:

Since Monday may be a holiday for some, I wanted to send out the information on our conference call for Tuesday, 2/17 at 1pm MOUNTAIN and 2pm CENTRAL.

Below is the call in information:

On demand conference call

Toll Free: 866-600-8552

Leader code: 2860780# (LTER)

Participant code: 8841464#

The main purpose of this call is to review where we are with our plans for the LTER meeting.

1. Housing

- Review what we have booked
- Discuss the reservation process-all will be individual rather than rooming lists
- What do we need to hold back for staff, speakers, etc.
- Agree on a date to open reservations-the sooner, the better!

10 in town
April 1

- See spreadsheet

look at online form &
2-3 weeks once they
have info

2. Meeting Space

- Review what we need and make sure it is available and being held
- Discuss poster boards (suggestions for vendor?) and lighting in Long House
- Begin discussing internet and audio visual needs
- Suggestions for hiring bartenders and service to purchase, deliver and manage the alcohol
- Review storage for alcohol purchases, deliver and other shipping to YMCA

- check meeting space in Long House

- Mary will inventory

- Mary will get list

- Handwrite in specific rooms

- Can use same storage

- tech visit? Ft. Collins

3. Other

- Child care options
- "Green" policies in place at the Y
- What else??

- No child care; bring in from outside; Mary will check boards

We are excited to be working together and returning to the YMCA of the Rockies in September with LTER.

Regards,
Helen

Helen Schneider Lemay
The Schneider Group
5400 Bosque Blvd. Suite 680
Waco, TX 76710
(254) 776-3550 - Phone
(254) 776-3767 - Fax