

Subject: National Monitoring Conference 2014 – How to be a session “champion”

Thank you for agreeing to help organize (“champion”) a session for the NWQMC conference in Cincinnati, OH, April 28 – May 2, 2014. Here is a list of the things we (the Program Committee) would like each session champion to do:

1. **As soon as possible, send Cathy Tate (cmtate@usgs.gov) a title for the session(s) you would like to propose, along with the associated Conference Theme** (from the *Call for Abstracts* at: <http://acwi.gov/monitoring/conference/2014/CFA.pdf>). In some cases, the session title could be the same as one of the Topics listed on page 2 of the *Call for Abstracts*. If you are proposing more than one session, they could have separate titles or they could have the same title followed by a number to indicate that they are part of a multi-session track. Each session should include four 20-minute presentations.
2. **Contact the proposed presenters and encourage them to submit abstracts for the session(s).** The Program Committee would like each session at the Conference to include presentations from a variety of perspectives, so **be sure your presenters are from different organizations.**
3. **When someone agrees to submit an abstract, let them know which Conference Theme to specify on the submittal web-form.** Consider selecting 1 or 2 common keywords for each presenter to include on the form. Ask them to send you the title of their abstract after it has been submitted. Remind them that the **submission deadline is September 20, 2013.**
4. **Send Cathy Tate (cmtate@usg.gov) the names, affiliations and emails of people who agree to submit abstracts.** Also, let Cathy know which Theme and keywords will be specified on the submittal form, and send her the title of the abstract when you are notified by the author. This will help us identify abstracts for each proposed session as they come in, and properly sort them for review. Last, if your plans for this session fall through, please let Cathy know so she can remove it from the list.
5. **Ensure that all submitters understand** that solicited abstracts still must go through the normal review process, and **there are no guarantees that all will be accepted or that proposed sessions will not be changed.** It is likely that other, unsolicited abstracts will fit into some proposed sessions, and the Program Committee might decide to revise the session. It is also possible that a proposed session could be dropped if not all the solicited abstracts are submitted.

We will let you know when the abstracts you solicited have been submitted, and we might ask your advice about other abstracts on the same topic. We will try to notify you about any potential changes to your proposed session. The Conference Planning Committee will make the final decision about all sessions at a meeting in early December.

Thanks for your help,

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