

Excerpts from
AMERICAN FISHERIES SOCIETY
PROCEDURES

Pertaining to Organizing a Parent
Society Annual Meeting

(For the full AFS procedures manual go to
<http://www.fisheries.org/test/aboutus/procedure.pdf>)



Adopted by the Governing Board of the American Fisheries Society

October 30, 2006

PREFACE

Procedures are the lowest level of formal documentation of AFS operations. The Constitution and Rules are higher and they are described in the Constitution. Procedures are intended to remind AFS volunteers and staff of what to do and how to do it.

This was a major revision. The last “procedural manual” was published in 1992. Since then there have been many changes and the manual was not revised to keep up. The Constitution and Rules have been revised and substantial changes were made in governance such as the creation of the Management Committee. This committee hopes that Procedure updates will be a routine part of Governing Board and Committee business. The new document will only be available electronically so revisions can be made easily.

The old Procedural Manual included a mix of general information and procedures. This revision attempted to remove the general information from procedures. A “Unit Survival Manual” also exists that includes a wide range of information. The information removed from the old Procedural Manual is going to be added to the Unit Survival Manual (USM). Concurrently an update will be made to the USM.

Respectfully Submitted,

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STANDING AND SPECIAL COMMITTEES

Standing Committees are permanent committees established through the Society Constitution. These committees perform a variety of tasks deemed essential by the membership. Committees carry the burden of substantive work conducted for the membership as a whole.

Additional Standing Committees are established through amendments to the Constitution, usually by converting a special committee that has functioned effectively for several years and the charge of which has been deemed worthy of standing-committee status.

The AFS President appoints and charges the chairs and members of all standing committees within 30 days after the annual Society meeting unless otherwise specified. All appointees must be Active Members, and their terms of duty extend to the end of the next annual meeting if not stipulated otherwise.

Arrangements Committee

Purpose:

Makes the arrangements for all aspects of the annual Society meeting. This includes coordinating budget and finance, collaborating with the AFS central office on registration and other administrative aspects of the meeting, collecting fees, planning accommodations and social functions, organizing venues for oral and poster presentations, fundraising, coordinating student affairs, and generating publicity for the meeting.

Composition:

The chair is selected at least two years prior to the meeting. A suitable candidate is ideally identified at the time the group bidding for the annual meeting makes their presentation to the AFS Time and Place Committee for consideration. This appointment is made by the current AFS President, but in consultation with the Officer who will preside over the meeting being arranged. For example, the 2nd Vice President will be AFS President in 3 years so he or she selects the person to Chair arrangements at “their” meeting. The Chair is generally a member of the local chapter or organization hosting the Annual meeting. This person then serves as a member of the Committee until the year they serve as Chair.

The Chair coordinates and administers all aspects of the Annual Meeting. The Committee normally has many subcommittees composed of the host jurisdiction’s professionals.

Duties:

The Chair also serves as General Chair for the Annual Meeting (Article IX, 2. A). In this capacity the Chair provides coordination and oversight for the other meeting committees. If disagreements arise the Chair will make the final decision in consultation with the AFS President.

Performs activities as described in the “Guidelines for Hosts of Annual Meetings” which is available from AFS Headquarters.

Operational Guidelines:

None specified at this time

Program Committee

Purpose:

Assembles and administers the program for the annual Society meeting. The Chair is selected four years in advance. (See Article III.1.C.iv in Constitution).

Composition:

Chair plus an indefinite number of others as desired by the AFS President and the Chair, appointed to one-year terms. Also there should be three others who have been designated by successive Second Vice-Presidents and who will chair the Committee in succeeding years, thus serving a four-year term. President-Elect is a member.

Duties:

1. Plans, develops, and administers the technical program
2. Records all changes and improvements in the procedures and forward to the next year's Chair and Society Headquarters.
3. Develops implementing direction and agenda for the AFS Strategic Plan

Operational Guidelines:

None specified at this time

Raffle Committee

Purpose:

Administers the Society raffle at the Annual Meeting. The proceeds to be divided as follows: 70% to the AFS Skinner Fund, 30% to the local unit hosting the raffle. If no local host then 100% to the Skinner Fund.

Composition:

Committee is composed of members of the local host unit.

Duties:

Solicit prizes, recognize sponsors, organize and coordinate selling of tickets and publicity, conduct raffle at meeting, write thank you letters to sponsors, mail unclaimed prizes.

Operational Guidelines:

None specified at this time

ANNUAL MEETING GUIDELINES

2004 Edition (rev 3/05)

Foreword

The AFS Annual Meeting Guidelines Manual is intended as a briefing for those in a local chapter or agency who have chosen to become involved with helping to plan future annual meetings of the American Fisheries Society. Your willingness to serve indicates your commitment and your desire to assist the Society in planning events that require duties normally outside your chosen profession. It is expected that you will need to ask for help from others, including AFS staff, who may have expertise in specific annual meeting-related disciplines.

Aside from time commitment, conference planning requires good organizational skills with attention to detail. However, it is also a great opportunity to learn and to set an example for other chapters.

This manual will help you organize a successful AFS meeting, but the information contained should be considered as guidelines, not hard and fast rules. If you think of the contents as rules, remember that rules can be broken or modified for good reason. Don't hesitate to seek advice and direction from your colleagues, friends, convention industry leaders, and especially AFS officers and the AFS staff.

Wrap-up reports are available in the AFS office from previous annual meetings for hands-on information. Normally, past Program and General Meeting Chairs can be your best allies and sources of information, about handling the tasks at hand. Please consult these reports and contact past organizers whenever you need additional advice.

The AFS officers and staff greatly appreciate your willingness to be a major part of planning a future AFS annual meeting. We'll help you in any way we can. Recently, many of the tasks involved in setting up an annual meeting have been taken over by the AFS staff. We view the AFS Annual Meeting effort as a partnership between a chapter(s) and the AFS Office. The chapter(s) and other volunteers do what they do best: concentrate on the local arrangements and the contents of the program, while the AFS Office concentrates on general fundraising, abstract submissions, and registration.

Bidding for an Annual Meeting

The American Fisheries Society solicits bids from chapters and state agencies for its annual meetings more than four years prior to the actual event. The bids are typically solicited on a rotating basis among AFS Divisions, but there is nothing to preclude solicitations “out-of-traditional-sequence,” especially when an insufficient number of bids are obtained from the targeted “geographic” Division.

A bidder’s package is normally requested by prospective hosts, from the AFS Office late winter or early spring. The package provides guidelines and historical figures about attendance and numbers of hotel rooms used at past annual meetings. The package requires prospective hosts to address items such as availability and price of air transportation, anticipated costs of hotel and meeting rooms, cost of services and amenities, entertainment options, expected climate and weather conditions, availability of AFS members to help plan and host the conference, and various other information. Per instructions from the AFS Office, the bid package is submitted during late spring or early summer by mail to the Chair of the AFS Time and Place Committee. It is ultimately considered by the Time and Place Committee at the fall AFS Annual Meeting *exactly four years prior to the event being proposed*. The Time and Place Committee allows face-to-face presentations by the host Chapter and/or by city representatives, reaches consensus on a selection, and presents findings to the Incoming Governing Board later in the week. The Governing Board decides whether to accept the Committee’s selection.

Tips for Successful Submissions

Successful bids usually have the strong support of a local AFS Chapter and/or a regionally based state or federal agency willing to help sponsor the event by providing volunteer employees and services to offset some of the costs associated with organizing such a large conference. Bidders may wish to include representatives from the local Chapter and the local Convention and Visitor’s Bureau when they present their justifications to the Time and Place Committee. These groups often prepare and show high-quality slide presentations or videos that depict the locale and its amenities.

In addition the most successful bids to host AFS annual meetings have been those demonstrating a wide variety of competitive airfares to the host city, reasonable hotel rates to accommodate a large block of rooms for attendees, centralized lodging and conference facilities, free use of convention facilities (often based on expected hotel occupancies), availability of discounted student room rates, and a host of social activities and attractions for members and family guests.

Past successful bids are also typically associated with a large number of AFS members in the host city or its surrounds - individuals who are willing to work on Local Arrangements-related activities.

Remuneration

1. The basic host unit for AFS Annual Meetings is an AFS chapter(s). Host chapters will be offered a monetary return from the annual meeting they host, as a fixed percentage of that meeting’s net proceeds. The host chapter may elect *not to request* such reimbursement.

Alternatively, the host chapter may wish to designate all or a portion of their return to a specific AFS activity (such as the Skinner Student Travel Fund, Hutton Fund, and other specific Society needs).

2. The monetary return to the host chapter will be 10% of the net proceeds of the annual meeting. (Past net proceeds have ranged from \$50,000 to over \$100,000 from an AFS annual meeting, so host chapters can expect as much as 10K or more, for their efforts.)

3. The Parent Society takes on all of the contractual risk in coordinating an annual meeting. The Parent Society also contributes staff hours and other labor costs, travel, and conference materials in helping to orchestrate an annual meeting.

4. Divisions will receive 10% of the net proceeds if they forgo their regularly scheduled annual meeting and hold it in conjunction with the Society annual meeting.

Suggested Timeline

Two Years Out

August - September

Prepare to attend the Annual Meeting two years prior and the year prior to yours. AFS will provide you with seed money if you are not able to have your travel funded by your office. Make sure key people are planning to attend. Often, the local convention and visitor bureau will also attend to drum up interest in next year's meeting. Make use of this free service.

Conduct a preliminary meeting at the conference hotel with AFS staff, key members of the Arrangements Subcommittee, host hotel staff, and local convention and visitor's bureau representatives to view facilities, establish relationships, define basic duties and schedules.

Begin fund raising. It is never too early to start and it is important because contributors make budgets years in advance.

Year Before The Meeting

January-February

Hold a second meeting to ensure all contracts are adequate and in force, to initiate meeting budgeting process, to ensure subcommittees are fully staffed and charged with their duties, and to establish communication and coordination procedures among all meeting planners.

Begin search for speakers. Program Committee with the AFS President has the lead, and must coordinate with the GMC.

If you have any need for catering an off-site event, start looking around. Negotiate. **A very valuable resource can be a local culinary association.**

March-May

Establish the preliminary budget during a meeting of the Arrangements Committee. Financial

requests should be estimated for a rough draft budget. Remember to include funds for promotion done by the AFS office.

Gather data on number of attendees by category (member, student, spouse, etc.), number attending social functions, quantities of food and beverage consumed, \$\$ spent on each function, etc. This information is available in prior year's wrap up reports that you can obtain through the AFS office.

Finalize the location of any off-site events. Permits required for serving alcohol can sometimes be a hassle. Use your imagination and see what your city has to offer. People always enjoy the "fish fry", but it is very common; variety is always welcomed. Remember transportation. Most buses carry 40 adults. How many will you need? Do you need fancy coaches or will school buses do?

People on the steering committee should have a good feel for their responsibilities by now. You'll still be recruiting to fill gaps but most tasks should be well covered.

If you plan on having entertainment at a banquet or any other function and have not yet made a selection, you'd better do so soon. Many entertainers book well in advance.

Get cost estimates from the hotel/caterer for coffee breaks, receptions, etc. Play with menus and see where you can cut costs. Menus submitted by the hotel can be changed. They will customize something for you within your budget framework. Negotiate to pay for coffee by the gallon and pastries and bagels by the dozen if the AFS office hasn't done this earlier. Our members are notorious for swarming to free food and drink and making a meal of it! The menu can be refined at a later date. When budgeting leave room for an increase in prices if they cannot be set at this point in time. Beer is the hands-down favorite, but don't forget wine and soft drinks. Get changes in writing. Understand the caterer's language (does per item mean per fish or per serving? What exactly does corkage mean?)

June

Work with the FISHERIES staff and Abstract Coordinator to update the Call for Papers. Decide topics for the short sidebar that changes each month in the Call for Papers.

Subcommittee reports and final budget requests due to the GMC.

Draft of budget due to the Executive Director and the Director of Administration and Finance.

July

A progress report should be in hand from all subcommittees. Reconfirm assignments and deadline dates for individual subcommittee activities.

First call for papers is due in early July for publication in the September issue of FISHERIES. Also include a brief write-up about the meeting site, dates, hotels, etc. Though still a long way off, early exposure is important.

August

Begin developing the meeting web site, to be hosted on the AFS web site.

Governing Board Meeting at annual meeting - Report of GMC to the Governing Board on general program including budget and proposed registration fee for approval.

After Governing Board approval: GMC shall authorize subcommittee budgets which constitute authority for each subcommittee chair to incur obligations to the total amount approved, only. Each subcommittee will keep a record of its expenditures and financial obligations.

Attend the annual meeting, observe, take notes, take photographs (they really help sub chairs who can't attend), and talk to the local arrangements folks. Take notes. Pay attention to attendees also. If you notice that someone looks lost, decide if a sign at that location would have been helpful. If you hear someone complaining or sound frustrated, see how you would alleviate the particular problem next year. Be "in touch" with what's going on. Learn from mistakes you observe.

At the Business Meeting the Program Chair and GMC will make a presentation highlighting next year's meeting and unveil the poster. Lots of rah, rah!

Attend the wrap up session following the meeting for helpful hints from the planning committee, convention center / hotel staff, caterer, etc. A great learning experience. Second Call for Papers due for publication in October.

September

Third Call for Papers due for November issue. Begin making regular contact with hotel/convention center staff. Good working relationships are important to the success of your meeting

Begin monthly committee meetings. This is very important! **Recommended reading is "How to Make Meetings Work," by Michael Doyle and Davis Straus.** Brainstorming and keeping up with each others' progress is productive. Publish minutes of each meeting for each member and copies to the AFS staff, President and President-elect, etc.

The Trade Show Chairman can begin drumming up local interest and working with the AFS Office Coordinator or contractor. This person will handle all local trade show arrangements and be the contact between headquarters and the trade show decorator. The mailings, exhibitor registrations, etc., are all handled through the AFS Office or contractor.

October

Fourth Call for Papers due for publication in the December issue.

AFS Office will prepare a registration form and do the first promotional mailing.

Open an interest-bearing bank account and order checks. Apply for sales tax exempt status so you won't have to pay sales tax.

Meeting web site promoting the location, dates, speakers, theme, hotels, etc. should be ready and posted. AFS will host the web site with access given to the local webmaster.

November

Prepare a write-up about the area and what there is to see and do, to submit for the January issue of FISHERIES (due by November 15). Send the office a list of all chairs with phone, fax and e-mail addresses if not already done.

December

The steering committee meetings are critical for exchange of ideas. No one realizes the amount of time that goes into seemingly minor decisions.

Nail down the general schedule for the week and any major items (event locations/themes) that are not yet finalized. When will the business meeting, raffle, banquet, mixer, etc. take place? Contact your transportation company.

Provide the hotel/convention center with the master schedule of events from the previous year, as a starting point. Most of the Governing Board meetings before the convention are the same, year after year, as are the luncheons throughout the week. The hotel can enter these events in their computer and begin function sheets for each event. All the details (such as seating arrangements, number of people, food to be served, equipment needed, etc.) will be fine-tuned as information comes in from AFS or the Program Chairman. It's helpful to keep the hotel up-to-date so that neither you nor they are overwhelmed the month before the meeting. The AFS Office will handle all the functions they are responsible for and have a separate account with the hotel. Make sure there is a clear understanding on the part of the hotel about what functions get billed to the AFS Office and what gets billed to the local host.

Letters should go out to all Section Presidents calling for meeting room needs (Section Business Meetings) and/or special tours. You'll want to know: estimated attendance, projection or other A/V needs, length of meeting, preferred seating style (conference, classroom, theater?), and preferred date/time (if they have a choice). Try to schedule all of these before the technical sessions. Letters should also mention the opportunity for the Section to organize and sponsor a symposium. Ask the Continuing Education Committee Chair about Continuing Ed courses also. (Check with Manager of Unit Services in the AFS Office.) The Program Chair and AFS President should be consulted about special scheduling needs.

Once all your time slots for events other than the technical program are set, let the Program Chair know the daily blocks of time he/she will have in which to schedule papers.

Suggestions for special sessions are due in December, so keep in close contact with the Program Chair. The number of sessions will dictate much of the space needed and the scheduling of events.

Obtain a list of proposed special sessions and other program information the Program Chair may have. Prospective delegates will be requesting such information for justifying attendance. This will also come in handy when contacting possible sponsors/contributors.

The Public Relations person, working with AFS staff, should put together a general announcement including information about the program, trade show, Plenary, social events, etc. Mail out to media, commercial fishing groups, scientific organizations, consulting firms, politicians, and possible local exhibitors. (Postage adds up, so please budget accordingly.)

Find out if any of your facilities require that they be specifically named in AFS's liability insurance. The AFS Office will provide you with a general liability policy.

Assign someone the responsibility of taking meeting minutes. These notes can be passed on to the AFS office and the next year's Arrangement Committee, as well as your own. It's a good reminder of who's responsible for what.

The February Fisheries article is due.

Have a relaxing holiday season!! The pace will pick up after the New Year!

Year Of The Meeting

January

Trade Show - continue contacting local groups to drum up business (local agencies, computer stores, fish/seafood processors, artisans, fishing guides/outfitters, etc.).

Put your feelers out for good slides depicting the meeting location. Several committee members may want to submit slides; also check the photo bank at the local convention and visitor's bureau. You'll want photos for the April and June issue of FISHERIES, including a vertical format photo for the supplement cover.

Will your hotel match up individuals requesting a roommate? If not, decide how or if to handle this. It's not much work and is highly appreciated by students and others traveling alone. This can be mentioned in the "hotel information" section of the March issue of FISHERIES (due January 15). As individuals call, act as a referral service, passing on the name and number of possible roommates. It is their responsibility to contact the person and make all arrangements. Ask them to call back so you know to cross them off the list or keep them in the pool.

Write an informative article for the March issue of FISHERIES and send it in, with accompanying photos before January 15.

Familiarize yourselves with meeting room requests and the meeting rooms themselves so that you may begin scheduling. Try to schedule technical sessions with similar themes in the same room throughout the meeting. Section business meeting requests should be in by now. Everything will inevitably be shuffled around before it falls into place. One person should be responsible for scheduling all non-technical meetings.

Abstracts are due this month. Contact the Program Chair to determine the number of concurrent sessions. Space will hopefully not be a limiting factor.

Make sure you date every item of correspondence, schedule, floor plan, etc. to alleviate confusion once revised plans start coming in. A spreadsheet is imperative so you can keep track of all schedule changes. There are several options available from previous meetings

In addition to the monthly Arrangements Committee meeting, begin holding subcommittee meetings.

Check into state requirements/legalities concerning the raffle. Some states have become very picky. If a state is too picky sometimes playing “dumb” is the only answer.

Begin soliciting sponsors for the meeting bags if you haven't already done so, or coordinate with your fundraising chair. (Sponsor logos sometimes are printed on the back side of the bag.)

Choose a color scheme if desired. You can coordinate colors for bags, abstract covers, programs, signage, trade show decorating, meeting logo/letterhead, etc.

Continue soliciting donations/sponsorships. Some commitments should start rolling in.

Make final selection of commercial printer if not provided by host agency.

February

Confirm commitments with entertainers.

Get written contracts for all service agreements.

Abstracts are sent to Program Committee this month for review. Should know exact number of accepted papers by mid-late month, then scheduling can begin.

Contact the Continuing Education Committee Chair and the Unit Services Coordinator about continuing education courses to be held during the convention. Have them provide the necessary information to include in the registration form in the April FISHERIES.

Start pulling information together for the April mini-supplement and June full supplement for FISHERIES. For April, you will need the pre-registration form and brief description about the hotels, transportation, program, plenary if possible, tours, socials, etc. The mini-supplement is due in mid-February. The June issue, due in early April is a biggie and needs to include everything. Don't worry about listing rooms and exact times for talks at this point, as it is sure to change. You will need: pre-registration form, airline, tour and car rental information, hotel costs and phone numbers, map of the area, on-site registration schedule, trade show, special events (receptions, banquet, Spawning Run, etc.), advertisements, special luncheons with registration forms, program overview, program details, continuing education workshops with registration forms, etc. Much of the material can be assembled from the monthly articles already submitted and published.

Don't handle tour tickets or related funds. Work this out with your tour company in advance so they know what's expected of them before the meeting as well as on-site.

Have copies of the meeting information on hand. Extra meeting supplements are available from the AFS Office. Many people who don't receive FISHERIES will request information and this could be very time consuming if you don't make up several packets in advance. Also, pass these packets on to your hotel, tour company, visitor's bureau, convention center, etc., as it is helpful to keep them informed.

Get AFS membership forms from the AFS Office to send out with the requested information. Let people know in advance that they can become a member and register for the meeting for the same cost as registering as a non-member.

Send requests for special invitation letters for foreign registrants to AFS Office.

The second mailing for the trade show goes out around the end of February (handled through AFS office).

March

Work on continuing education information for May issue of FISHERIES and submit by March 15.

Start working on conference t-shirts. Find the best local silk screener, or check with the AFS office for a suggestion. Come up with a t-shirt design. Check with two previous meeting committees about how many were sold, so you don't over-order. Student groups usually are offered the opportunity to use this event as a fund raiser.

Meet with your tour company to make sure they're on track with spouse tours and any other tours they're handling.

Set a policy on discounts or waivers of registration fees for students willing to work as projectionists or providing other help during the meeting. You may waive the registration fee if they commit to a regular work schedule for the full week. Indicate first, second, and third choices of sessions to work so they can participate while also being useful. (Some local organizing committees simply pay students a fixed dollar amount, and let them use these proceeds for registering.) Schedule a training time for student and other AV workers early in the meeting week.

Have you made arrangements for the Governing Board Retreat? An informal atmosphere away from the meeting site is preferred. Check with the AFS office to see if one should be scheduled

April

Put together a list of all technical session titles and their times, as these are also requested for justification to attend the meeting (if possible can be done in March).

Check with the AFS Trade Show Coordinator about discounted booths for local artisans.

AFS Office sends letters out to all contributed paper authors informing them of the sessions

they're in, as well as day and time of session (also posters and alternates).

The June full supplement for *Fisheries* is due. A proof will be sent for your approval in early May. Pay extra close attention to the published schedule and try to get AFS committees and sections to finalize their meeting times to avoid numerous "TBAs" in the June issue.

May

Check into renting radio-phones or cell phones. These are invaluable for rapid communications among key Local Arrangements Committee staffers during the conference. They are highly recommended or you'll do a lot of unnecessary running around. Test them ahead of time to make sure they are powerful enough to use in the buildings. Many times these can be donated by a phone or communications company.

Work on room scheduling (if possible can be done in April).

Send business meeting schedules to AFS Section Presidents and other meeting planners. Times are more important than room assignments at this point.

Start thinking about A/V needs: slide projectors, carousels, LCD projectors, microphones, pointers, screens, podiums, etc. and arrange for spares of everything (especially projector bulbs).

Check on everything your facility can provide and assume nothing.

Make arrangements to secure AFS banner and podium cover from AFS office to be hung at the Plenary Session.

Fill in program grid for the program book with abstract information that AFS will provide. AFS will provide local host with camera-ready text for printed abstract book. Get bids from printers – 3 ring binders.

Make sure people involved with registration are familiar with the computer and the registration software. Work out any bugs. Plan for contingencies such as a PC hard drive locking up or a power outage. AFS staff will handle on site registration. They will need 2 PC's and 2 HP desk jet printers. Make sure to have extra ink cartridges.

Designate a secure space for storing the raffle prizes that are sure to begin rolling in.

Get camera-ready logos from the organizations sponsoring the meeting bags.

Submit the July *Fisheries* article, which can wrap up loose ends or highlight the raffle.

June

Begin collecting items that will be included in the registration packets (a few "goodies" that have some lasting value, area brochures, coupons, local fishing information, special convention

announcements, etc.). However, don't insert useless clutter. Work with the AFS Office on final contents in package.

Firm up any service contracts that are not yet finalized (catering, equipment rentals, transportation, entertainment, etc.). AFS Office signs and keeps a copy.

Emphasize the need for several food stations at all events. Long lines continue to frustrate people, year after year.

Finalize artwork for t-shirts and decide on order. All should be “preshrunk.” The size extra large will run out first and then large. XX large and children’s shirts will also sell in smaller quantities. Also order Spawning Run shirts.

Spawning Run (or other AFS sport events): decide on course, purchase prizes (if not donated), arrange for stop-watches, megaphone, and all other equipment and assistance you’ll need to carry out this event

Order registration meeting bags.

Get updated list of trade show exhibitors from AFS office and prepare camera-ready copy for program.

Make a sign-up list for jobs that still need assistance. Get commitments for all the “little details.”

Arrange for contacts for child care. Be aware of local and legal implications of trying to handle it yourself. Let attendees make their own arrangements with vendors. You can provide a list of them in the daily bulletin.

Submit your final *Fisheries* article for August, and work on the schedule for the professional photographer with *Fisheries* staff.

July

Contact media with general announcement about the meeting.

~~Make~~ Make up an on-site registration work schedule and begin getting firm (written) commitments from volunteers. Also decide on a time for the registration training session.

Make up a camera-ready list of contributors/sponsors for inclusion in the program. Have all ___ program information camera-ready for the printer.

Make sure person in charge of student papers has necessary information for scheduling judges, and rating forms.

Confirm all commitments - call anyone and everyone with whom you have agreements for the week of the meeting. If you are too busy to follow-up on a commitment, assign it to somebody that you are sure will take care of it. Get commitments in writing.

Collect banners, signs, and logos from event sponsors to use during the meeting.

The local host will print the program as late as possible while still giving yourselves time for unforeseen circumstances (30 days). Work with AFS Office on final format. Make sure AFS

office proofs final program book. The more withdrawals and program changes you can catch before going to press, the less confusion there will be at the meeting. ORDER EXTRAS.

AFS office will make master CD of the program with local hosts input. The manufacturing of the CD depends on wherever the price is the best.

Will parking be a problem? Something to think about is that our members don't like to pay much. If not negotiated beforehand, negotiate with hotel, convention center or parking vendor.

Plan on having an information-message center near, but separate from, the registration table. If this is not provided in a convenient location, the registration crew will be bombarded with questions they do not have time to answer. Also, arrange to have a phone at the registration table for work-related communication. The information desk should have a phone as well. This can double as the lost and found station.

Plan to have a bulletin board for posting of jobs and a separate one for posting of messages.

Make sure you have checked with the registration subcommittee to see if anyone has special needs.

AFS staff will begin sending name tags, receipts and envelope labels for pre registered attendees.

August

Have a bag-stuffing party with lots of people. Stuff generic bags then put personalized items (name badge, receipt, special events tickets, etc.) in manila envelopes. Put name in top corner of envelope and alphabetize.

Make up generic signs that can be customized and posted at a moment's notice. Use various sized sheets, some vertical, some horizontal, that have the AFS logo and enough space to print necessary information. Also, make several signs with the logo and arrows pointing in different directions to post where you might find it helpful at the last minute.

Avoid hand-written (ad hoc) signs. Use professional equipment or a fast vendor.

Confirm all commitments - again - the week before the meeting. Make sure everyone knows when they're supposed to be where, with how much of what. Don't let anything fall through the cracks.

Make sure there is an open line of communication with the hotel staff. Provide a program and other pertinent information to the concierge.

Give caterer all updated numbers for the various functions. Go through all details with hotel and convention center on set-up, props, food and beverage, entertainment, timing of their roles, etc.

Make sure everything is set for the Plenary Session. Some speakers may need to be picked up at airport, etc. Make a "dry run" if there is any audio/visual equipment involved. Be sure pre-Plenary breakfast is set up for AFS Officers, Executive Director and speakers.

Set up the rooms in advance so you can make a sweep to check for details. Every time a room is

changed - seating or AV - check it well before its next use.

Let the caterer know you'll want pitchers of water and glasses for the speakers in each meeting room. Replenish during the breaks.

Give the convention center/hotel a list of individuals with authority to make decisions, commit funds, etc. You can identify these people with your group's specific apparel, or with gold stars on their name badges.

Plan to have "gofers," with vehicles, on-site.

Assign an informed individual to be stationed at the entrance to the opening "mixer." People who have just rolled into town will be full of questions about when and where they can register, the schedule for the week, etc.

Have a "briefing" for the AFS staff as they are often approached for information that is as foreign to them as the rest of the out-of-towners.

Have a pre-convention briefing with hotel staff, your committees, and AFS staff so every one will know who the key players are.

Have programs at the headquarters hotel. They receive many phone calls and requests for information and should be kept as informed as possible.

Label lights in the meeting rooms and if possible, set the dimmers to preselected levels..

A Daily Bulletin is a good idea especially for program changes, new items, etc. Can be slipped under doors of hotel room or kept at the registration desk.

Have key people carry a list of important phone numbers and keep a list at the information booth as well.

Have back-up plans for all the worst-case scenarios. Once the meeting starts you'll be dealing with the many "challenges" that pop up. Have your cell phones or radios (12-18 in the meeting office with necessary chargers). This is where all the pre-planning and good working relations with convention center/hotel personnel pay off. There's still a lot of running around and the behind-the-scenes pace is hectic (if not frantic) so you'll barely be aware of the fact that the meetings are taking place and all is running smoothly. Remain calm, flexible and available. Many decisions will have to be made at a moment's notice. You will find that a core group of 5-6 Local Arrangements Committee members will be busy non-stop from Day 1 through Day 9 nearly 18 hours/day. Again, the more committed individuals are, the better. Don't waste your time thinking about which technical sessions you'd like to sit in on, because it will never happen (unless of course you ask someone to "hold" your radio and disappear for a couple of hours).

Good Luck! It's a lot of work, but it's also a lot of fun. The motto about meeting planning is that "it will either fall into place or fall on its face." It usually manages to do the former. Don't forget to throw an appreciation party for all the workers and volunteers, and plan a vacation for yourself afterwards. You will definitely need it.

Above all, please know how much your hard work has been appreciated by the AFS Officers,

staff, and our membership!! A huge THANK YOU to you and your co-workers!

Annual Meeting Structure And Organization

Organizers should strive to structure their meeting leadership according to this format: General Meeting Chair and Program Chair. **The General Meeting Chair is the person who “bridges the gap” between Program and Local Arrangements functions, and who plays a very significant role in fundraising for the Annual Meeting.**

General Meeting Chair: The General Meeting Chair (GMC) should come from a leadership position within the host chapter, will usually live in close geographic proximity to the proposed site of the function, and normally will occupy a position of managerial leadership in the local aquatic resource community. Usually recommended by the local organizing committee, this individual will eventually need to be appointed by a sitting AFS President. Often, the GMC will have played some role in the bid presentation to the Time and Place Committee considering that year’s meeting, and will work with the eventual AFS President in coordinating interactions between Program and Local Arrangements functions, especially facility needs-related requirements and budgets. Also, the GMC will help ensure good communications with that year’s AFS President, and between the Program and Local Arrangements committees. **The GMC will oversee all Local Arrangements functions and the budget for all elements of the proposed annual meeting.** The GMC will normally assist the organizing committee and the AFS Office with local fundraising efforts for the intended meeting, through his or her extensive contacts in the regional aquatic resource community. *A GMC can serve as an effective point-of-contact for the AFS Office and the AFS Officers.* The future AFS President of the intended meeting will maintain direct communications and information exchange with both the Program Chair and GMC in collaboration with, and with significant input from the Society’s Executive Director and the AFS Director of Finance. AFS staff will provide guidance on annual meeting budgets and required oversight in approving annual meeting-related facility contracts.

Local Arrangements Chair: The GMC may serve in this capacity as well or appoint a Local Arrangements Chair.

Program Chair (PC): This individual(s) coordinates all aspects of annual meeting program activities. There may be different chairs for symposia, contributed papers and posters. This person(s) has full autonomy to work directly with the future AFS President of the intended meeting and the Executive Director to achieve mutual program-related activities and goals. He or she is also expected to work in close harmony with the GMC and local volunteers regarding room scheduling and facility needs. The Program Committee will be responsible for coordinating the technical program with other meeting activities and with coordinating all program logistics with the GMC and the AFS Office.

The Program Chair(s) is selected by a newly installed Second Vice-President to oversee the Program-related functions of an annual meeting four years hence. The Program Chair must be ultimately and officially appointed to this position by the sitting AFS President in the year they become Program Chair. In the interim years, the Program Chair-designate will be appointed by various sitting Presidents to serve as a *member* of each AFS Program Committee beginning three years in advance of chairing their specific Program Committee. This ensures continuity of Program-related operations within the Society, and it promotes appropriate training for undertaking one of the most important and highly visible positions within AFS: that of Program

Chair. The Program Chair is also expected to serve as a highly informed member of the Program Committee during the year *following* their Chairperson role, to pass on his or her substantial knowledge to new leaders.

The Program Chair helps the future AFS President and the Executive Director achieve Program-related objectives for the planned conference. Usually, the future AFS President will oversee Plenary Session activities for the Annual Meeting, at which they preside, including invitations to appropriate Plenary speakers. The future AFS President will coordinate the selection of Plenary speakers with the Program Chair. AFS may provide transportation, complimentary registrations, and up to two nights lodging for each Plenary speaker. (The AFS staff normally coordinates the logistics of travel and all other associated arrangements for each Plenary speaker.) The future AFS President will also provide guidance about desired sessions that highlight his or her Program of Work for the year. However, the Program Chair has wide latitude in recommending specific sessions and other Program Committee helpers, and in soliciting sessions and reviewing abstracts submitted to his or her Committee. The Program Chair must organize the First Call for Sessions (published in FISHERIES) during September of the year preceding the target Annual Meeting. The First Call for Papers is usually announced by November of the preceding year.

Program Chairs may wish to solicit help in the form of a local Co-Chair(s). Because AFS Program Chairs rarely live in the city of the planned meeting, it can be extremely helpful to solicit Co-Chair assistance from one who does. This Co-Chair can perform meeting room site visits - an exceedingly valuable function in coordinating room assignments for specific sessions, based on first-hand knowledge about the peculiarities and room sizes of the meeting facilities. For example, some sessions (expected to be popular) must have large rooms set aside for anticipated increased attendance. A Program Co-Chair can also assist with scheduling, organizing sessions that highlight local or regional issues, and in coordinating the review of submitted abstracts, particularly those intended for the Poster Session. It is important to avoid the scheduling of a popular session in a room too small for comfortable seating by all attendees. **A local Program Co-Chair provides Program Committee representation during the periodic pre-conference meetings held by the Arrangements Committee. They may also be logical choices to oversee the Contributed Paper sessions and/or Poster Sessions.**

The Program Chair must give careful thought to selecting session chairs and a poster session chair who have a proven track record in assembling high-quality speakers. The Program Chair must closely coordinate all activities (especially budget needs and projections) with the GMC.

The following policy should be made known to all attendees:

- Videotaping, audio taping, or photographing the presentations is strictly prohibited.
- Mobile phones and pagers and other devices generating sound must be turned off in the session room.
- Attendees using laptop computers, personal digital assistants, or other electronic devices generating light must sit in the back half of the room to avoid disturbing fellow attendees.

Local Arrangements

The Local Arrangements Committee (comprised of subcommittee chairs) will be headed by the GMC who must delegate responsibilities early in the game. It is desirable that the GMC be headquartered in close enough proximity to the meeting site to permit easy personal contact with hotel and convention facility staff at all times. The subcommittees of the Local Arrangements Committee are recommended as follows:

Suggested Subcommittees:

Accommodations

Audio Visual Aids

Banquet, Social Activities, and Entertainment

Budget and Finance

Child Care

Communications

Fundraising

Hospitality (companion program)

Photography

Printing (oversight, most functions performed by AFS staff)

Program Committee Rep (Co-Chairs)

Publicity and Media Relations

Raffle (may be chaired by a chapter outside the meeting area)

Registration (oversight, most functions performed by AFS staff)

Signs

Spawning Run

Students

Tours, Transportation, and Information

Trade Show

Welcoming and Protocol

Expected Communication:

Begin a list of key elements and add-on as the need arises. The more people you involve throughout the planning stages, the smoother things will run during the meeting. Each person in charge of each area is responsible for recruiting the help he/she will need to get the job done. By the end, you will need to assign someone to every detail to alleviate last minute confusion and problems. **Develop a time line, a check list, and use them (see past annual meeting documents that summarize this chronology, available from AFS Office.)**

The GMC will be in complete charge of all social activities, facility functions, and the budget of the meeting. The GMC will have authority over all matters pertaining to arrangements for the meeting, will authorize changes, monitor progress of subcommittees to handle the various divisions of responsibilities, and will coordinate relative responsibilities with AFS staff and hotel and meeting center representatives. AFS staff will meet with the GMC and the Local Arrangements Committee as needed for site inspections, negotiating with hotels, etc. and will review and assist in formation and refinement of the meeting budget. The AFS Executive Director will sign all contracts with hotels and other facilities.

- 1. The GMC will submit monthly reports during June, July, and August** preceding the meeting, to the AFS President and Executive Director on activities concerning the planning of the meeting. A detailed report and a meeting budget will be presented to the AFS Governing Board for approval at its August/September meeting preceding the Annual Meeting. This budget must be adhered to. Any substantial changes must be cleared by the Executive Director before implementation.
2. The GMC will meet with the subcommittees, as necessary, to outline their functions and orient the members as to what is expected before, during, and after the meeting. The GMC will serve as an ex-officio member of all subcommittees.
3. The GMC will have the authority to accept contributions or sponsorship of any portion of the meeting activities, supplies, in-kind services, etc. This Chair must approve any and all contributions tendered, before any can be confirmed by any subcommittee personnel. All offers should be made in writing and all confirmations will be made in writing by the GMC.
4. The GMC or the delegated committee will list all monetary and material contributions in the official meeting program and will see that sponsor participation is properly recognized at appropriate events, by letter.
5. The GMC will coordinate the preparation of the meeting budget. AFS establishes reasonable registration fees. The Local Arrangements Committee prepares an analysis of meeting costs and a budget. Be sure to include a contingency for the unforeseen expenses that inevitably come up, 10-15% of all other fixed costs. The total meeting cost can then be divided by the anticipated number or registrants and the resulting figure added to the basic registration fee structure to arrive at a final registration fee structure that will be discussed with AFS President and Executive Director and approved by the Governing Board. Ultimately, however, meeting budget decisions are the responsibility of the AFS office.

6. Upon being selected, it is critical to reserve immediately all meeting and lodging facilities that will be required before and during the meeting. AFS staff will negotiate contracts with the hotel and/or convention center.
7. Begin thinking about off-site functions such as a fish fry, banquet, picnic, and “Spawning Run” well in advance of your meeting. Try to add some local flair. Visualize a good time and make sure everyone has fun.
8. Remember that the key to a successful meeting is early planning and having contingency plans for everything. The GMC needs to have an interest in every detail. Be sure to be involved.
9. If possible, reserve meeting space so that all technical sessions are on the same level of the hotel/convention center. Rooms need to be large enough to hold people comfortably. Make sure there is enough flexibility to switch rooms at the last minute if a session looks too full. *Make certain that American Disability Act requirements can be met.*
10. Make use of large, open spaces. House the trade show (approximately 60 exhibitors), poster session (100 boards), AFS publication sales, raffle display, and all coffee breaks in one “grand hall”, which works very well for drawing traffic for both Poster Session participants and Trade Show exhibitors.
11. In addition to the space needed for the technical sessions, several rooms will be needed for various meetings (Governing Board and Section Business Meetings) as well as a handful of rooms at the headquarters hotel. Don’t forget to book two additional ad hoc rooms for the week as well as audio/visual preview rooms. It’s helpful to have an A/V office to which all A/V questions can be directed (next to the preview rooms). Have back-up equipment. It is not safe to assume that each speaker will bring his/her own carousel. An extra LCD projector is a good idea. Also, reserve a meeting room for the AFS/Local Arrangements Office.
12. Coordinate the final wrap-up reports from all subcommittee chairs. Reports on attendance, meeting and guest rooms used, counts on special meal functions, final budget, and report of income and expenses are all very helpful in planning future meetings. Each subcommittee should submit a final report. These reports are kept on file in the AFS Office and are available to all future subcommittee chairs as guides. **Make the wrap-up session as brief as possible, highlighting the main points only.**

Accommodations Subcommittee

The Accommodations Subcommittee will work directly with hotel management personnel and AFS staff and will be responsible for providing all guests and dignitaries with appropriate conveniences.

1. The Accommodations Subcommittee will make the necessary general arrangements for all meeting rooms including the meeting office. The meeting office should be ready on the Thursday morning before the meeting and equipped with a minimum of four computers with capability of sending and receiving e-mail and word processing and spread sheet software, one laser printer, good quality copier with extra toner and paper supply, phones, and the usual office furnishings and supplies. AFS staff and the local hosts should share the same office.

2. The Accommodations Subcommittee Chair will keep a schedule of all meetings (technical, business, etc.) and all activities, room arrangements, and AV requirements. This master schedule should be kept on a spreadsheet. Prior year formats are available. This information is subsequently provided to the hotel and or conference center so it is very important that all activities be recorded accurately and all changes are kept up to the minute, as well. If possible obtain the conference center or hotel’s master room schedule to verify your information and coordinate adjustments.

3. One member of this Subcommittee shall be on duty at all times from 7:00 a.m. to 6:00 p.m. and shall be headquartered in the meeting office.

4. The Subcommittee Chair will oversee all arrangements needed for AFS business meetings and technical sessions, seeing that an ample number of chairs, rostrums, podiums, etc. are available and convenient.

Example of events that are arranged by the AFS office and coordinated with the local committee for room space. All food and beverage, AV needs etc. will be the responsibility of the AFS office and they will deal with the hotel directly. All charges for these events will appear on a separate bill and are not considered part of the meeting budget. The President’s Suite will be stocked with food (snacks) and beverage paid for by the AFS office. It is extremely helpful if a local person is assigned the responsibility of buying these groceries using a list that the AFS office will provide and have it ready by Wednesday evening.

Day	Event	No. Attending
Thursday 8-5	Management Committee	18
Friday 8-5	Governing Board Retreat – off site	45
Saturday 8-5	Governing Board Meeting Hollow rectangle for 45 and peripheral seating for 50	100
Saturday 5-8	Governing Board Social – work with local host to find suitable site with unique venue	60
Sunday 9-noon	Time & Place Comm.	10
Sunday Noon	Journal Editors lunch	12
Monday 7-8 AM	Plenary Speakers Breakfast	10
Monday Noon – 1 PM	Awards & Plenary Speakers Lunch – in President’s Suite	20

Monday 3-5PM	Journal Editorial Boards Meeting	45 people
Tuesday 7 -9 AM	FISHERIES breakfast	7 people
Tuesday Noon-1:30	Awards Luncheon	30 people
Wednesday Noon-2 PM	Past Presidents Lunch	17 people
Thursday 7 -8:30 AM	Incoming Governing Board Breakfast	40 people

Audio Visual Aids Subcommittee

1. This Subcommittee will supervise all arrangements needed for microphones, pointers, screens, projectors, and other types of visual aids such as bulletin boards, chalk boards, etc. Trained operators of projection equipment shall be provided and instructed to arrange a review of material to be projected with each speaker prior to the opening of the session. An A/V room for participants to review slides, tapes, etc. is to be provided. Loud speaker systems shall be checked and adjusted for each speaker. (Note: The Program Chair shall require all moderators, conveners, and session chairs to submit written requests regarding meeting room set-ups and equipment to the GMC.) Buying some AV equipment is sometimes more economical than renting. Flip chart pads, electronic timers, portable microphones, and laser pointers are good examples. See what the previous year's committee is willing to pass on.
2. Students can be used to assist with AV equipment operation in return for complimentary or reduced registration. If this is done, it is important to control the number of hours each student must work in return for the registration fee and to monitor their attendance in the sessions. Time cards can be used. It is a good idea to have backup students. A training session must be scheduled early in the meeting week for all student volunteers and others who will be handling AV. A separate Subcommittee Chair could be in charge of all student volunteers.

Registration Subcommittee

The Registration Subcommittee and the AFS office will be in charge of registration for all functions during the convention. Computer expertise on this committee is strongly advised.

1. The AFS office will design the registration form in consultation with the Registration Subcommittee. AFS will also design the online form.
2. Registration processing will be done by the AFS Office. Money will be wired to the local host's bank account on a periodic basis established by host and AFS Office.

Onsite Registration

3. It will be necessary to open the registration area on Saturday so that pre-meeting subcommittees and dignitaries will be able to register. Saturday is a good time to pre-test procedures with early-registering members of the Governing Board. It is desirable that the registration desk be staffed on the following schedule:

Pre-Meeting Day (Saturday)	12:00 p.m. to 5:00 p.m.
Day I (Sunday)	10:00 a.m. to 8:00 p.m.
Day II (Monday)	7:00 a.m. to 6:00 p.m.
Day III (Tuesday)	7:00 a.m. to 6:00 p.m.
Day IV (Wednesday)	7:00 a.m. to 6:00 p.m.
Day V (Thursday)	7:00 a.m. to noon

4. The AFS Office is responsible for printing badges, envelope labels, and receipts. Names must be large enough to read easily. Badge format will be reviewed by local host before being printed.

5. It is important that all registration personnel be familiar with events, locations, etc. A training session beforehand is strongly advised. AFS staff will process all onsite registration. Local host will handle preregistered attendees.

6. Stickers or letters on badges work well for social events, but you must monitor entrance to events carefully which requires additional staffing.

7. Beginning about 2 months before the meeting, weekly preregistration totals should be sent to the local host registration chair.

8. Exhibiting companies receive two complimentary registrations with each booth reserved and must be figured in the budget.

9. Ribbons for exhibitors, staff, hosts, officers, Pro Club, etc. will be ordered by the AFS Office and sent to the subcommittee chair. They will be put into the registration packets which the local host prepares. AFS Office will provide the labels to put on the registration envelopes. Many times there are leftover ribbons from the previous year and they are passed directly from old chair to new chair. The local host is responsible for ordering meeting bags and stuffing them prior to the meeting. A large stuffing party is a good way to accomplish this task.

10. AFS Office will begin sending printed badges, receipts and envelope labels to registration subcommittee in July.

11. Local registration committee will deliver registration bags to the Governing Board members on Saturday.

Budget and Finance Subcommittee

1. The Budget and Finance Subcommittee will be responsible for all funds received and expended before, during, and after the convention and will work closely with the GMC and subcommittee chairs. Setting the budget is an important task of the meeting. Accurate figures for expenses are necessary; allowing room for slight changes after the budget is set. Have subcommittees meet with appropriate vendors to secure quotes. Read all the wrap-up reports from previous annual meeting chairs. Since AFS assumes all the financial obligations of the meeting and there is no financial liability to the host organization AFS is ultimately responsible for the meeting budget. A draft budget should be prepared by the local host and submitted to the AFS Executive Director by June of the year before the meeting. It is important that the Executive Director and the Director of Administration and Finance have adequate time to go over the host's recommended figures. The AFS Office will take into consideration all the concerns of the local host and the AFS President but will retain final approval. The GMC will present the budget to the Governing Board for approval at the Annual Meeting prior to theirs.
2. It shall be the responsibility of this subcommittee to collect local donations and contributions, issue proper receipts, pay bills, and when all bills are paid, transfer excess revenue to the AFS Executive Director, along with a financial statement accounting for receipts and disbursements of all funds. If all bills are not paid by the end of the year, transfer excess revenue to the AFS Office at that time and refer all remaining bills to the same. The meeting facility representative should understand the difference between the Society and the local host. Two master accounts will be established at the headquarters hotel, one by the host and one by AFS.
3. The Budget and Finance Chair will secure "sales-tax-exempt status" from the state or use the local Chapter's or Agency's sales tax exempt certificate if possible. This is not the same as an EIN number. **It may take almost a year to accomplish this.**
4. The Budget and Finance Subcommittee Chair will open an account in one of the local banks under the name of "American Fisheries Society Meeting" and all meeting income shall be deposited to this account. These accounts should be established at least 12 months prior to the meeting. One or two people should be authorized to sign checks, usually the chair of this subcommittee and the General Meeting Chair. The AFS Office will provide any paperwork necessary to open the account. Any expenditures and disbursements made from the "American Fisheries Society Meeting" account must be approved by the GMC.
5. AFS staff and The Budget and Finance Chair will be responsible for providing the necessary cash drawers and the change needed at the opening of each session.
6. The Budget and Finance Chair will present a financial statement to the General Meeting Chair upon completion of all transactions within 30 days after the close of the meeting.
7. Review (daily) all bills and banquet orders with the Manager of Convention Services at the hotel in order to check for errors. It is easier when activities are fresh in your mind.
8. Arrange for a safety deposit box at the meeting hotel.

Fundraising Subcommittee

The Fundraising Subcommittee shall be responsible for soliciting local contributions and sponsorship of events/activities at the meeting to reduce registration costs for participants. It is critically important that this function be started more than a year in advance of the meeting, planned well, and fully carried out. Subcommittee staffing is critical. Extroverts are needed who are well-connected and who believe completely in the AFS mission who can convincingly argue for the level of support needed. The Chair of this subcommittee should work with the AFS Executive Director and the AFS President in order not to duplicate solicitations. (Contributions from national and international sources are the responsibility of the AFS Office).

1. The Fundraising Chair will be responsible for setting preliminary and final fundraising goals in concert with the GMC and Budget and Finance Subcommittee.
2. The Subcommittee will define opportunities for event sponsorship in conjunction with the annual meeting.
3. The Fundraising Chair will coordinate strategy with the AFS Executive Director to ensure that annual meeting fundraising efforts complement general Society fund raising.
4. Strategies should be developed for individual, corporate, and agency contributions. In each case, target lists should be compiled, AFS members designated to make the needed contacts, schedules defined and appropriate recognition given.
5. The subcommittee's goal, in addition to developing needed support, should be to make every donor/sponsor feel adequately recognized and that they are getting good value for their contribution.
6. Make a list of events, with tentative costs, that can be passed on to prospective sponsors. Be cautious of offers that include conditions or have strings attached.
7. It takes a while to get the word out and drum up interest in the meeting, so begin **early**. It is much easier to get sponsorship for a specific event or specific product than to solicit general financial contributions. Remember, all events may be sponsored. Your list should cover a wide financial range to meet various budgets. Coffee breaks, meeting bags, banquet, receptions for past presidents, entertainment, printing of program and abstracts, signs, transportation, audio visual aids, etc. are excellent sponsorship opportunities. Make sure you let the prospective sponsor know how he/she will benefit. If they provide a banner, it can be displayed during the event they sponsor, or a poster can be made. A verbal announcement may also be made, and they will be recognized in the November issue of FISHERIES following the meeting. Play up their exposure!
8. Donations-in-kind may also be solicited. Try for donations of seafood, soft drinks, beer, wine, printing, etc. Even a small donation of snacks is welcome for the hospitality suite. If the host facility will not allow you to bring in donated beverages or if the corkage fee is extremely high see if you can negotiate a cash donation from the vendor and in return let them know you will feature their products at the social (if possible). This may be an alternative arrangement if the facility fees are cost prohibitive.
9. Again, **begin early** in order to get into the budget cycle and think of ways to make donations

feasible from contributors.

Social Activities, & Entertainment Subcommittee

1. The Social Activities, and Entertainment Subcommittee will plan, organize, and oversee all general meeting social functions including coffee breaks. Governing Board activities will be the responsibility of the AFS Office unless the Subcommittee wishes to plan an evening social for the Governing Board on the Saturday night prior to the start of the meeting. Check with the AFS Director of Finance about this event.
2. Preparation of a closing social and other entertainment must be started well in advance of the meeting in order to economically contract for high quality, appropriate entertainment. Be sure to actually see any entertainment to be sure they do not contain potentially offensive material (especially to minorities, women, and political parties).
3. Social events *may* include a banquet, a social in the trade show hall, and an informal picnic or barbecue that reflects the flavor of the local area. A welcome mixer is usually held on Sunday night, but this night could just as well be left open for attendees to network and explore the local area on their own. People remember these activities and it is an important part of the meeting. Donated beverages are encouraged at these events in order to reduce costs. Order more food and beverage than the facility caterers recommend. You'll need it!

Program Committee

1. The Program Committee will be responsible for coordinating the technical program with other meeting activities and coordinating all program logistics with the GMC. A Co-Chair can be particularly helpful, especially if they live in the host city. The Program Chair coordinates all technical content directly with the AFS President.
2. The AFS President will coordinate the selection of Plenary speakers with the Program Chair. AFS will provide transportation, complimentary registration and up to two nights lodging for each speaker. If possible and to control costs, the AFS office will coordinate the logistics of travel and all other associated arrangements for each speaker.
3. The Program Chair should designate an individual to serve as his or her representative to the Local Arrangements Committee.
4. AFS Staff will coordinate the abstract submission process with the Program Chair and committee and will be responsible for producing a searchable database of the abstracts. The Committee Chair and Committee are responsible for assigning room, time and numbers to the individual presentations.
5. A Poster Chair is usually appointed as a sub chair since the number of posters has increased in recent years. Prominence should be given to displaying this form of presentation preferably in the Trade Show Hall. A special viewing time featuring the posters with no competing oral sessions is recommended.

PROGRAM COMMITTEE INSTRUCTIONS

More than one year before the meeting

In late spring or early summer, the Program Chair should work on encouraging symposia on timely subjects at the future meeting, and should take careful note of the balance of marine and freshwater subjects, as the meeting location can sometimes tip the balance in one direction or another. The Program Chair should try to balance marine and freshwater subjects as much as possible.

In June, the Program Chair should be involved in the First Call for Papers, which goes in the September issue of Fisheries but is due in early July. The Program Chair should work with the General Chair and the Publicity Chair on this and future Calls for Papers. The Program Chair should correspond with the current Program Chair or the Abstracts Coordinator about soliciting symposium proposals that are in a useful and effective format and pin down all the actual dates for symposium proposals, contributed abstracts, and symposium abstracts, which are all submitted electronically.

A year before the meeting

At the Annual Meeting, the Program Chairs should try to attend a meeting with the current Program Committee or Meetings Committee, or try to speak with the current Program Chair about what unexpected issues came up in planning or at the meeting.

At some point after the meeting with the current Program Chairs, the Program Chair should arrange to meet with other members of his or her Committee (i.e., the Symposia Chair, the Contributed Papers Chair, and the Posters Chair, if all of those are separate people, and the Abstracts Coordinator to meet and discuss the plan in the upcoming months. They should discuss the space of the next meeting center, and specifically what implication that has for the number of oral presentations that can be accommodated. If the space is somewhat limited, the Program Committee may decide to only allow attendees to submit one oral presentation at the meeting (or, one each to contributed and symposia, maximum), or give symposium organizers an upward limit to how many oral presentations can be included in their symposium (such as 30). Make a general equation, based on the number of rooms available, the number of days of the meeting, and the number of presentations a day (20), minus the time slots that are already taken up (i.e., for Plenary, Business meeting, Poster Session). The number provided will be a guideline for whether the meeting will be a “big” meeting (oral-presentation-wise), or not.

The Abstracts Coordinator will brief the Program Committee on the standards for Abstracts, the Program Book, the Abstracts Book, and the CD. As stated on the abstract submission form, abstract text must not be more than 250 words, and titles cannot contain acronyms. Common names should be used in place of scientific names in titles (unless the common name is not widely known, and titles may only have proper nouns and the first letter of the first word capitalized. The Program Book will contain a grid of presentations, which will display date, time, room, title and the first five authors, as well as an index of authors. The CD will be made up of the Program Book contents, information on awards, supporters, exhibitors, and the raffle, in addition to an abstract search engine and information about AFS. The Abstract Book will contain

titles, authors, and full abstract texts for all presentations and is ordered by symposium and contributed session.

During the Fall and into December, the Program Committee should continue to encourage colleagues and potential symposium organizers to get a symposium together, and submit a proposal. Once the deadline for symposium proposals occurs, the Program Chair can either review the proposals him or herself, or pass them along to a small proposal-reading committee, if he or she has organized that. In either case, symposium organizers should be informed of their acceptance as soon as possible, and certainly before the mid-January deadline for contributed abstracts. Symposium abstracts can be submitted after the contributed abstract deadline passes, and the symposium organizer should be aware that the actual presenter (and not the symposium organizer) should be submitting the abstract.

Once contributed abstracts are all in, the Program Chair or the Program Committee can decide to review them for quality. In doing so, the Program Committee may wish to advise contributed submitters to revise their abstracts for whatever reason. Keep in mind that the Abstracts Coordinator will take care of all corrections to abstracts, but that these should be done before the scheduling meeting. The Contributed Chair should also arrange all presentations into sessions, and should order those within the sessions. The Contributed Chair should feel free, with the approval of the rest of the Program Committee, to design different sessions than the ones that submitters chose from the abstract submission form based on the subjects of the abstracts.

Once all the symposium abstracts are in (about a month after the Contributed abstracts) the Program Committee should hold a scheduling meeting as soon as possible. The meeting should take place before April, if possible. The Abstracts Coordinator, the Program Chair, and the Contributed Chair must attend this meeting. The Local Arrangements Chair, who has information on the size and layout of the convention rooms, should also participate, if possible. During this meeting, the Program Committee should have a visual layout of the convention and its rooms, and should know the amount of people that can fit into every room that will be used. The Program Committee should schedule each individual presentation, giving it a Date, a Room, a Start and End Time. New Abstract Numbers should also be used to number symposium presentations consecutively. Symposia will also be numbered in the order of their appearance in the schedule.

Once the schedule is made, the Abstracts Coordinator and the Technical Coordinator will develop the searchable database, which will be posted on the web. Meanwhile, the Program Committee should draw up general guidelines for presenters, including oral and poster presenters. This information should include information about the technical requirements, and whatever other information (i.e., how to make a good presentation) the Program Committee is interested in detailing.

Once those materials are ready to be disseminated, the Program Committee and the Abstracts Coordinator will share those materials with the GMC, and then will send an email to all presenters, informing them of the newly-available schedule and the meeting website, which contains general information about their presentations and the meeting. The email should also point out the necessity of meeting registration (and paying for that registration).

Once those emails are sent out (early April), the Program Committee and the Abstracts Coordinator should be in contact to convey any cancellations that they become aware of. The Abstracts Coordinator will change the schedule to fill gaps left by cancelled presentations up until the printed-materials deadline. The Abstracts Coordinator will also begin working on the Program Book and Abstracts Book. The Abstracts Coordinator will send drafts to the Program Committee for their review and will consult with them on any questions. The Program Book and Abstracts Book should be sent to the printer as late as possible, so that it can be as updated as possible (since cancellations come in often).

Once the materials are being printed, the only thing left for the Program Committee to do is to make sure all cancelled presentations are referred to the Abstracts Coordinator, who keeps a running list of post-print cancellations, and will make an Addendum to the Program, which will be handed out at Registration when the Meeting begins.

Printing Subcommittee

1. This subcommittee is in charge of all proof reading and printing necessary for the meeting.
2. The subcommittee will arrange for artwork for the meeting logo. AFS staff will design, format and print the meeting program and the abstracts. The Program Committee and the GMC will have input into the format
3. The AFS staff will be responsible for formatting and burning the master CD of the abstracts database. They will work with the local host to arrive at a suitable design.
4. The local host is responsible for selecting the art work for the meeting poster and soliciting the artist. The AFS Office must approve the artwork and be the signer on any contracts with the artist. AFS will print the poster and mail copies to members of the Fisheries Administrators and Education Section. The local host may provide labels for additional mailings.

Publicity Subcommittee

The Publicity Subcommittee will be responsible for soliciting, organizing, and disseminating all news releases to appropriate media before, during, and after the meeting. In addition, they will invite news media to selected sessions and will arrange interviews between meeting participants and media contacts.

Publicizing the annual meeting before, during, and after the event is an important responsibility of meeting organizers. Publicity can boost meeting attendance, attract coverage for Plenary speakers and symposia, increase AFS visibility, encourage the use of AFS as a source of fisheries news and stories, and prompt articles about fishery science and issues.

Development of the AFS Annual Meeting web site is an important form of publicity.

Before the Meeting

The AFS Office will organize all promotions before the meeting to the AFS membership and

related professionals. Promotions in *Fisheries* are as follows:

September – December: two-page spread with Call for Papers

January-August: one-page articles of 600 words, photos optional

April: “mini-supplement” of four pages plus registration form

June: full supplement of 24 pages

All material is due six weeks before the month of publication, except for the First Call for Papers and the June supplement, which should be in eight weeks before. All material must come from a single point of contact (the Publicity Chair or the General Chair). Please provide text and photos and let the headquarters staff create the layout. See previous issues for typical topics, style, and length.

Other internal publicity (within AFS) efforts can be to send announcements about the meeting to AFS unit newsletter editors several months ahead of time. The AFS units coordinator can help arrange this. Also, announcements can be sent to the AFS listserv warning of the expiration of the room block and/or expiration of the “early bird” registration rate.

For external publicity, read the AFS “Working with the Media” brochure. This outlines information such as how to create a media strategy, how to write a press release, and how to do well in media interviews.

Assign one person to be the media liaison. This person is responsible for promoting the meeting to the media, handling interviews and press inquiries, organizing press facilities at the conference, and working with AFS FISHERIES staff on related media efforts. This person must be knowledgeable about the meeting schedule and highlights, well-spoken, available, and easily accessible. The person also must be willing to help the AFS FISHERIES staff locate lists of local and regional media, review conference press releases, and help promote the meeting in monthly conference promotion articles in FISHERIES.

Find out from the Program Chair who the plenary speakers are as early as possible. Major speakers are a huge media draw. Knowing if they are attending well in advance means additional media work, and promotion can be planned and executed

Two to three press releases are distributed prior to the annual meeting. One is a simple announcement of the conference that is sent to calendar editors at local, regional, national, and international natural resource newsletters, outdoor media, magazines and others. This often is sent in January of the year of the conference to allow for long magazine lead times (three months average) and to ensure the meeting is listed repeatedly in monthly calendars. This also allows time for reporters to generate travel funds if they want to cover the meeting.

A second press release announcing the plenary speakers and highlighting some of the symposia is sent in July (for a late August meeting) to local newspapers, outdoor writers, and local and regional magazines. The press release should note whether plenary speakers are available for

interviews before or after his or her presentation. It could also include a list of some or all of the symposia leaders in case media want to pursue a certain fisheries subject. An annual meeting

supplement (bound into the June FISHERIES each year) may be included in mailings to top reporters. Contact the FISHERIES editor for extra supplement copies.

A third release can also be distributed in media kits to local media who live near the meeting (within two weeks of conference). The release could include updates on speakers and symposia, media contacts, and general media information such as location of phones, registration costs if any, availability of interview rooms, permission to photograph speakers, etc. Press releases should be sent to the WWW page coordinator.

Help the AFS Office create media kits. Media kits might include a copy of the second and third press releases, a program, a meeting supplement, biographies of the plenary speakers, a map of key conference locations, phone numbers of key contacts, information on whether media can attend meals, etc. Such kits are sent to local media who are likely to attend, and distributed in the press room.

The week before the conference, the media liaison and any volunteers should call all local media (newspapers, magazines, radio stations, TV stations) to personally invite them and answer questions. Ask for the outdoor writers and environment reporter. You might also pitch the business reporter on the economic importance of recreational and commercial fisheries and the features editor on the human dimensions aspect of fisheries. A list of media who say they are coming or may come should be faxed to the FISHERIES Managing Editor.

The AFS web site should be developed by the local committee and approved by the Executive Director and ready to go live right after the previous year's annual meeting. It will be housed on the AFS web site and access given to the designated chair. The AFS webmaster and the local webmaster will be able to make changes. AFS will maintain the online registration site.

During the Meeting

Ensure that the media room is kept clean; has pitchers of water; has phone and fax information clearly indicated; has media kits, chairs, pens, paper, and any updated information that needs posting (changed room assignments, altered speaker times); and follows the open-closed schedule for media room hours. A sign on the door should indicate times and give a contact name and number for after-hours questions.

Legitimate media reps (establish their credentials first) are to be issued complimentary registrations. They are required to wear a name tag showing their affiliation to have access to all events. They must check in at the registration desk and be directed to the media room (or staff room if no media room is available) for additional materials and assistance. Then, let them do their jobs!

After the Meeting

A press release should be sent after the conference to local media, reporters unable to attend the meeting but who expressed interest, and others who may be appropriate. The release

summarizes the key points in plenary sessions, announces passage of any AFS resolutions, and generally highlights newsworthy events and information at the meeting.

The media liaison and AFS FISHERIES Managing Editor should clip any meeting-generated articles from publications and should note any interviews with broadcast reporters. Copies should be sent to the AFS office, officers, and organizing committee.

The media liaison and organizing committee should note any media problems (i.e., poor location of media room) that might be avoided by the following year's meeting committee.

Key Media Considerations

1. Abstracts of all speeches and technical papers will be reviewed by the Program Committee in advance of the meeting to assess those for which news releases should be developed. News releases will be requested from selected session chairs and presenters in advance of the meeting to permit creation of a meeting publicity packet. Copies of speeches which may be in demand during the meeting should be sent to FISHERIES Managing Editor for duplication and distribution.
2. Scheduled dignitaries should have high priority for releases, interviews, and pictures. It is requested that the host organization provide a staff photographer (complimentary if possible) for the meeting.
3. News media representatives within reasonable proximity of the meeting site should be sent publicity packets and an invitation to attend the meeting free.
4. The Publicity Subcommittee must work in close liaison with FISHERIES Managing Editor and with the Executive Director.
5. The Publicity Subcommittee will be responsible for providing any special press equipment in the meeting office.
6. The Subcommittee Chair will be responsible for preparing a complete report of activities to the GMC at the close of the meeting.

Trade Show Subcommittee

The GMC should appoint a Trade Show Coordinator to work with the AFS staff Trade Show Coordinator or contractor on arrangements for commercial and AFS exhibits.

1. The AFS office or contractor handles brochure development, promotion, mailings; handles the booth reservation forms, booth assignments, and all related correspondence; handles booth payments; approves and signs all contracts; solicits proposals for pipe and drape, drayage, security, etc.; works closely with facility staff on floor plans, equipment and table needs, etc.; and assists with on-site management of the show. **The local trade show coordinator assists in attracting regional exhibitors to the show.** AFS will develop a budget and both parties will serve as floor-show managers. The Trade Show contractor coordinates the needs of the local

hosts regarding all equipment rented from the pipe and drape company (i.e., registration counters, poster boards, extra tables and chairs, information counters, etc.)

2. The exhibit hall should have room for a minimum of 60, 10'x10' commercial exhibits, a trade show registration booth, refreshment/coffee service, and space for several scattered refreshment tables (18,000 sq. ft.). Space is also required for the following displays: poster session (10,000 sq. ft.); raffle display (300 sq. ft.); AFS book display (300 sq. ft.); AFS booth (100 sq. ft.); local Chapter display (100 sq. ft.); and a display by the host of the next annual meeting (100 sq. ft.). Total: approximately 30,000 sq. ft.

When selecting a site for the trade show, other considerations include food and beverage service (coffee is served in the show area twice a day; one social event/mixer is generally held in the trade show area; lunch service should be made available to the exhibitors and attendees); security (is security provided or do you need guards?); location (**it is desirable to have the trade show located near the technical sessions**); insurance requirements, union rules, etc.

The trade show event should run 2.5 to 3 days. Exhibitor move-in and tear-down require a half day each. Each exhibitor is given two complimentary registrations.

Exhibitors want to be assured that the fee they have spent for the booth will result in sales! As a "show manager" you should pay special attention to their needs and wishes. Try to give meeting registrants ample time to visit the trade show. Hosting coffee breaks, meals, and socials in the trade show hall are excellent ways to draw people into the show. Provide exhibitors with listings of local sights, restaurants, and hotels so they can familiarize themselves with the area. Have plenty of spare floor plans and exhibit location guides to hand out to trade show attendees. Allow exhibitors to do demonstrations. Consider possibilities for outdoor demos, especially for large equipment or if water is used. Waterfront settings are ideal.

Tours, Transportation, and Information Subcommittee

The Tours, Transportation, and Information Subcommittee will be in charge of planning and arranging for all tours and field trips, needed transportation, and for operating an information desk adjacent to the meeting registration area.

The subcommittee is strongly urged to involve convention and visitor's bureau and travel agency staffs in planning and promoting these events, and in operating the Information Desk. The AFS Office will negotiate air and auto contracts.

1. The subcommittee will be responsible for the hiring of buses, if needed, in connection with field trips and tours. School buses are cheaper and are adequate for shorter trips.
2. The subcommittee will keep accurate records of the number of people and number of buses used on each tour, and will submit invoices to the Budget and Finance Subcommittee for payment.
3. The subcommittee chair will work closely with the Registration subcommittee, since all special event and tour ticket sales will be handled by the Registration Subcommittee.

4. The subcommittee will determine and plan special events such as fishing trips, shows, etc. that may be of interest to meeting participants, spouses and companions, and will publicize such events in advance in coordination with FISHERIES Managing Editor.
5. Local guides (familiar with the sites to be toured and who have the ability to explain features) should be provided if possible.
6. Tour and trip schedules should be developed and the time of return should be announced.
7. A phone at the message booth is very helpful and so is a nearby message board.

Welcome and Protocol Subcommittee

1. The Welcoming and Protocol Subcommittee shall be responsible for making appropriate arrangements for greeting, hosting, and transporting meeting dignitaries as identified by the GMC, the AFS President, or the AFS Executive Director. Duties also include working with the AFS leadership and the host agency in making head table seating arrangements at any banquet, if such an arrangement is necessary.
2. Arrangements should be made to have at least one vehicle available at all times to transport any guests or run emergency errands.
3. If AFS staff is arriving in a large group, arrangements to welcome them and transport them to hotel are desirable.
4. Plenary speakers should be welcomed and met at the airport.

Signs Subcommittee

This subcommittee will work with other subcommittees in the design and printing of signs, tickets, and place cards as needed during the meeting. Signs for exhibitors and trade show-related events can be supplied by the same company that provides pipe and drape for the show or from a host agency which has printing facilities they are willing to make available.

This subcommittee will also be responsible for preparation of any directional or welcoming signs:

1. Create signs outside each meeting room.
2. Daily deliver signs to their correct locations.
3. Have generic signs available so that changes can be posted at a moment's notice.

Guidelines and Suggestions For Promoting Diversity At AFS Conferences and Meetings

Draft (01/15/01) Compiled By The AFS Equal Opportunities Section

The Strategic Plan of the American Fisheries Society states that “AFS should strive to provide opportunities and vehicles to achieve diversity and create a climate in which diversity is welcomed, acknowledged and appreciated.” Certain aspects of AFS conferences can advance or deter our organization in reaching this goal. The following suggestions present a few ideas for providing a welcoming atmosphere at AFS functions. We encourage planning committees to develop additional means of fostering social and professional diversity at AFS meetings.

Planning committees and hosting

- Include diverse representation on event planning committees and at registration booths.
- Encourage symposia that address topics or are jointly sponsored by organizations related to professional and social diversity.
- Include socially and professionally diverse representation in plenary sessions sponsored by the host unit, moderators, staff at the registration booth, and among panel speakers.
- Avoid scheduling conflicts with major religious holidays.

Facilities

- Use facilities that are compliant with accessibility needs.
- Offer services upon request such as large print publications, hearing devices or sign interpretation.
- Consider providing child care at meetings or provide attendees with access to local services.
- Use minority-owned businesses for printing or other services associated with the conference.
- Offer multicultural foods at social events.
- Use facilities located in areas that are welcoming to diverse cultural and social groups and provide ready access to international airports.

Presentations

- Avoid comments, including jokes, by meeting moderators that promote or denigrate religious, ethnic, racial, or gender-based characteristics and which use buzzwords, stereotypes, biases or generalizations that are not integral to fisheries topics or that assume all participants hold the same views (e.g., leading a communal prayer before a banquet may feel exclusionary to some participants; addressing the role of religion and spirituality in cultural perspectives on use of fish would be appropriate within the context of a symposium or plenary session).
- Provide visual images that reflect social and professional diversity in all publications related to

promotion or documentation of the conference.

- Encourage symposia that provide a balanced exploration of the role of religious, spiritual, ethnic, gender, disciplinary or other diversity perspectives in development of fisheries ethics, research, conservation, and management. Employ an inclusive and creative approach to discussions of the religious, spiritual, ethnic, gender, and disciplinary issues beyond traditional assumptions about what or whom these issues encompass. Use professional facilitation services and approaches to maintain respect and constructive structure in sensitive discussions.
- Units can offer travel assistance to nontraditional speakers and panel participants. Do not limit potential speakers to “professionals.” Many “non-professionals” can offer good insights but often do not have any agency or sponsor funding. Be willing to take time to work with non-traditional speakers explaining the purpose of a meeting and how they can contribute. The AFS audience also needs to respect divergent points of view and be willing to hear people speak from experience and not in jargon typical for the fisheries professional.
- Provide tours of facilities that reflect a variety of social and cultural contributions to fisheries.
- Provide an opportunity for agencies and organizations to share ideas or information that reach diverse audiences (e.g., a literature booth in which organizations could display brochures written in different languages or cultural perspectives).

Registration and participant services

- Provide a voluntary means of identifying first-time participants and international guests (e.g., on name tags) so that those individuals can be sought out and welcomed by seasoned participants.
- Provide a service whereby individuals can find roommates for conferences, especially for students, first-time participants, and international guests.
- Develop a “language bank” by allowing registrants to indicate if they speak a language other than English and could be matched with international participants.
- Prominently promote events related to enhancing and welcoming diversity in announcements and publications for the conference (e.g., travel scholarships for students, minorities and women; mentoring events; social mixers focused on students, minorities and women).
- Attempt timely resolution of all complaints related to bias, discrimination or facility needs.

Levels of Support – American Fisheries Society Annual Meeting

Level 1 **Titanium Level**.....\$15,000

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting
- Logo on Spawning Run T shirt
- Opportunity to insert material in official meeting bag
- Name on meeting bag
- Ad in FISHERIES (1/2 page)
- Publicity through press releases
- Trade Show booth with 2 complimentary registrations
- Link on AFS Web Site
- AFS Mailing list of 10,000 names

Level 2 **Platinum Level**.....\$ 10,000

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting
- Logo on Spawning Run T shirt
- Opportunity to insert material in official meeting bag
- Name on meeting bag
- Ad in FISHERIES (1/2 page)
- Publicity through press releases
- Trade Show booth with 2 complimentary registrations
- Link on AFS Web Site

Level 3 **Gold Level**\$ 5,000

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting
- Logo on Spawning Run T shirt
- Opportunity to insert material in official meeting bag
- Name on meeting bag
- Ad in FISHERIES (1/4 page)

Level 4 **Silver Level**.....\$ 2,500

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting
- Logo on Spawning Run T shirt

Opportunity to insert material in official meeting bag

Level 5 Bronze Level\$ 1,000

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting
- Logo on Spawning Run T shirt

Level 6 Patron Level.....\$ 500

- Certificate of appreciation
- Sponsorship acknowledged in Program
- Sponsorship acknowledged in AFS Fisheries Magazine
- Sponsorship acknowledged publicly at meeting