

Minutes are courtesy of Sue Ratcliffe and Liz Thomas. If you have any questions or corrections, please let me know – Elaine

IPM Symposium
Steering committee conference call
January 19, 2006

Attending: Sue Ratcliffe, Sherry Glick, Jennifer Vollmer, Jen Snyder, Liz Thomas, Elaine, Pete Goodell, Margaret Appleby, Carol Pilcher

Finance and exhibits:

- Finances are on target.. Tom and Sue are following up on a few more leads. Sherry is working on EPA.
- BASF – Jennifer works for BASF and will follow up with Tom Holtz about possible donation.
- Margaret - has money for the 6 Canadian speakers.

Local arrangements

- Carol Pilcher has been enlisted for the local arrangements committee.
- Elaine has contacted those on the committee to let them know what they will be needed for.
- 3 tasks:
 - o help on Monday with field trips and zoo;
 - o man an information desk during the week assigned to certain times;
 - o laptops and LCD projectors.
- It is estimated that 12 LCD projectors are needed Sue has access to some, Elaine has some. Sherry suggests mentioning something in the announcement “please let us know if you are willing to help with equipment needs”
- Pete Goodell suggests contacting speakers ahead of time to see who is bringing their own equipment Everyone agrees.
- Liz will ask Carrie about NEIPMC LCD use.
- Sue – has a checkout system that she used last time that worked well.

Media - Sherry

- Needs more info on registration. Elaine will get that to her once she has sent out a note to speakers who are receiving a complimentary registration.
- 7 registrations are already in the db.
- Will sherry use media outlets to spread the word? Yes, Gempler and Meister, also EPA, Ag contacts, and ESA info. Elaine suggests farm publications. Sherry will work on this and update.

Registrations on the web – Elaine

- Ron Stinner has up on the web: latest program sessions, registration, info on hotel reservations.
- Pete: is it possible to have info on the web about other meetings particularly the regional meetings happening the day before? Everyone agrees this is a good idea.

- Elaine has contacts for all satellite meetings and will send out the list to the steering committee to check for missing information. Pete suggests that IPM Centers help coordinate regional tech committee information. Liz will bring up IPM directors.
- Make sure to ask contact if they want information about their meeting on the web.
- Sue – Mike Fitzner is organizing a reception for IPM coordinators on Sunday. On Monday all 4 regions will meet together and then have separate meeting for rest of the day. Mike Fitzner is sending out the announcement to IPM coordinators.

Posters – Jennifer Vollmer

- Have 192 submissions already and they are all out to the reviewers and due back by February 8. Eight more have been submitted until then. They will accept a few more than 200 posters (to account for some no-shows)
- Only abstracts due now

Program – plenary - Margaret

- Margaret sent draft plenary sessions for opening and closing to the steering committee
- Have contacted everyone and is waiting for final titles, but she has not heard from Steve Johnson. Sherry has heard nothing heard yet either but will contact Janet Anderson and mention that the deadline to hear from Steve is January 31.
- After that time, if Steve is not speaking, the 20 minutes allotted to him is suggested to be split between the 4 panelists.
- If time is needed for the plenary session, it will come from the 25 minute break.

Program – sessions - Margaret and Elaine

- There have been a few time changes due to speaker conflicts, etc.
- Ironing out: unclear titles, time conflicts, missing abstracts.
- Deadline for all session information: Feb. 1 to allow graphic designer enough time.
- Abstracts will be on the web in pdf form.
- Sue has volunteered to consolidate the information they have so far to put it into some order. She will look at layout and review all abstracts.

Site selection - Sue

- Sue and Elaine traveling to St. Louis to check facility which is now under renovation. The hotel is located at the foot of the arch near a park. If it's cold, the whole symposium is self contained so no one will need to go out except for field trips
- The block reservations for hotel rooms is good until March 1.

Awards - Jen

- There will be between 1 and 4 awards depending on the scope of nominations
- There are no eligibility requirements for who can do the nominations and the process for who can receive the award is very open too. Since this is the first time, the award committee is leaving the whole process loose for the moment to see how it evolves.
- Awards will be given on Tuesday during the luncheon.
- Mike Fitzner has committed to a permanent award plaque posted at the Waterfront building (CSREES) in DC.
- What is the title of the award? The committee needs to think about this.

- Sue suggests this is a great opportunity for good media attention and asks Sherry to look into this with the media committee. It's a good photo opportunity for the press.
- The off site activities might also be of interest to the press.
- Sherry and Jen will work on how to recognize all the nominees too. The steering committee liked the idea of having something in print that can be handed out at the luncheon.

Coordinator - Elaine

- Asks everyone to be aware that the offsite trips are an extra fee for everyone, even the speakers who have a complimentary registration.
- Buses leave at 2:00 and 5:15. The fee is \$15 and covers the zoo admission and dinner. Orkin, Monsanto, and Tom worked hard on this.
- Abstracts – she is hoping they will all to arrive soon.

Next call

- Thursday, February 2, 11:30 est, 10:30ct, 9:30 mountain, and 8:30 pacific
- Next call after that: February 15 – Sue and Elaine will give updates on their visit to the site.