

# **JOINT ANNUAL MEETING MANUAL**

**Prepared for the  
ARIZONA & NEW MEXICO TWS CHAPTERS  
and  
ARIZONA/NEW MEXICO AFS CHAPTER**

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**Please send comments and suggestions for revision to the  
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## INTRODUCTION

This Joint Annual Meeting Manual is based on material prepared Ray Kohls that was revised and extensively expanded in 2000 by Reed Sanderson with the assistance of the Arizona Chapter TWS Executive Board and members who planned and arranged the 2000 Joint Annual Meeting. All participating Chapters have since submitted additional suggestions for revision. The manual is intended to be a dynamic document that is subject to revision and updating. Portions of the Manual, such as the Joint Annual Meeting Budget for the past 2 meetings, should be inserted following each meeting to provide current information for the next chapter scheduled to host the Joint Annual Meeting. **Each hosting organization is urged to contribute recommendations and suggestions to the "Keeper of the Manual" for the manual to be current and viable.**

The purpose of this Manual is to assist the host Chapter to prepare and conduct the Joint Annual Meeting. It must be recognized that the Executive Board of the Host Chapter may not have any previous experience in planning a meeting of this size and significance, consequently, guidelines are appropriate. The following are items the three participating chapters have mutually agreed on that should be followed:

- The date of the Annual Meeting will be first Thursday, Friday, and Saturday in February.
- The Annual Meeting will be rotated every other year between Arizona and New Mexico.
- The Annual Meeting will be rotated equally among the participating organizations (Appendix I).
- The Annual Meeting will be held at a location that is within the out-of-state traveling limitations for Arizona and New Mexico State employees.

The Annual Meeting does not sponsor any awards other than those for the Photo Contest and Best Student Paper and Poster Presentations. Each participating Chapter is responsible their respective Chapter awards. Time is provided after the banquet meal, social, or at whatever event scheduled for each Chapter to present their awards. The time and place to present these awards is in flux.

This Manual supports the purpose and objectives for the Annual Meetings mutually agreed upon by the participating Arizona and New Mexico Chapters of The Wildlife Society and the Arizona/New Mexico Chapter of the American Fisheries Society.

**Note:** Some materials in this Manual are in blue type to bring an issue to the sponsoring Chapters' attention for resolution. Once the sponsoring chapters reach agreement, it should be sent to the "Keeper of the JAM Manual" for inclusion.

## JOINT ANNUAL MEETING ORGANIZATION

The responsibility for the Joint Annual Meeting (hereafter referred to as the Annual Meeting) falls on the President and the Executive Board of the Chapter scheduled to host the Annual Meeting. The President may assume the position as the Annual Meeting Coordinator, or appoint a Coordinator. The Coordinator assigns the various tasks to a specific committee chairperson. Each chairperson coordinates their respective tasks and reports directly to the Annual Meeting Coordinator. With the assistance of the Annual Meeting Coordinator, each committee chairperson may recruit committee members to assist with the assigned task. Although some of these tasks may be combined, they are individually listed and described for clarity.

Annual Meeting Coordinator -- Overall responsibility for the Annual Meeting.

- Program
- Facility Arrangements
- Announcement
- Registration
- Program Layout and Printing
- Plenary/General Session
- Technical Session
  - Fisheries Session – AFS Chapter
  - Wildlife Session – TWS Chapter
- Poster Session
- Photo Contest
- Audio-Visual Equipment
- Commercial Exhibits & Vendor Sales
- Raffle/Auction
- Student Paper Judging
  - Fisheries Papers – AFS Chapter
  - Wildlife Papers – TWS Chapter
- Student Poster Judging
  - Fisheries Papers – AFS Chapter
  - Wildlife Papers – TWS Chapter
- Publicity
- Student Volunteer
- Awards
  - Photo Contest – Host Chapter
  - Fisheries Posters & Papers – AFS Chapter
  - Wildlife Posters & Papers – TWS Chapter
- Job Board & Message Board

## **COMMITTEE RESPONSIBILITIES**

### **Annual Meeting Coordinator**

The President of the host Chapter may either assume the responsibilities of the Annual Meeting Coordinator, or designate a coordinator or co-coordinators. The coordinator is responsible for the overall planning and conducting of the Annual Meeting and will select other Chapter members to serve on the Annual Meeting Committees. The coordinator may appoint as many members to each committee as he/she feels are needed to fulfill the duties of that committee. Depending on the selected organization, it may be appropriate to combine the responsibilities of some committees.

The Annual Meeting Coordinator needs to see that appropriate announcements are provided to all of the participating chapter newsletter editors and web masters concerning the annual meeting program. The Coordinator, also, needs to assure that the various Committee Chairpersons exchange the necessary inter-committee information for a successful annual meeting.

### **Program Committee**

The Program Committee may consist of the Executive Board of the host Chapter. It is the responsibility of the program committee to set the date, time, and location of the Annual Meeting. This may be done at the Saturday morning breakfast meeting of the Chapter Officers at the previous Annual Meeting. The date of the meeting is traditionally the first Thursday, Friday, and Saturday in February. If a different date is necessary, it should be agreed upon by all of Chapters that sponsor the Annual Meeting.

The Program Committee should arrange for a welcoming address by the appropriate local representative -- mayor, college or university president, etc.-- and current host Chapter president. These arrangements should be made well in advance and reconfirm their participation just prior to the Annual Meeting.

The Program Committee is also responsible for determining whether there will be a theme for the Annual Meeting and planning a plenary or general session as desired. It is also appropriate to have a separate committee responsible for the plenary/general session. If a plenary session is selected, the subject matter should be significant to the membership -- perhaps controversial. It is recommended that the plenary session be relatively short -- 2 to 3 hours because of limited attention spans and the need to allow adequate time for technical sessions.

The Program Committee needs to coordinate with the Technical Session Chairperson and the Plenary/General Session Chairperson to select moderators for the technical and plenary sessions. (Note -- the Plenary/General Session Committee is responsible for selecting the moderator for the plenary or general session.)

It is suggested that one person coordinate the selection of technical session moderators to prevent confusion in delegating moderator responsibilities. However, this person

should work through all of the participating chapters in the selection process to obtain appropriate subject matter moderators.

Although it is best to select moderators after the schedule of papers is developed, it provides fairly short time period to accomplish this task because it must be done after the program is put together and before printing for moderators to be included in the program. An alternative would be to contact potential moderators before the program is developed, and assign and confirm moderators as soon as the program is finalized.

When moderators are assigned to a particular session, they need to be aware of the papers that will be presented in that session as well as concurrent sessions to insure they are satisfied with the session they will be moderating. That is they need know that they will not be missing a paper in a concurrent session that they want to hear.

The following guidelines are recommended to keep the sessions running smoothly:

- Set a time prior to the beginning of the technical sessions for all moderators to meet for last minute instructions and to synchronize watches to insure the concurrent sessions remain on time.
- Stress the importance of maintaining the time schedule for the beginning and end of each speaker's presentation to insure participants are able to move between sessions and hear all of each presentation.
- Request that speakers for each session meet with their respective moderator at least 10 minutes before the start of their session to acknowledge their presence, to provide the moderator with a brief introduction message, and to provide any visual material to the session volunteer that will be operating the projector.
- Coordinate with the Student Volunteer Chairperson to insure that the student volunteers are also present at least 10 minutes prior to session to review the procedures for projectors, lights, and sound system.

The Program Committee and Facility Committee Chairpersons need to work together to insure there are sufficient facilities for all of the planned events.

The following activities need to be considered:

#### THURSDAY

1. Associated organization, agency, and chapter meetings, training sessions, and workshops held prior to the Annual Meeting.
2. Registration, which generally opens late afternoon.
3. Participating Chapter membership meetings are generally held from 7 PM to 9 PM.
4. Hosted social, which begins at 9 PM.

#### FRIDAY

1. Registration, which generally opens one-half to one hour prior to the opening session of the Annual Meeting.

2. General, plenary, and technical sessions as scheduled.
3. Poster session as scheduled.
4. Photo contest.
5. Host Chapter raffle/auction sales/distribution as scheduled.
6. Hosted or no-host social scheduled about one hour prior to evening banquet or other planned event.
7. Awards.

#### SATURDAY

1. Technical sessions through the morning.
2. Results of raffle after the close of the technical sessions.

The Program Committee also needs to develop a budget for approval by the host chapter executive board (Appendix II). The budget should include costs for the banquet, break refreshments, bar and food costs for hosted and non-hosted socials, printing costs for announcement and program, registration supplies, A/V equipment rental from meeting facility or other source, invited speaker costs, photo contest awards, student volunteers, best student paper and poster awards, and miscellaneous. In establishing this budget, costs for meeting rooms, tables for exhibitors, etc. need to be determined. Meeting rooms are generally provided at no cost by the host facility depending on the number of rooms reserved by meeting attendees. However, this generally is not the case where the conference facilities are independent of the hotel. This budget should include all costs incurred for the Annual Meeting, except specific chapter costs, such as chapter awards, printing of chapter documents i.e. Annual Report, and the raffle/auction costs. The raffle/auction profits go to the host chapter, consequently, associated costs should not be charged against the Annual Meeting.

Finally, the committee must establish the registration fee structure that will sufficiently cover the Annual Meeting expenses, yet not provide an "excessive profit" for the host chapter. As a rule of thumb, the "early regular" registration fee should cover the budget and allow for a moderate "profit". The fees set for "late" registration are where profit occurs.

Following the Annual Meeting, thank you letters should be sent to the host facility, invited speakers, and special guests.

#### **Facility Arrangement Committee**

The Facility Arrangements Committee is responsible making arrangements for all of the space, refreshments, banquet, and facility (provided or rented) equipment for the Annual Meeting. The chairman of this committee should be designated as the primary contract between the host chapter and the hotel to prevent conflicting requests being made to the hotel management. It may also be desirable to designate a "local" contact person to work with the facilities manager. Further, it is advisable to provide 1 or 2 additional people that the hotel management can contact during the Annual Meeting to field any problems that may arise because the chairperson may not be readily available

at all times. Regardless, all designated chapter contact people must keep each other informed to prevent conflicting decisions during the Meeting. When designating the Chairman, it is worth considering a person who resides in, or near, the city where the meeting is to be held.

Arrangements for the meeting facility should be made as soon as possible following each Annual Meeting to secure the desired dates. This, generally, entails signing a contract and providing a deposit. If it is a facility that has not been previously used for the Annual Meeting or the Committee is not familiar with the facility, it is strongly recommended that the Facility Arrangements Committee visit the hotel in person to insure that the facilities are satisfactory.

The Arrangements Committee must work closely with the Program Committee to provide facilities for the following:

1. Associated meetings/workshops on Thursday prior to Annual Meeting.
2. Registration Thursday afternoon and Friday morning.
3. Concurrent business meetings for participating chapters (Thursday evening).
4. General and technical session rooms to sufficiently accommodate 450 to 550 attendees. The room for the plenary or general session should be large enough to accommodate all of the attendees. Because the technical sessions are concurrent, each individual room should accommodate a third or more of the attendees. Three or four rooms are typically used for concurrent technical sessions – one or two for fisheries and two or three for wildlife.
5. Room to load presentations on computers, preview presentations, etc.
6. Poster session.
7. Job and message boards.
8. Photo contest.
9. Space for commercial exhibits and vendor sales.
10. Host Chapter raffle and/or silent auction.
11. Host and no host socials.
12. All Chapters' Executive Boards breakfast meeting Saturday morning.

Requested facilities are usually listed in a general manner in the initial contact. As the meeting time approaches, specific room arrangements, equipment, menus, etc. need to be determined and confirmed in writing to avoid any confusion or misunderstandings and assure the meeting runs smoothly (Appendix III). Written confirmation may be essential to resolve any disputes that may occur with the facilities management during or following the Annual Meeting.

Meeting attendees should be encouraged to stay at the host facility because facility costs usually depend on the number of rooms booked and centralized lodging tends to promote interactions between attendees. However, the Arrangements Committee should also prepare a list of alternative motels and hotels that includes rates, phone numbers, location, and distance from the Annual Meeting facility. A sketch-map



showing these features with directions to the host facility should be considered. It is worth contacting the local Chamber of Commerce regarding the date and location of the Annual Meeting for lists of motel accommodations and room rates, request special commercial rates, and obtain complimentary name tags and material that might be useful for the registration packet. It may also be worth checking the Chamber of Commerce WebPages and providing a link from any posting of the Annual Meeting.

The motel information needs to be provided to the Chairperson of the Announcement Committee by late May. (Motel information should also be provided the participating Chapter Newsletter Editors and Web Masters for their use. See Announcement Committee responsibilities.) The Registration Chairperson also needs to be notified as to the material that maybe available for registration.

Finally, the Facility Arrangements Committee needs to prepare and post information and directional signs for the meeting. Signs are to be placed throughout the facility to help direct people to meeting rooms and to identify the location of various meetings, technical sessions, poster session, etc. Signs indicating the titles being presented at each session should be posted for each technical session.

### **Announcement Committee**

The Announcement Committee is responsible for the preparation and distribution of the initial notification and call for papers for the Annual Meeting. The announcement (Appendix IV) should be distributed and posted on WebPages no later than **early July** and needs to provide the following information:

1. Location and date of the Annual Meeting.
2. Room reservation information, including toll free phone number of the host hotel if available. Folks should be advised to tell the host hotel they are attending the Annual Meeting when they make their reservations to insure credit is given for complementary rooms, facility use, etc.
3. Alternate hotels/motels including location, phone number, rates, and distance from the meeting facility. A sketch map might be beneficial.
4. First Call for Papers with the following details:
  - Instructions concerning special sessions, if appropriate.
  - Deadline for abstracts.
  - Abstract format and time frame for presentations. It is suggested that abstracts be limited to 200 or 250 words, or provide specified space (area) that cannot be exceeded to keep the program printing costs down. Consider having abstracts submitted electronically or on computer floppy disks.
  - Contact persons for Fisheries and Wildlife Technical sessions and Poster session. (Note: A member of the NM-AZ AFS generally chairs the fisheries technical sessions and a member of either TWS chapter generally chairs the wildlife technical sessions when the Fisheries Chapter hosts the Annual Meeting.)

5. Preliminary schedule of the Annual Meeting to provide attendees with as much information as possible. The following events with proposed time schedules are recommended:
  - **Wednesday – Workshop and meetings scheduled prior Thursday should be** considered the financial responsibility of the sponsoring agency/group. However, the arrangements need to be coordinated with the Facility Arrangements Chairperson.
  - Thursday -- Workshops, associated meetings, registration, participating chapter business meetings, and social events.
  - Friday -- registration, general or plenary session, technical and poster sessions, banquet, etc.
  - Saturday -- Technical sessions and close of meeting.
6. Vendor and commercial exhibitor information and contact person.
7. Meeting room requests and contact information for Facility Arrangements chairperson.
8. Information on any per Annual Meeting organization meetings, training sessions, etc.
9. Photo Contest information including registration procedures (time and location), rules, categories, and awards.
10. Annual Meeting registration information and fees.
11. Special considerations regarding registration fees (e.g. encouraging early registration through a stepped increase in fees past certain deadlines, student discounts, procedures for accepting agency purchase orders of various kinds, and penalties (optional) for returned checks. It is recommended that all payments be in a form that does not require billing, such as checks and money orders through the mail in addition to cash at the door.
12. Registration form for Annual Meeting with the following information. (Note -- Registration forms provide the record of membership for each of the respective Chapters. Great care should be taken to get this information correct and in a legible form.):
  - First and last name of registrant
  - Complete home and work addresses.
  - Employer.
  - Home and work phone numbers.
  - Email address.
  - Chapter affiliation.
  - Total amount enclosed with a breakdown by item (e.g. registration fee, additional banquet ticket, vendor fee, and chapter dues -- with appropriate chapter clearly indicated). All fees should be clearly indicated on the registration form.
  - Amount of AZ TWS, NM TWS, and NM/AZ AFS chapter dues.

- Clear indication of the appropriate payee (i.e. the host Chapter) for checks or other forms of payment and the address to submit the registration form and payment.
- Any additional optional information (e.g. indication of the meeting name, location and date on the registration form will benefit record keeping of registrants).

Email and phone number information should be provided for all contact persons, as well as, web page addresses where the Annual Meeting information will be posted.

It is recommended that the "cover" announcement be of relatively heavy paper, such as card stock to insure the announcement will not get destroyed in the mail. It is also important to select a paper color that provides good contrast with the print color. The return address and bulk mail permit information can be included in the print setup.

If you use a computer to generate the announcement, it is recommended you check with the company that will do the printing to insure you use a program that can be transferred to a floppy or CD and is compatible with the printer's system. If you use a word processing program, such things as lines, boxes, and special formatting may not transfer in the printing process.

It has been agreed that each of the participating Chapters will provide prepared address labels of their respective membership to the hosting Chapter for mailing the announcement. The chairperson needs to contact the appropriate "keeper" of the chapter mailing list and inform them as to the order (alphabetical or zip code) you wish the list to be prepared. These lists need to be reviewed to remove duplications, as the cost of mailing the announcement is an Annual Meeting expense.

The Announcement Committee is responsible for providing this information to all of the participating chapter newsletter editors and webmasters as soon as possible so it can be included in summer and fall newsletters and posted on the Web (Appendix V).

### **Registration Committee**

This Committee is responsible for coordinating registration and generally the host Chapter Treasurer is the best-qualified person for this position.

The primary duties of the registration Committee are:

- Collect registration fees and participating chapter dues.
- Maintain a registration database of payments and member information.
- Determine registration deadlines, refund policy, and returned check policy.
- Provide notification to the registrants that registration form and fees were received. This could be done via email, posting on chapter WebPages, or return mail.
- Prepare registration packets that include the program, name tags, banquet tickets, receipts, etc. and make them available at the registration table.
- Provide TWS and AFS membership forms and other parent society brochures at the registration table.

- Collect and distribute Chapter dues and Chapter membership information.
- After the meeting, provide other the Chapters with a list of members that paid dues and a check for the respective amount and provide membership information either electronically or hard copies of registration forms.
- Chapter affiliation and the respective amount of dues paid need to be emphasized clearly on the registration form to be certain the correct amount is paid to the respective chapter.
- Provide a receipt for dues and registration fees to each registrant. The receipt should itemize chapter affiliation, chapter dues paid – or not paid, registration, and any additional payments.
- Finally, a registration summary (Appendix VI) needs to be prepared and submitted to the "Keeper of the JAM Manual" to track attendance trends state and employer.

It is the responsibility of the chairperson to prepare a financial report of receipts and expenditures, and submit copies of the report to the participating Chapter Executive Boards. **A budget for the Annual Meeting should be prepared and submitted to the "Keeper of the Manual" to maintain the Joint Annual Meeting Manual for future reference, including attendee summary.**

The Registration Committee should arrive early on the first day (Thursday) of the Annual Meeting to make final arrangements and prepare for registration.

To facilitate the registration process, a database has been developed in Microsoft Excel to track registration fees, chapter dues, and membership information. The database can be connected to Microsoft Access to print nametags and receipts. This database is available from the previous Registration Committee Chairperson. [\(At this time, I am not sure what the status is of this database – if it even exists. Please let me know and how host chapters can obtain a copy – Reed\)](#)

The bugs in registering either via email or through the Web Pages are not entirely satisfactory because the means for payment. The Fisheries Chapter is able to use their parent office, but TWS Chapters do not have that capability. In 2007 the NW TWS Chapter used PayPal, but there were some problems.

Receipts may be provided at the meeting rather than through return mail to save time and cost of additional postage. Numbers for door prizes and banquet ticket information can all be printed on the nametag. Purchase orders or "SPA's" (Arizona state employees) should be accepted only during early registration so they can be processed prior to the Annual Meeting. All purchase orders and SPA's must list the name of registrants and have completed registration forms attached.

Information concerning registration confirmation, replacements, refunds, etc. should be placed in the "Announcement", in chapter newsletters, and on chapter WebPages. Questions regarding registration should be submitted to the Committee Chairperson, or other contact, through email or "snail" mail. Phone requests should only be made as a last resort to minimize work disruption.

A time limit should be established for providing refunds and after a certain date an administrative charge (suggested \$20) maybe appropriate. All refund requests should be in writing.

Arrangements need to be made with the Treasurer to provide cash boxes and change for registration "at the door" and for the auction/raffle.

### **Program Layout and Printing Committee**

The program contains the day and time schedule and location of all the events for the Annual Meeting, abstracts of all technical and poster session presentations, and the "Program at a Glance" (See Appendix VII). The abstracts and "Program at a Glance" could each be printed as separate items. It is the host chapter's preference.

The task of preparing the Annual Meeting Program must be coordinated with all committees that are responsible for scheduling any event for the Annual Meeting such as, Facility Arrangement, Program, Plenary/General Session, Technical Session, Poster Session, Photo Contest, etc.

Format for abstracts needs to be included and emphasized in the Joint Annual Meeting Announcement to make the task of preparing the program for printing easier. That is, the person responsible for this task will not have to reformat and change material to suit the established criteria. The following are suggestions for consistent format:

1. It is recommended that to save space and reduce costs, only the authors' names be included "schedule" portion of the program with the presenting author's name all in CAPS. Complete author information including agency affiliation, senior author contact (email address), etc. should be included in the "abstract" portion of the program.
2. Determine whether first names will be allowed for authors or only initials.
3. Clarify if citations should be excluded or included in abstracts. If citations are allowed, provide format.
4. Consider requesting and including the email address of the primary author.
5. The following style items need to be spelled out to simplify the task of preparing the program and to provide a consistent product:
  - Clarify punctuation in the author lists. That is – the use of commas between author names for those from the same office; and semi-colons between authors from different locations or agencies. For example, Pete, Mary, and Mike AZGF Tucson, AZ; John USFWS Phoenix, AZ.
  - Clarify whether to abbreviate states or to spell out.

- Clarify how to indicate undergraduate or graduate student authors, and determine if all student authors should be indicated or only for the primary author. This could be done by (Undergraduate student) or (Graduate student) following the primary author. If space is critical, this could be indicated with a BOLD "U" or "G" with an explanatory footnote.
  - Clarify margins: 1 inch left and right; left justified.
  - Font: Times New Roman, 11 point.
  - Single spaced.
6. Finally, specify medium for submitting abstracts – electronic email attachment, CD, or hard copy. If electronic, acceptable word-processing program – MSWord or WordPerfect.

### **Plenary/General Session Committee**

The Program Committee determines the format and subject matter for the plenary or general session, and it is the responsibility of Plenary/General Session Committee to "make it happen." The speakers need to be selected and invited and arrangements need to be made for transportation and lodging. Speakers may request a stipend in lieu of, or in addition to, transportation and lodging. Consequently, a budget needs to be provided for the committee to carry out their responsibilities.

It is recommended that the Plenary/General Session Committee be appointed as soon as possible and they begin their task immediately to insure they have the best opportunity to obtain the preferred participants. You must begin at least by mid-year if you expect speakers to accommodate your request. This is especially critical if you are inviting "important" people whose schedules are filled well in advance.

Speaker's financial needs should be determined during the initial contact. Be sure to determine if there is a speaker's fee in addition to travel, room, and per diem costs that you maybe expected to cover.

Once the initial contact has been made with potential speakers and they have agreed to participate in the plenary or general session, the committee needs to send written confirmation of the date, time, and location of the Annual Meeting, and verify financial agreements. This letter should confirm arrangements for speakers' lodging, food, and transportation as well as details concerning the topic, format (round table discussion, audience participation, etc.), time frame for presentations and responses, etc. Basically, the letter of confirmation needs to clarify all arrangements and agreements to prevent any misunderstandings. It is also recommended that a biographical sketch be requested at this time and confirm audio/visual arrangements (slides, power point, etc.). (Appendix VIII.)

It is the committee's responsibility to assure that the invited speakers and their guests are registered for the Annual Meeting, the correct number of banquet tickets are secured, appropriate rooms are reserved (smoking versus non-smoking preference), and arrangements and payment for transportation are clarified. Rooms at the host facility should be reserved well in advance and cancelled if they are not needed.

Complementary rooms are generally provided by the host facility based on the number of rooms reserved by the meeting participants. These rooms may be used or "credited" for special guests.

A session moderator for the plenary or general sessions needs to be selected.

Biographical sketches of speakers and plenary session moderator need to be obtained for introductions and for the Annual Meeting program. A short paragraph needs to be prepared concerning the subject of the plenary or general session for the Annual Meeting program. The Chairman needs to see that it is provided to the Announcement Committee -- if plans have sufficiently solidified -- and to the Program Layout and Printing Committee.

The committee needs to determine what audio and visual equipment the speakers need and make appropriate arrangements. If projection equipment is needed, special attention needs to be made as to the location of the screen and projector so as the screen is visible to everyone and the projector does not block anyone's vision of the screen. If the room cannot be effectively darkened, it is best to locate the screen such that the undesirable light source does not reflect on the screen -- that is, locate the screen so this light source is behind the screen instead of in front of the screen.

The Committee needs to work with the Facility Arrangements and Technical Session Committees to coordinate the time schedule of all sessions and to insure there is sufficient time between the plenary or general session and the technical sessions for the rooms to be reconfigured.

Once the speakers have agreed to participate, the Chairperson needs to keep in contact with the speakers to assure their needs for rooms and transportation are satisfactory and to confirm that they will be attending the Annual Meeting.

### **Technical Session Committee**

The responsibilities for technical session are divided between the wildlife and fisheries societies with each chapter handling their respective discipline. The final selection of papers, session topics, and the selection of session moderators are the responsibility of the Technical Session Committee.

The format for submitting abstracts has been established by past Technical Session Committees. However, times are changing and you need to determine if you want to follow the "hard" copy procedure or shift to total electronic submission. Regardless, the formatting style needs to be clarified – especially if you go to electronic submission to have all the material submitted in the same format to reduce workload involved in doing it yourselves.

Abstracts are requested from any interested person concerning management and research applicable to fish and wildlife resources in the Southwest.

**Abstracts must be submitted no later than MONTH, DAY, YEAR. Please submit one paper copy of the abstract and a diskette file in WordPerfect or MSWord format (any version). Electronic submissions are acceptable.**

Follow this format without exception (example):

Margins – One (1) inch left and right margins.

Font – Times New Roman; 11 point.

Text – Single line spaced.

**Title – bold with only the first letter of the first word and proper names in capital letters.**

Authors – For consistency, request either full names or only last name and initials. The presenter's name should be all in capital letters and may or may not be the first author. Clarify punctuation in author list. It is suggested that comas be used between author names if all authors are from the same place, and semi-colon is used between authors when each author has a different location. Use standard USPS State abbreviations. The email address of a contract person is suggested. Example follows:

**URA SPEAKER, N. Viron Mentalist, Northern Arizona University, P.O. Box 34520, Flagstaff, AZ 87654; and Ima Biologist, New Mexico Department of Game and Fish, P.O. Box 25112, Santa Fe, NM 87504. (email@your.net)**

**For student presentations, precede name line with 3 asterisks in bold \*\*\* and indicate whether student(s) is in an undergraduate or graduate program with a Bold "U" or "G" following their last name without the quotes.**

Text of abstract should be no longer than a half of a page, single-spaced in one paragraph giving pertinent information about background, objectives, methods, results, and interpretations with no citations.

Indicate below abstract whether submission is for a technical session or poster presentation and the targeted technical session if appropriate.

**Mail Fisheries abstracts to:** Name, Fisheries Program Chair., Address, Phone number, and email address.

**Mail Wildlife abstracts to:** Name, Wildlife Program Chair., Address, Phone number, and email address.

**Mail Poster abstracts to:** Name, Poster Chair., Address, Phone number, and email address.

**Speakers will be provided a total of 20 minutes for their presentation.** It is recommended speakers use 15 minutes for their presentation and 5 minutes for questions.

**Note: It is now recommended that all presentations be prepared for PowerPoint projection with the projectors and laptops provided by the organizing Chapter. Presenters need to arrive with their presentation on a CD that can be provided loading on the appropriate laptop.** Overhead and 35mm projects may be provided if specifically requested.

Note: Recommended changes are to limit abstracts to 200 or 250 words, or provide a specific area that abstracts must fit in to control printing costs for the program. It has also been recommended that the email address be included of senior or primary author and included in the program. The email address should, at least, be provided in their cover letter so the chairperson can contact them as needed. It may be more convenient to list the senior author's last name first. Presently, a hard copy and a disk copy are



requested for abstracts. It may be more efficient to accept abstracts via email, as an attachment, in the recommended format and word processing program. If the abstracts are accepted in "email text" format, it may require a considerable amount of time to reformat them before printing the program. An example of the layout for the technical sessions is provided in Appendix IX.

Selected papers need to be arranged into similar session topics. Speakers for all of the submitted papers need to be notified as to their success or failure to be selected. Selected speakers need to be provided the time and location for their presentation, special instructions such as, biographical sketch for introduction, and the location of a room to prepare and review slides, etc. (Appendix X).

The Technical Session Chairperson needs to coordinate with the Announcement Chairperson to provide "Call for Papers" information and with the Program Layout and Printing Chairperson to insure the program is printed in time for the Annual Meeting. And with the Program Chairperson for session moderators and the Audio-Visual Committee to insure the proper equipment is available for the speakers.

### **Poster Session Committee**

The same abstract information is needed for posters as for technical papers, and it should be in the same format. The Poster Committee reviews abstracts, selects posters for presentation, and notifies authors as to acceptance or rejection. The letter or email to the poster authors should include information on set up and presentation time, materials needed, and specifications for poster size and available display space.

The Poster Session and Technical Session Committees should work together to arrange the technical paper and poster abstracts for inclusion in the meeting program and forward in one electronic file to the Program Chair.

It is recommended that the Poster Session be held in a separate room, or at least in a separate area from other activities to allow ease of viewing and discussion with authors, but still near the main area of activity so as to promote visitation. There is an advantage to having a no-host social in conjunction with and in the vicinity of the poster session on Friday evening to attract viewers to the area.

To avoid facility problems, the requirements of the Poster Session need to be clearly conveyed to the facility contact. Arrangements should be made to assure that the space, tables, and other materials supplied by the facility are available for the duration of the Poster Session.

It should also be clearly understood what the host chapter will provide such as, foam board, and support; and the material presenter needs to provide to display the poster. Such information should be included in the letter of notification to the author (Appendix XI).

**NOTE: Poster display boards are available. The Host Poster Committee needs to arrange for these boards to be picked up by the next JAM Host Chapter at the end of the Annual Meeting. Arrangements need to be done prior to the Annual Meeting to insure there are enough vehicles with sufficient room to transport the boards.**

In 2006, at the Radisson Woodland Hotel in Flagstaff, posters were displayed in the Kachina Room during the entire meeting. The Poster Session (when the authors are standing at the posters to answer questions) was held on Friday evening for 1.5 hours after the technical sessions and before the banquet. We moved some of the posters to the Mt. Elden Room during the Poster Session to allow extra viewing room.

Also, the 2006 Technical Session Committee reviewed both oral presentation and poster abstracts. The Poster Chairman sent an email note to all poster presenters that their poster was accepted and information on presentation times and requirements; and arranged for the Student Poster Awards.

### **Student Paper and Poster Judging and Awards Committee**

Typically, The Wildfire Society Chapters judge the "wildlife" papers and the American Fisheries Society Chapter judges the "fisheries" papers. However, all judges should use the same form to evaluate relative student papers and posters (Appendix XIII and XIV).

Four "Best Student Oral Presentation" and "Best Student Poster Presentation" awards are given – one each for wildlife and one each for fisheries. All students from New Mexico and Arizona are combined. The host chapter is responsible for preparing and presenting the awards. An electronic format of the TWS Student Award Certificate examples (Appendix XII and XIII) are available from the JAMM "Keeper of the Manual" on request.

Four student awards are given, as follows.

- 1) Student Wildlife Oral Presentation Award
- 2) Student Wildlife Poster Award
- 3) Student Fisheries Oral Presentation Award
- 4) Student Fisheries Poster Award

If student awards are given at the banquet or social Friday evening, student presentations must all be scheduled for Friday and evaluations must be turned in promptly after the Friday Technical Sessions and Poster Session for the certificates to be prepared for the evening presentation.

**Note:** The format for this award needs to be developed and agreed on by the participating Chapters. Some thought might be given to the definition of "student"; e.g. whether undergraduates, graduates, and even professionals who are working on a degree should all be lumped together as "student".

In 2006, there was a separate Student Oral Presentation Award Chair and Student Poster Award Chair. The 2 Chairpersons selected the judges for each category, combined the scores, and presented the awards. Separate 3-member judging teams evaluate the student papers and posters.

### **Photo Contest Committee**

The Photo Contest Committee is responsible for organizing and conducting the photo contest at the Annual Meeting.

The following are general guidelines and duties:

- Advertise the photo contest early to stimulate interest. Announcements should be sent to all participating Chapter Newsletter Editors and Web Masters (Appendix V).
- Provide photo contest rules and categories to the Announcement Chairperson and follow-up by sending the same information to all participating Chapter Newsletter Editors and Web Masters. This notice should include the location and time to register entries at the Annual Meeting and the address for submitting entries by mail.
- Arrange for ribbons or other appropriate awards for winning entries. Ribbons may be printed accordingly to place and category.
- Arrange to transport and erect photo display materials at the Annual Meeting.
- Coordinate the location of the photo display at the Annual Meeting Facility with the Facility Chairperson.
- Select the winners of each category based on a predetermined selection process such as, balloting or professional photographer act as a judge or a combination of both. If a professional photographer is selected as a judge, make the necessary arrangements for his/her participation. Although, judging procedures are the option of the host Chapter, one procedure is to have a professional photographer judge each category, and have the conference participants select the Best of Show photo. This procedure insures quality judging of each category, yet includes the meeting participants in the selection process.
- The Chairperson or his/her appointee is responsible for counting ballots.
- Winners of each category will be announced and awarded by the Chairperson at the Annual Meeting Banquet on Friday evening.
- Provide a list of winners for newsletter publication and WebPages posting for all participating Chapters.
- The Photo Contest Committee should arrive early on the first day (Thursday) of the Annual Meeting to set up the display material and be ready to accept entries as planned.
- Cash awards maybe used to stimulate interest in the photo contest. A suggested cash distribution is \$10 for first place in each category and \$50 for the Best of Show. Such awards are appropriate charges for the Annual Meeting.
- Photos maybe divided by black and white prints, color prints, and color slides. However, enthusiastic participation (many entries) is needed to have enough photos for each division. Generally, it is best to ignore such divisions and place black and white, and color prints in same category.

- Suggested categories are:
  1. Wild Mammals
  2. Wild Birds
  3. Wild Reptiles, amphibians, fish, and invertebrates
  4. Landscapes
  5. Wildlifers Caught in the Act (humorous or otherwise).
  6. Humor
  7. International
- Prizes should go to the first three places in each category of each division and one prize for "Best of Show". All prizes do not need to be awarded if the judges determine there are no acceptable winners.

### **SUGGESTED PHOTO CONTEST RULES**

- The participant must be an amateur photographer and must have taken the photo entry.
- The photographer must be a member in good standing of one of the Chapters participating the Annual Meeting.
- Photo entry cannot include previous contest winners.
- Photos of captive animals can not be entered in any of the "wild" categories.
- Prints must be no smaller than 5 x 7 inches or larger than 11 x 14 inches.
- Photos must be mounted on stiff backing and/or matted. No glass frames are allowed.
- Each entry must be clearly labeled on the back with the photographer's name, address, and phone number.
- A limit of three entries per category with a maximum of ten entries by any individual.
- Professional photographers may not enter the contest, but their photographs may be displayed.
- All entries must be registered by the first day of the Annual Meeting and picked by the end of the meeting.

### **Audio-Visual Equipment Committee**

The Audio-Visual Committee is responsible for arranging, setting up, testing, and coordinating all of the audio and visual equipment needed for the Annual Meeting. This equipment may be provided by the facility, provided by the committee, or a combination of both. Regardless of the source, the committee must be assured that all of the equipment works properly and as described. The loud speaker system must function properly for each room setup including using "ballroom" for the plenary/general session or banquet with the system serving the entire area, and separating the "ballroom" into 3

or 4 rooms for technical session with a separate audio system serving each individual room.

Unless otherwise arranged, the host facility should supply microphones and audio system along with podiums and projector screens. Additional microphones may be needed for roundtable discussions and/or audience participation.

Suggested visual equipment includes **PowerPoint projectors and laptop computers**, screens, laser pointers, and tables for projectors. It is no longer considered necessary to provide 35mm projectors and remote controls, extra slide trays, projector bulbs, and overhead projectors — except by special request — because we are in the next generation of electronic presentations, which are being used by most folks.

**Note: Laptop computers should not be password enabled unless the AV chairperson so advises. Password protected computers can cause unnecessary problems and delays.**

However, PowerPoint (PP) presentations present some special considerations — primarily the transfer, or loading, of the presentations from one electronic source to designated laptop computers. Consequently, the following considerations are recommended:

- Submit all PP presentations to the AV Chair via email or CD no later than 1 week prior to the meeting.
- All PP presentations should be in “PowerPoint Shows” (with “pps” extension) to save space and facilitate loading.
- AV committee needs to have the expertise and equipment to handle PP audio and video clips within PP shows.
- A convenient area is needed to securely store equipment when it is not in use.
- If PP presentations are not loaded prior to the meeting, the AV committee needs a dedicated and convenient area to prepare presentations.
- A lighted podium is needed for each room. Podiums may be free standing or tabletop.
- Remote screen changers and laser pointers.

Miscellaneous material includes extension cords, 3-pronged adapter plugs, and duct tape (to secure all loose cords to the floor to prevent accidents).

The Audio-Visual Chairperson needs to coordinate equipment with the Technical Session Chairperson to insure all special needs are provided. The decision must be made as to providing such special equipment as 35mm and overhead projectors, easels, chalk, erasers, and VCR's, television monitors, etc.

Generally two volunteers are assigned to each meeting room — one person to operate the projector and one person to turn the lights on and off as needed. The person that operates the PP projector needs to be knowledgeable in its operation — i.e. the laptop computer. The person operating the lights may also act as a messenger for the session chairperson in case of any unforeseen difficulties — such as sound problems.

The committee should arrive early on the first day (Thursday) of the Annual Meeting to set up the projectors, podiums, and make any final arrangements. The committee chair should coordinate with the leaders of any associated meetings (e.g. AFS training sessions, PIF, Bat Working Group, etc. that typically occur during the first day on Thursday) to assure their A-V needs are met either by the group themselves or through the A-V Committee.

Committee members also need to know the location of light switches and the sound system controls for each meeting room and understand how to operate them, and advise each session chairperson and/or student volunteer as to the location and operation of light switches and the sound system controls.

The A-V Committee should see that all the equipment is operational, properly located prior to the meeting, monitor the operation of the system during the Annual Meeting, and make any needed corrections.

### **Commercial Exhibits and Vendor Committee**

Commercial exhibits and sales have not been a major item at the Annual Meetings; however, this is changing and such provisions need to be considered. The biggest problem is finding space for them to setup. Apparently, in the "earlier" days, a 15% commission was assessed on the total gross receipts. It is not clear what policy is being followed today. The facilities may charge for each table provided. There is no established practice for what to charge exhibitors or vendors for tables or to require registration. See Appendix XIV for a list of past exhibitors and vendors and example of instructions.

This is an item that the participating Chapters need to discuss and establish a consistence policy as to how commercial exhibits and vendor sales will be handled in the future. Consideration and policy should also be established for student chapters to sell items and for nonprofit organization exhibits and/or sales at the Annual Meeting.

### **Raffle/Auction Committee**

The policy has been established that the Chapter hosting the Annual Meeting is the only group that will sponsor a raffle and/or auction at the Annual Meeting, and all of the proceeds will all go to that host chapter. Cost for raffle and auction items is the responsibility of the host Chapter and should not be charged to the cost of the Annual Meeting.

The chairperson of the Raffle/Auction Committee needs to be appointed as early as possible and get the committee organized to begin obtaining raffle and auction items because some business's have quotas as to how much they can donate annually, quarterly, etc. If they have reached their quota when you approach them, you may be out of luck!

A good raffle and/or auction needs to have a variety of items including at least one "big ticket" item to attract the maximum attention. There is no policy that prevents the host chapter from purchasing raffle and/or auction items.

A modest budget maybe needed for raffle tickets and other supplies. Forms need to be provided for a silent auction (Appendix XV).

### **Publicity Committee**

The publicity committee needs to develop press releases for the Annual Meeting and provide them to, at least, the local newspapers, and radio and television stations.

### **Student Volunteer Committee**

It has been the policy to support student chapters by providing some type of financial assistance in return for students volunteering to assist with the Annual Meeting. At present, there are four active student chapters in Arizona and New Mexico (Appendix XVI). Student chapters should be contacted during first semester or quarter and provided with the details for student volunteers so they can make their plans accordingly.

It is proposed that only student chapters chartered by the parent society be recognized for financial assistance. The rational is that there are generally more students available than are needed thus providing a criteria for participation. Further, "chartered" student chapters should receive priority for our support.

Generally, students are requested to volunteer one-half of a day. Two volunteers should be assigned to each concurrent technical session -- one to monitor the slide projector and one to monitor the lights and sound system. Consequently, approximately following number of student volunteers are needed to assist with the associated tasks:

<b>Task</b>	<b>Number</b>
Registration: Thursday evening	2
Friday morning	2
Raffle: 3 half days x 2 students	6
Plenary Session	2
Each concurrent technical session:	
Friday Morning (3-4 concurrent sessions)	6-8
Friday Afternoon (3-4 concurrent sessions)	6-8
Thursday Morning (3-4 concurrent sessions)	6-8
Total	24 -30 volunteers.

Arguments can be made as to how much support should be provided for student volunteers at the Annual Meeting. Here are three basic scenarios:

1. Provide full support (room, registration, etc.) for all students that attend and use as many volunteers out of the group as are needed. A "Free Pass" for all students. However, it is doubtful a host chapter will want to go this far!
2. Provide some support for a reasonable number of volunteers that can efficiently be used. (This is essentially the approach suggested above.)

3. Provide limited support for a minimum number of student volunteers.

This is probably a detail that the participating chapters need to resolve so student chapters will have a better idea as to what kind of support to expect at the Annual Meetings.

The Student Volunteer Chairperson needs to arrange for all student volunteers to meet prior to the Annual Meeting to make assignments. It is strongly recommended that a printed schedule showing Student's Name, University/College Affiliation, and Assignment (Time and Location).

Cautions about switching assignments, etc. need to be included in this handout, as well as the Student Volunteer Coordinator' name and the names people they are expected to report to. The names of Technical Session Moderators can be referred to "in the Program". Specific tasks can be assigned at the above meeting. (Appendix XVII)

Volunteers that will be handling the lights and sound controls need to know the switch/control locations and how they work. Volunteers that will be operating the projectors need to understand the equipment, and what their responsibilities will be. Those monitoring the Power Point projectors must be proficient in using the Power Point program. Student volunteers assisting with the Technical Sessions need to know that they are expected to meet with the session moderator at a designated time (usually 10 minutes) prior to their assigned session to discuss their duties and familiarize themselves with the facilities and equipment.

### **Job and Message Board Committee**

This committee needs to make arrangements with the Facility Chairperson for a location of job and message boards. The objective of the 'job board" is to provide the vehicle for posting of available jobs and assistantships; and job searchers to post their resumes. The Committee should contact potential organizations, universities, and agencies as to the opportunity to post available employment announcements, graduate student assistantships, etc. Student chapters should be notified as to the opportunity to post their respective information.

At this time, no special arrangements are being made to provide a location for interviews. If those who post items on the Job Board wish to be contacted during the Annual Meeting, they need to provide such information with their material.



## Chapter Officers Breakfast Meeting

The host Chapter is responsible for arranging and chairing a Breakfast Meeting that is usually held Saturday morning, or the morning of the final day of the JAM. The members of the three sponsoring Chapters' Executive Boards are expected to attend. The purpose of this meeting is to discuss issues pertaining to the Joint Annual Meeting, such as changes in venue, time, etc.

It is also important that contact information be obtained and provided for all the Board members, including newsletter editors and webmasters. Generally, the host Chapter for the next meeting gets the list and distributes it. Information for absent Board members should be added.

Although no minutes are recorded at this meeting, any decisions arrived at that pertain to future Annual Meetings should be forwarded to the "Keeper of the Manual" for inclusion in the JAM Manual. Further, it is a good idea that the "Keeper of the Manual" to be included in this meeting just to keep him/her involved and to keep the Chapter Executive Boards aware that there is such a Manual.

## Surveys

Periodically the host Chapter has conducted a survey of attendees to obtain information about their opinion of the Annual Meeting. The perennial problems are the facilities and location. Unfortunately, there is no good solution. We have out grown the convenient facilities in Arizona that are close to the New Mexico border. At our last meeting in Sierra Vista (2000), folks were very dissatisfied with the food and facilities. Typical comments were "I'll never go to another meeting at the Windermere!"

The next choice was Safford (2002, 2004). The facilities were marginal with the Fisheries folks on one side of the road and the rest of the meeting on the other side of the road. Getting from a fish session to a wildlife session was difficult. Regardless, to go from one room to another, you had to go outside. The patio area was heavily used for the breaks. Fortunately, the weather cooperated. But, if the weather had been cold and nasty, it would have been a disaster. Food was also a problem with long lines, cold food, and insufficient amount.

The last choice in Arizona was Flagstaff (2006). There was some dissatisfaction with the facilities, but it was generally accepted that it was an improvement.

The facilities in Gallup are also marginal, but in general are equal to or better than what we have used so far in Arizona. The biggest objection has been Gallop itself! But there is nothing better within the out-of-state mileage limit for Arizona state employees. Only 12 Arizona state employees were authorized for travel to Albuquerque.

The following Gallop (2005) Annual Meeting survey analysis by the AZ/NM Fisheries Chapter is presented as submitted because it summarizes many of the problems discussed over the years and is worthy for future consideration:

Several changes to the traditional meeting procedures were explored for the 2005 Joint Annual Meeting (JAM). Many of these changes were prompted by comments from participants at previous meetings, and many changes were implemented to keep up with advances in technology. Below is list of these changes and the outcome of each.

**Alternate meeting date**

*Problem* – the JAM has traditionally been held during the first weekend (Thursday – Saturday) of February. This is a convenient time of year for most participants because fieldwork is typically light during winter. However, weather for the meeting is sometimes very bad, even stranding participants during some years. In addition, many participants do not like having a meeting that extends into the weekend.

*Solution* – The program committee looked into changing the time of year, but decided that February was the most convenient for meeting participants. The committee also looked into moving the meeting to earlier in the week (e.g. Monday-Wednesday), but decided that more students could attend the meeting when held later in the week. Therefore, the meeting dates were not changed.

**Alternate meeting venue**

*Problem* - members and meeting coordinators expressed concern that the facilities in Gallup (Holiday Inn) were aging, too small for the increasing number of meeting participants, and the city of Gallup offered few alternative activities for meeting participants.

*Solution* – due to travel restrictions, especially for Arizona Game and Fish employees, the meeting venue must be within 100 miles of the state line. This limits the options for alternative venues considerably. The arrangements committee checked into the potential of having the meeting in Silver City, NM, but found no facilities that could accommodate up to 400 participants. Therefore, arrangements for the meeting were once again made in Gallup.

**Abstract Submission**

*Problem* – In 2002, AZ/NM Chapter of AFS tried new technology in accepting all abstracts through an online abstract submission form. Despite overwhelming support of the new method of submitting abstracts, the technology was abandoned in 2003 and 2004. Accepting abstracts through e-mail or disk (floppy or CD) was cumbersome and created substantial work for the program committee to ensure the correct formatting. In addition, important data was often missing from the submissions.

*Solution* - In 2005, the program committee reinstated the online abstract submission form with substantial improvements. The program committee enlisted the help of a computer programmer to create a user-friendly form that ensured that all information was transferred to the program committee in the correct form. It was automatically put into an access database and easily transferred into a format suitable for printing (for the program). Meeting participants indicated that online abstract submission was a success.

**Registration**

*Problem* – registration for the JAM is always a difficult process. With so many different methods of payment from individuals and agencies, it is always the most daunting task for the meeting committee.

*Solution* – similar to the online abstract submission, the program committee received help from a computer programmer in developing an online registration. The online registration allowed participants to either download a registration form and send it in with a check or PO, or to enter all registration information online and pay via credit card using

PayPal. As with the online abstract submission, the online registration was an overwhelming success.

### **Banquet/Awards**

*Problem* – the banquet has been a point of contention for many years. Some participants expect there to be a formal banquet and thoroughly enjoy the festivities surrounding the banquet. Other participants see the banquet as a waste of money, especially since the quality of food has been suspect in the past few years.

*Solution* – Because many participants still enjoy the banquet, this was a difficult change to make. However, the program committee decided to mix things up a bit (after receiving approval from the two TWS chapters) and see what type of reaction we would get from participants. Although the committee wanted to create a more social atmosphere, there was concern over when the awards should be given. The program committee decided that the awards were too important to simply give at a social, so the awards were instead given at the end of the plenary session. The Western Division of AFS and Parent Society follow a similar format.

In lieu of the banquet, the program committee considered many options, but all centered on a social atmosphere.

**Red Rock Convention Center** – we considered holding the banquet/social at this venue that is located approximately 20 minutes outside of Gallup. It offers a large amphitheater, several meeting rooms, and on-site museum, a stage and large room for dancing, and a kitchen available for caterers. Although RRCC may provide a good alternative with proper planning, the facility was aging, catering logistics (especially alcohol) were difficult, and bussing nearly 400 participants to the site was cost prohibitive.

**Themed social** – several themes were explored such as Casino night (winners receive raffle tickets), Carnival (with several games in which participants could win raffle tickets), Mardi Gras, etc. The themed social ideas were abandoned because organizers felt that we should concentrate on a “smaller” change to the meeting banquet.

**Band** – meeting organizers went back and forth discussing whether participants would like a band or DJ so that they could dance. Opponents thought that music would be too loud and participants could not effectively network. Ultimately, the argument for the band won out.

### **Raffle**

*Problem* – For several years, the raffle had reduced from lots of small prizes in which everyone who bought a ticket had an opportunity to win, to a handful of large prizes where the ticket buyer selected prizes in which to be eligible. Most meeting organizers preferred a combination of the two raffle techniques.

*Solution* – We attempted to secure a number of smaller raffle items for a “general” raffle, and use larger items for a “special” raffle. However, we were unable to obtain enough prizes to do both. Therefore, smaller prizes were grouped together and we continued the trend of running the raffle that allowed ticket buyers to choose which prizes to go after. The AZ/NM Chapter was able to give away a trip to the Parent Society Meeting as

a Special Raffle Prize, which was given away at the Friday Social. The remaining prizes were given after presentations were complete on Saturday afternoon.

Gallup (2005) survey summary: Online registration was used by 76% of those that responded and were generally satisfied, however, a phone number was requested for questions and better information on Chapter websites. Interestingly, 85% responded that the meeting location was either "not important" or "moderately important." 79% preferred exclusive time for poster presentation when authors are present. 71% approved the idea of a "social" in place of a sit-down banquet. There were also a number of individual comments. This survey summary is available from in electronic format on request to the "Keeper of the Manual".

Flagstaff (2006) survey: Requested opinion on traditional sit down banquet versus a serve-yourself "social". The "social" was favored by 67% over the banquet with only 60 folks responding. However, food lines were too long and more tables were needed! Overall opinion of the facilities was favorable. As a general observation, any time attendees are allowed to serve themselves there is a danger that the food supply will not be sufficient and will run short. Inadequate or cold food is a perennial problem with buffet serve-yourself. More lines need to be available to speed serving and insurance of adequate food and tables for people to eat at.

Response to the need of printed abstracts available at the meeting was preferred with pdf format available on the web page prior to meeting acceptable. CD substitute or posting after the meeting was not acceptable.

Interest in a T-shirt was "maybe" depending on graphics and cost.

The use of a bell to keep speakers on time was generally negative while the digital clock was considered beneficial. The clocks were all synchronized to keep all the sessions on time. It was suggested that a light system be developed that was visible only to the speaker. A yellow light would come on at a specified time such as 3 minutes warning; a red light would come on when the time was up.

## **APPENDICES**

**Appendix I -- Rotation Schedule for the Annual Meetings**

YEAR	HOST CHAPTER	LOCATION
2000	AZ TWS	Sierra Vista, AZ
2001	NM TWS	Gallup, NM
2002	AZ-NM AFS	Safford, AZ
2003	NM TWS	Gallup, NM
2004	AZ TWS	Safford, AZ
2005	AZ-NM AFS	Gallup, NM
2006	AZ TWS	Flagstaff, AZ
2007	NM TWS	Albuquerque, NM
2008	AZ-NM AFS	Arizona
2009	NM TWS	New Mexico
2010	AZ TWS	Arizona
2011	AZ-NM AFS	New Mexico
2012	AZ TWS	Arizona
2013	NM TWS	New Mexico
2014	AZ-NM AFS	Arizona
2015	NM TWS	New Mexico
2016	AZ TWS	Arizona
2017*	AZ-NM AFS	New Mexico
2018	AZ TWS	Arizona
2019	NM TWS	New Mexico
2020	AZ-NM AFS	Arizona

\* Fifth Annual Meeting.

**Appendix II – Joint Annual Meeting Budget and Actual Costs**

2005 Gallup, NM

Income Source	Estimated		Actual	
	Number	Amount	Number	Amount
Member Registration at \$60	300	\$18,000.00	131	\$7,860.00
Student Registration at \$35	30	\$900.00	19	\$665.00
Late Member Registration at \$80	50	\$4,000.00	101	\$8,080.00
Late Student Registration at \$40	20	\$800.00	65	\$2,600.00
Vendor Registration at \$60	5	\$300.00	2	\$120.00
Total Number	405		318	
<b>Total Income</b>		<b>\$22,500.00</b>		<b>\$19,823.80</b>

Expenditures	Estimate	Actual
Gallup Holiday Inn Charges		\$10,666.51
Convention Center Rental	\$1,765.50	
Welcome Social	\$1,500.00	
Formal Social	\$3,000.00	
Break Refreshments	\$2,000.00	
Officers Breakfast	\$200.00	
Complimentary Rooms - Plenary	\$0.00	\$349.37
Complimentary Rooms - Students	\$400.00	
Vendor Tables	\$200.00	
<b>Holiday Inn Subtotal</b>	<b>\$9,065.50</b>	<b>\$11,015.88</b>
Program Expenditures		
Plenary Speakers Travel	\$2,000.00	\$0.00
Program Printing	\$500.00	\$1,140.95
Registration Supplies	\$300.00	\$351.55
Poster Boards	\$150.00	\$155.66
Photo Contest Boards	\$25.00	\$0.00
Jobs/Announcements Board	\$25.00	\$0.00
Photo Contest Prizes	\$150.00	\$75.00
Best Student Paper Award	\$50.00	\$50.00
Best Poster Award	\$50.00	\$50.00
Entertainment	\$1,500.00	\$1,000.00
Miscellaneous	\$2,000.00	
<b>Program Subtotal</b>	<b>\$6,750.00</b>	<b>\$2,823.16</b>
<b>Total Expenditures</b>	<b>\$15,815.50</b>	<b>\$13,839.04</b>
<b>Profit/Loss</b>	<b>\$8,184.50</b>	<b>\$5,485.96</b>

**Note:** Raffle, silent auction, and Chapter Awards costs should not be charged to the cost of the Annual Meeting because the raffle and silent auction are money making events for the hosting Chapter, and Chapter Awards are the responsibility of the respective Chapters. However, awards for the best paper, best poster, and photo contest are proper charges to the cost of the Annual Meeting.

2006 Flagstaff

Income Source	Estimated		Actual	
	Number	Amount	Number	Amount
<b>Regular Registration:</b>				
Early 12-23-05 @ \$90			109	9,810.00
By 1-20-06 @ \$100			99	9,900.00
At the door @ \$110			84	9,210.00
<b>Student Registration:</b>				
Early 12-12-05 @ \$35			26	910.00
By 1-20-06 @ \$45			49	2,205.00
At the door @ \$50			24	1,200.00
Volunteers			31	00.00
<b>Total Registration</b>			<b>422</b>	<b>\$33,235.00</b>
Vendor Tables				<u>\$150.00</u>
	<b>Total Number</b>			
<b>Total Income</b>				<b>\$33,385.00</b>

<b>Expenditures</b>	<b>Actual</b>
<b>Hotel Charges</b>	
Hotel, Banquet, Rooms, etc	\$27,241.32
Welcome Social	
Formal Social	
Break Refreshments	
Officers' Breakfast	
Complimentary Rooms - Plenary	
Complimentary Rooms - Students	
Vendor Tables	
<b>Holiday Inn Subtotal</b>	<b>\$27,241.32</b>
<b>Program Expenditures</b>	
Audio-Video Equipment Rental	\$1,220.19
Photo Contest Material and Awards	\$178.12
Plenary Speaker Costs	\$403.05
Program Printing & Art Work	\$2,403.17
Supplies & Services	\$493.26
Student Chapter Travel Grants	<u>\$1,000.00</u>
<b>Program Subtotal</b>	<b><u>\$5,697.79</u></b>
<b>Total Expenditures</b>	<b>\$32,939.11</b>
<b>PROFIT/LOSS</b>	<b>\$445.89</b>

**Note:** Student Chapter Travel Grants are charged as an Annual Meeting expense because funds were provided for all student chapters.



## 2007 Albuquerque

INCOME SOURCE	Estimated		Actual	
	Number	Amount	Number	Amount
Registration @ \$60			6	360.00
Registration @ \$70			43	3010.00
Registration @ \$80		0.00	13	1040.00
Registration @ \$90			39	3510.00
Registration @ \$100		0.00	103	10,300.00
Vendor Registration @ \$100		0.00	6	600.00
Student Registration @ \$35			33	1155.00
Student Registration @ \$40		0.00	9	360.00
Student Registration @ \$50		0.00	50	2500.00
Complementary Registration – Speakers, etc. *		0.00	16	1600.00
Complementary Registration -- Students*		0.00	10	500.00
Adjustment for late registration etc.				
Additional Banquet Tickets 10 @ \$30 each		250.00	9	270.00
Not attending Banquet			-19	
Banquet Total			<b>323</b>	
<b>Total registration</b>	400		333	<b>\$23,105.00</b>

\* Although "Complementary Registration" is shown as an income item, it is subtracted as expenditure; consequently, the figures cancel out to zero. They are shown for information only.

<b>Expenditures:</b>	<b>Planned</b>		<b>Actual</b>	
Hotel Albuquerque Charges				
Banquet (280 @ \$28.40 each + service)			8,751.89	
Officer's Breakfast (20 @ 14.95 each + serv)			319.00	
Break refreshments				
AM Break – Coffee, hot tea x 2			960.00	
PM Break - Lemonade, Iced Tea			465.00	
A-V equip rental			569.00	
Social snacks			1,876.83	
Vendor Tables			60.00	
Credit for Comp. Rooms - 2			+160.00	
Hotel ABQ subtotal				14,955.60
Program printing				2,546.45
Registration supplies				100.00
Awards				
Photo Contest/Job Board				
Cash Award \$100				100.00
Ribbons etc.			51.05	
Photo Contest subtotal		240.00		251.05
Best Student Paper Certificates		50.00		0.00
Announcement				
Printing (650 copies of 6 pages)	400.00		366.56	
Postage (600 stamps @ .33 ea.)	200.00		206.25	
Announcement Subtotal		600.00		572.81
Questionnaire				
Student Volunteers				
Rooms	400.00		0.00	
Complementary Registration *	0.00		910.00	
				910.00
Miscellaneous		250.00		36.83
Reimbursed SEAFW for Social				-1500.00
	<b>Total</b>		<b>\$15,126.95</b>	<b>\$18,362.74</b>
	<b>Profit/Loss</b>		<b>\$6,788.05</b>	<b>\$4,742.26</b>

\* "Complementary Registration" is shown as an income item and it is subtracted as expenditure, consequently, the figures cancel out to zero. They are shown for information only.

## Registration Fee Scenarios at Various Regular and Student Levels

Registration Class	Number	At \$60/\$35	At \$60/\$30	At \$55/\$30	At \$50/\$25	At \$45/\$20	Proposal
Regular	308	18,480.00	18,480.00	16,940.00	15,400.00	13,860.00	
Student	68	2,380.00	2,040.00	2,040.00	1,700.00	1,360.00	
Adjustment for actual registration		3,130.00					
Complementary Registration	29	0.00	0.00	0.00	0.00	0.00	
<b>Total registered</b>	<b>405</b>						
Banquet/10 @ \$25 each		250.00	250.00	250.00	250.00	250.00	
<b>Potential Income</b>		<b>24,240.00</b>	<b>20,770.00</b>	<b>19,230.00</b>	<b>17,350.00</b>	<b>15,470.00</b>	
<b>2000 Joint Annual Meeting Expenditures</b>				<b>17,684.49</b>			
<b>Profit/Loss</b>		<b>6,555.51</b>	<b>3,085.51</b>	<b>1,545.51</b>	<b>-334.49</b>	<b>-2,214.49</b>	

**Recent History of the Joint Annual Meeting Registration Fees**

<u>Year</u>	<u>Location</u>	<u>Host</u>	<u>Registration Fees</u>	<u>Total Registered</u>
1994	Sierra Vista	AZ TWS	\$30 Regular \$20 Student	
1995	Gallup	AZ/NM AFS (?)		
1996	Sierra Vista	AZ TWS	\$40 Early Regular \$50 Late Regular \$15 Student	
1997	Gallup	NM TWS	\$45 Early Regular \$55 Late Regular \$20 Student	
1998	Sierra Vista	AZ TWS	\$50 Early Regular \$65 Late Regular \$20 Student	
1999	Gallup	AZ/NM AFS	\$60 Early Regular \$75 Late Regular \$20 Student	
2000	Sierra Vista	AZ TWS	\$60 Early Regular by 12/2/99 \$80 Late Regular by 1/15/00 \$105 Regular at the door \$35 Early Student by 12/2/99 \$40 Late Student by 1/15/00 \$50 Student at the door	404
2001	Gallup	NM TWS	\$55 Early Regular by 12/9/00 \$80 Regular after 12/9/00 \$20 Early Student by 12/9/00 \$25 Student after 12/9/00	400+
2002	Safford	AZ/NM AFS	\$60 Regular by 1/15/02 \$30 Student “ \$105 Regular at the door \$50 Student “	n/a
2003	Gallup	NM TWS	\$55 Member by 12/10/02 \$65 Non-member by 12/ 10/02 \$20 Student any time \$80 Member after 12/10/02 \$90 Non-member after 12/10/02	n/a

Year	Location	Host	Registration Fees	Total Registered
2004	Safford	AZ TWS	\$70 Early Regular by 12/15/03 \$80 Pre-registration Regular by 1/23/04 \$90 Regular at the door \$25 Early Student by 12/15/03 \$35 Pre-registration Student by 1/23/04 \$45 Student at the door \$20 Additional Banquet Ticket \$25 Endangered Species Workshop \$10 Student Endangered Species Workshop	401
2005	Gallup	AZ/NM AFS	\$60 \$25 Additional Social Ticket	n/a
2006	Flagstaff	AZ TWS	\$90 Early Regular by 12/23/05 \$100 Pre-registration Regular by 1/20/06 \$110 Regular at the door \$35 Early Student by 12/23/05 \$45 Pre-registration Student by 1/20/06 \$50 Student at the door \$25 Addition Buffet Ticket	422
2007	Albuquerque NM	TWS	\$90 Early Regular by 12/29/06 (\$60 excluding banquet) \$100 Pre-registration Regular by 1-19-07 (\$70 excluding banquet) \$110 Regular at the door \$100 Vendor \$35 Early Student by 12/29/06 \$45 Pre-registration Student by 1-19-07 \$50 Student at the door \$30 additional banquet tickets	333

2008

### Appendix III -- Confirmation Letter for Final Facilities Arrangements.

Dear Mr. Facilities Manager,

This annotated program is meant to be a detailed set of directions for the meeting, and especially to help you & the Windemere staff to plan your staffing & facilities operations. In the program, I tried to put locations in bold print & other set up information in bold italics. ***(Note: This formatting was lost when it was sent as an email message. The concept of the information is still helpful.)*** Hope it helps. I'll calculate the actual food amounts we'll order for the break refreshments by Tuesday morning at the latest, and email you. Our registration is full, so we are planning 410-415 diners for the Mexican Fiesta buffet Friday evening, if you want to go ahead and use that as our food order for the banquet.

Thanks,  
Facilities Chairman

---

Thursday, February 3, 2000

8:00 a.m. - 4:00 p.m. AZ/NM Chapter of the American Fisheries Society Workshop: "Survey Design in Fisheries Management" **Mesquite Room *Floor podium for sound system***; Classroom style for at least 50 people; buffet style lunch in room, from same buffet as restaurant is serving that day. 30-50 people; numbers for lunch to be called in to Windemere by Casey Harthorn, NM Game & Fish Dept, by Monday, 31 Jan.

1:30 p.m. on **Executive Boardroom** will be used by Conference Committee for equipment storage, security, & poster displays, starting about 1:30.

3:00 - 5:00 p.m. Round Table Discussion of Mountain Lion Management and Harvest Structure: **Ocotillo Room *Table & table top podium with sound system***; theater style for at least 70 chairs, in preparation for potentially larger meeting that evening, and theater style set up next morning as part of Grand Ballroom.

3:00 - 5:00 p.m. Arizona Bat Resource Group. **Saguaro Room *Table & table top podium with sound system***; theater style for at least 70 chairs, in preparation for potentially larger meeting that evening, and theater style set up next morning as part of Grand Ballroom.

3:00 -- 5:00 p.m. Board Meeting; NM Chapter - The Wildlife Society **9th Regiment Room**  
Theater style for 12 people

4:00 - 6:30 p.m. AZ/NM Chapter of the American Fisheries Society Meeting: Phoenix 2001 AFS Meeting Committees **Mesquite Room**

5:00 - 7:00 p.m. Registration and Photo Contest Submission **Lobby**  
Tables set up in Lobby, between columns on restroom side & on public telephone side. Couch & easy chairs moved, but should stay in area stay in area; 4 office chairs at tables.

5:00 p.m. **5 vendor tables available (6, if a smaller table is available)**, for 4 different vendors, on sides of **hallway closest to the Lobby**. Will remain available to vendors through Saturday morning.

7:00 - 8:30 p.m. Concurrent Business Meetings:

AZ/NM Chapter - American Fisheries Society

**Mesquite Room** . Convert to theater style with at least 70 chairs.

AZ Chapter - The Wildlife Society

**Ocotillo Room**. Same set up as for afternoon meeting.

NM Chapter - The Wildlife Society

**Saguaro Room**. Same set up as for afternoon meeting.

8:30 p.m. - ??? Social Hosted by AZ/NM Chapter AFS. **Hallway & Grand Ballroom** No host, cash bar can be started in hall at 8:30 p.m. **Hosted keg of Budweiser (\$210), \$290 worth of simple appetizers, & extra cash bar can be set up in Grand Ballroom** as soon as meetings are over & rooms are converted. 400 people expected; many staying at Windemere will use free drink coupon (if available) at hotel bar.

Friday, February 4, 2000

7:00 a.m. **Executive Boardroom** open for silent auction bidding to start

7:00 - 8:30 a.m. **Registration and Photo Contest Submission Lobby**

8:00 - 8:15 a.m. Welcome & Opening Remarks, Tom Hessler, Mayor **Grand Ballroom Theater style for maximum seating**. Audience facing service doors. **Riser on service door side. Tables and chair on riser for 5 speaker panel, with 2 microphones on table**. Speakers will face out over audience toward entrance doors to ballroom. **Floor podium to one side of riser**, for moderator or speakers to stand.

**8:15 - 10:10 a.m. Plenary Session - Grand Ballroom** Continue above set up

8:30 - 3:10 p.m. Slide preview room open **9th Regiment Room**. **At least 1 table, 2 chairs**, anywhere in room

10:10 - 10:30 a.m. **Registration Continued set up in lobby**

Break Served in hallway -- beverage order: coffee, tea, juice; TBD by 1 Feb -- food order: muffins, Danish; amount TBD by 1 Feb

Convert ballroom to 3 breakout rooms

10:30 a.m. - 12:10 p.m. Concurrent Technical Sessions in breakout rooms

**Saguaro Room Theater style, max. # of chairs**

**Ocotillo Room Theater style, max. # of chairs**

**Mesquite Room Theater style, max. # of chairs** (Etc. Etc. Etc. You want the emphasize the room, the layout of tables, chairs, podium(s), raisers, etc. All items that the facilities management are to provide and you want the arranged.)

12:10 - 1:30 p.m. Lunch (on your own)

1:30 - 3:10 p.m. Concurrent Technical Sessions

Saguaro Room Theater style, max. # of chairs

Ocotillo Room Theater style, max. # of chairs

Mesquite Room Theater style, max. # of chairs

3:10 - 3:40 p.m. Break Served in hallway -- beverage order: fruit punch, soft drinks; amount TBD-- food order: cookies, brownies; amount TBD by 1 Feb

3:40 - 5:00 p.m. Concurrent Technical Sessions  
Saguaro Room Theater style, max. # of chairs  
Ocotillo Room Theater style, max. # of chairs  
Mesquite Room Theater style, max. # of chairs

Convert breakout rooms to ballroom.

5:00 - 6:30 p.m. Poster Session and Social (No Host Bar) Buffalo Soldier Hall. No host bar out in hall in front of doors to Buffalo Soldier Hall, plus about 15 chairs staged outside BSH in case people want to sit outside or take a few into their poster set ups. This bar is to attract attention to poster session.

Start another no host bar about 6:00 p.m. in hallway or ballroom, depending on status of banquet set up.

7:00 - 8:30 p.m. Banquet and Awards Grand Ballroom. FOOD ORDER: Mexican Fiesta buffet for 415 diners set up in hallway with 4 serve lines if feasible.

Ballroom place settings for 415 people, with as many round tables as possible, supplemented by rectangular tables as necessary.

On service entrance side of ballroom, along center of wall, set up floor podium with sound system & one, skirted rectangular table by podium to hold awards to be presented by different presenters.

8:30 p.m. - ??? No Host Social Grand Ballroom  
Keep no host bars open after banquet if business warrants it.

Saturday, February 5, 2000

6:00 - 7:30 a.m. Officers Planning Breakfast Restaurant Alcove

7:30 a.m. PowerPoint preview room open in 9th Regiment Room. At least 2 tables, 4 chairs, anywhere in room.

8:20 - 10:00 a.m. Concurrent Technical Sessions  
Saguaro Room Theater style, max. # of chairs  
Ocotillo Room Theater style, max. # of chairs  
Mesquite Room Theater style, max. # of chairs

10:00 - 10:20 p.m. Break Served in hallway -- beverage order: same as Friday morning -- food order: same as Friday morning

10:20 - 12:20 p.m. Concurrent Technical Sessions  
Saguaro Room Theater style, max. # of chairs  
Ocotillo Room Theater style, max. # of chairs  
Mesquite Room Theater style, max. # of chairs

12:30 p.m. Raffle drawings Grand Ballroom. Open dividers to create ballroom

1:00 p.m. Adjourn



Appendix IV – Joint Annual Meeting Announcement

# 33<sup>rd</sup> JOINT ANNUAL MEETING

Arizona and New Mexico Chapters

The Wildlife Society

and

Arizona-New Mexico Chapter

American Fisheries Society

Windemere Hotel & Conference Center

Sierra Vista, Arizona

February 3-5, 2000

The Windemere is offering an "Early Bird" registration that includes a chance for two nights lodging and one dinner for two to be used at a time other than during the Annual Conference. To be eligible for the drawing, you must reserve your hotel room at the Windemere and register for the Conference by December 2, 1999.

Room Rates (plus tax) are \$50 for 1 person, \$58 for 2, \$64 for 3, and \$72 for 4.

**Hotel Reservations:**

Windemere Hotel & Conference Center

2047 South Highway 92

Sierra Vista, AZ 85635

520-459-5900 or 1-800-825-4656

When you make your reservations, be sure to tell them you will be attending the Fish and Wildlife Conference. If you do not identify yourself as attending the conference, you may not get a room because most of the hotel rooms are being held for our use until January 2, 2000.

**First Call for Papers**  
**33<sup>rd</sup> Joint Technical Sessions -- Sierra Vista, Arizona**  
**February 3-5, 2000**

Abstracts are requested from any interested person concerning management and research applicable to fish and wildlife resources in the Southwest. Emphasis will be given to papers submitted for the two special sessions: **Biology and Ecology of Sky Islands**, and **Cooperative Interagency Land Acquisition and Habitat Management**. Anyone submitting abstracts for either of these Special Sessions should indicate the targeted session at the bottom of their abstract.

<b>Abstracts must be submitted no later than NOVEMBER 15, 1999. Please email as an attachment in the required WordPerfect or MSWord format .</b>
--

The abstract format is:

**Title in bold with only the first letter of the first word and proper names in capital letters.**

URA SPEAKER, N. Viron Mentalist, Northern Arizona University, Street address, Flagstaff, AZ 87654, and Ima Biologist, New Mexico Department of Game and Fish, P.O. Box 25112, Santa Fe, NM 87504. (Place speaker's name all in capitals.) **For student presentations, precede name line with 3 asterisks in bold \*\*\* and indicate whether student is in an undergraduate or graduate program.**

Text of abstract should be no longer than a half of a page, single-spaced in one paragraph giving pertinent information about background, objectives, methods, results, and interpretations. Indicate below abstract whether submission is for a technical session or poster presentation and the targeted technical session if appropriate.

**Speakers will be provided a total of 20 minutes for their presentation.** It is recommended speakers use 15 minutes for their presentation and 5 minutes for questions.

**Send Fisheries abstracts to:** *name and email address*

**Send Wildlife abstracts to:** *name and email address*

**Send Poster abstracts to:** *name and email address*

**Notice: 35 mm slide projects or overhead projectors will be provided on by special request.**

**Important registration information:**

**YOU MUST BE REGISTERED TO ATTEND THE TECHNICAL SESSIONS -- NO EXCEPTIONS!** This includes visitors, students, press, everyone!

The registration fee includes the Friday night banquet. A few extra banquet tickets are available for your spouse, friend, or significant other. Make your request on the registration form.

---

**Attention Vendors!** All vendors must register for the conference and pay a \$10.00 table fee. Please include the vendor fee with your registration. Table fee will be waived with a contribution for the raffle. Contact Alice Checker at 500-700-0209 or <AChecker@blm.gov>.

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**Meeting room requests:** To reserve a meeting room prior to or during the technical sessions, contact Pete Arranger, Local Arrangements Chair., 500-300-7000 or <Arranger@room.com>. Such requests will be honored on a first-come, first-served basis. Except for conference sponsors, the requesting organization may be liable for room costs.

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**Announcement:** There will be a Round Table discussion of Mtn. Lion Management and Harvest at 3:00 P.M. on Thursday Feb. 3, 2000. Contact Tom Cat for details <tcats@azgdf > or (000) 901-8000 Ext. 008.

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**Job Board.** Space will be provided for notices of job announcements, graduate assistantships, grants, requests for volunteers, internships, etc., and job seekers may post copies of a one page vita. We urge potential employers to post a location where interested applicants may contact you during the conference.

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**SPECIAL REGISTRATION NOTE CONCERNING REGISTRATION FOR AGFD EMPLOYEES:**

Because of difficulties in processing registrations for previous Annual Meetings, The AZ-TWS Chapter has established the following ground rules for the use of SPAs (Small Purchase Authorizations) to pay registration fees. First of all, we strongly encourage direct payment by the employee to the Chapter and use the SPA for employee reimbursement. This keeps the Chapter out of the loop, does not require the Chapter Treasurer to match payments to SPAs, and it increases your probability of actually being registered when you show up at the Annual Conference.

If you must use a SPA to pay your registration, it will only be accepted prior to January 15, 2000. A copy of the SPA must be attached to the registration form. MAKE SURE YOUR NAME APPEARS ON THE SPA the same way it appears on the registration form. ATTACH A COPY OF THE SPA (NOT THE ORIGINAL!!) TO YOUR REGISTRATION FORM AND SUBMIT IT PRIOR TO January 15, 2000. The original copy of the SPA should be submitted through your regular accounting path through your regional or branch office. Registration forms without a correct copy of a SPA attached will be returned — as will all registration requests after the 400 limit is reached regardless of the time period! Thank you for your cooperation.

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## **Photo Contest for Amateur Photographers**

**Cash prizes! Ten dollars for first place photos in the following categories: Wild Mammals, Wild Birds, Wild Herptiles, Wild Fish, and Wildifers "Caught in the Act" (humorous or not!).  
Fifty dollars for Best of Show photo.**

**Rules:** Entries cannot include previous contest winners, nor can photographs of captive animals be used in any of the wildlife categories. Photos must be taken by the participant. Color or black and white photographs 5"x7" to 16"x20" will be accepted (photos 11"x14" or less are preferred). Photographs must be mounted on stiff backing and/or matted and must be clearly labeled on the back with the photographer's name, address, and telephone number. No glass or frames. A professional photographer will judge entries in each category. Conference participants will judge the Best of Show.

On site registration of photo contest entries will be held 8:00 AM to 9:00 AM on Friday.

Professional photographers may display their photographs. These photos will not be judged.

## Registration Fees and Banquet Tickets

	Regular	Student
Early Bird Registration postmarked by Dec. 2, 1999	\$ 60.00	\$ 35.00
Pre-registration postmarked by Jan. 15, 2000	\$ 80.00	\$ 40.00
Registration at the door -- if available	\$ 105.00	\$ 50.00
Additional Banquet Ticket*	\$ 25.00	

\*One banquet ticket is included with the registration fee.

A few additional banquet tickets are available on a first-come, first-served basis.

**Mail form and payment to: Name, address, etc.**

**Please make payment to the "Arizona Chapter - TWS"**

Cancellations will be accepted in writing if post marked no later than January 15, 2000.

**YOU MUST BE REGISTERED TO ATTEND THE CONFERENCE.**

Cut on this line and mail to: Name and complete address

### REGISTRATION FORM

33<sup>rd</sup> Joint Annual Conference

Arizona/New Mexico Chapter of the American Fisheries Society

And

Arizona and New Mexico Chapters of The Wildlife Society

Make payment to: Arizona Chapter - TWS and mail to: Name and complete address

<p><b>Please print Clearly</b></p> <p>First &amp; Last Name: _____</p> <p>Home Address: _____</p> <p>City/State/Zip: _____</p> <p>Employer: _____</p> <p>Work Address: _____</p> <p>City/State/Zip: _____</p> <p>Home Phone: _____ Work Phone: _____</p> <p>Preferred email address: _____</p> <p>Preferred mailing address: Home _____ Work _____</p> <p><b>Chapter Affiliation</b> _____</p>	<p style="text-align: center;"><b>Amount Enclosed</b></p> <p>Registration Fee: _____</p> <p>Additional Banquet Ticket: _____</p> <p>Vendor Fee: _____</p> <p><b>Chapter Dues* if included:</b> _____</p> <p><b>Total:</b> \$ <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Please indicate if you want a Banquet ticket:</p> <p>I <b>will</b> attend the Banquet _____</p> <p>I <b>will not</b> attend the Banquet _____</p>
--	---

Chapter Dues: AZ TWS = \$5.00; NM TWS = \$8.00; AZ/NM AFS = \$5.00

## **Appendix V -- Chapter Newsletter Editors and Web Masters**

**Note: This information needs to be updated annually at the Annual Meeting Breakfast meeting.**

### AZ-NM Chapter AFS

Web Page: <http://www.fisheries.org/units/aznm/>

Webmaster: Scott Rogers

Email: [scottrogers@npgcable.com](mailto:scottrogers@npgcable.com)

Newsletter Editors: Anne Kretschmann & Marianne Meding

Email: [AKretschmann@azgfd.gov](mailto:AKretschmann@azgfd.gov) & [MMeding@azgfd.gov](mailto:MMeding@azgfd.gov)

### AZ Chapter TWS

Web Page: <http://www.aztws.org>

Webmaster: Liz Kalies

Email: [liz.kalies@NAU.edu](mailto:liz.kalies@NAU.edu)

Phone: 928-699-2975

Newsletter Editor: Kerry Nicholson

Email: [kernicholson@yahoo.com](mailto:kernicholson@yahoo.com)

### NM Chapter TWS

Web Page: <http://leopold.nmsu.edu/nmcws/>

Webmaster:

Email:

Newsletter Editor: Nancy Riley

Email: [Nancy\\_Riley@fws.gov](mailto:Nancy_Riley@fws.gov)

Phone: 505-761-4707

**Appendix VI – Annual Meeting Registration Report**

<b>Annual Meeting Registration Report</b>												
State/Employer	2006*			2007			2008			2009		
				TWS	AFS	Other	TWS	AFS	Other	TWS	AFS	Other
<b>Arizona</b>												
Game & Fish	103											
University	112											
Federal	89											
Private	19											
Retired	1											
Arizona Total	324											
<b>New Mexico</b>												
Game & Fish	10											
University	24											
Federal	32											
Private	5											
Retired												
New Mexico Total	71											
<b>Other</b>	27											
Total	422											
<b>Year Total</b>	422											

\*2006 data was tabulations were made from registration information, which does not include complete TWS or AFS association.

**Appendix VII – Suggested Example of the "Program-at-a-Glance"**

**Program-at-a-Glance**

**Thursday, February d, yyyy**

Time	Workshop	Location
Time	Special Group Meeting	Location
Time	Special Group Meeting	Location
Time	Special Group Meeting	Location
Time	Special Group Meeting	Location

5:00 - 8:30 PM      Registration

7:00 - 8:30 PM	Concurrent Business Meetings:	
	AZ/NM Chapter - American Fisheries Society	Location
	AZ Chapter -- The Wildlife Society	Location
	NM Chapter -- The Wildlife society	Location

9:00 PM - ? Social Hosted by AZ/NM Chapter AFS      Location

**ANNOUNCEMENTS**

Job Board -- Location



**Friday, February d, yyyy**

7:00 - 8:30 AM Registration  
 8:15 - 8:30 AM Grand Ballroom -- Welcome and Opening Remarks  
 8:30 - 11:00 AM Plenary Session -- Title  
 11:00 - 11:30 AM Break

----- Concurrent Technical Sessions -----

	Session I	Session II	Session III
	<b>Saguaro Room</b>	<b>Ocotillo Room</b>	<b>Mesquite Room</b>
	<i>Session Title</i>	<i>Session Title</i>	<i>Session Title</i>
11:30 AM	Short title	Short title	Short title
11:50 AM	Short title	Short title	Short title
12:10 PM	Short title	Short title	Short title
12:30 PM	Short title	Short title	Short title

12:50 - 2:00 PM Lunch (on your own)

2:00 - 5:30 PM Poster Session -- **Buffalo Soldier Hall**

	Session IV	Session V	Session VI
	<b>Saguaro Room</b>	<b>Ocotillo Room</b>	<b>Mesquite Room</b>
	<i>Session Title</i>	<i>Session Title</i>	<i>Session Title</i>
2:00 PM	Short title	Short title	Short title
2:20 PM	Short title	Short title	Short title
2:40 PM	Short title	Short title	Short title
3:00 PM	Short title	Short title	Short title
3:20 PM		Break	

*Note: Insert session numbers, locations, and session titles as needed.*

3:40 PM	Short title	Short title	Short title
4:00 PM	Short title	Short title	Short title
4:20 PM	Short title	Short title	Short title
5:00 PM	Short title	Short title	Short title

7:00 PM Banquet and Awards -- **Grand Ballroom**

8:30 PM No Host Social -- **Grand Ballroom**

**Saturday, February d, yyyy**

6:00 - 7:30 AM Chapters' Executive Boards Breakfast Meeting – **Alcove Room**

----- Concurrent Technical Sessions -----

	Session VII <b>Saguaro Room</b> <i>Session Title</i>	Session VIII <b>Ocotillo Room</b> <i>Session Title</i>	Session IX <b>Mesquite Room</b> <i>Session Title</i>
8:00 AM	Short title	Short title	Short title
8:20 AM	Short title	Short title	Short title
8:40 AM	Short title	Short title	Short title
9:00 AM	Short title	Short title	Short title
9:20 AM	Short title	Short title	Short title
9:40 AM		Break	
10:00 AM	Short title	Short title	Short title
10:20 AM	Short title	Short title	Short title
10:40 AM	Short title	Short title	Short title
11:00 AM	Short title	Short title	Short title
11:20 AM	Short title	Short title	Short title
11:40 AM	Short title	Short title	Short title
12:00 PM	Short title	Short title	Short title
12:30 PM		Raffle	
1:00 PM		Adjourn	

Date and Location of the NEXT Joint Annual Meeting

## Appendix VIII -- Sample Confirmation Letter for Plenary Speakers

Note: These letters were sent following phone conversations.

Plenary Speaker  
The Institute for Speakers  
4015 Talk Dr.  
Fort Henry, CO 85269

Dear Mr. Speaker:

Thank you very much for your interest in participating in the plenary session at the Annual Meeting of the Arizona and New Mexico Chapters of The Wildlife Society and the AZ-NM Chapter of The American Fisheries Society on 4 February 2000. We look forward to you being one of four or five panelists speaking on the proposed Sonoran Desert National Park or various philosophies and practicalities of land management in Arizona and the southwest.

As the program is currently envisioned, we will have one panelist, likely Bill Broyles, present a proposal for creation of a Sonoran Desert National Park in southwestern Arizona. Bill is one of the leaders in this citizen's proposal, and he will explain why he and others think lands currently existing as Organ Pipe National Monument, Cabeza Prieta Wildlife Refuge, and the Goldwater bombing range should be merged into the proposed Sonoran Desert National Park. A second panelist, likely John Kennedy of the Arizona Game and Fish Department, will explain why the Arizona Game and Fish Commission has announced opposition to the park proposal, and perhaps suggest or support other land management options. We hope to also have two or three other panelists; i.e. you representing The Wildlife Management Institute, along with a representative of The Wildlands Project, and perhaps the Sonoran Institute. We ask each of you to present your views on southwestern land management issues and options in general, perhaps along with some comments relating directly to the park proposal. Each panelist will be asked to make approximately a 20-minute presentation, and after the presentations we will have about 30-45 minutes for questions and discussion.

The meeting will occur on 3-5 February 2000 at the Windemere Hotel and Conference Center in Sierra Vista, Arizona. There will be business meetings on Thursday evening, the plenary session will occur Friday morning following opening remarks at 8:00 AM on 4 February, and will be followed by technical paper sessions Friday afternoon and Saturday morning. There will be an awards banquet on Friday evening. We anticipate approximately 400 wildlife professionals and students will attend.

Please confirm your participation in the plenary session by responding to me at your earliest convenience (hopefully by the end of October, so that we may plan accordingly). Please indicate whether you will plan to stay for the paper sessions and/or the banquet so that we can register you for the meeting and reserve a banquet ticket for you as required.

We will provide a room at the Windemere for Thursday and/or Friday nights and provide an additional banquet ticket for your spouse. Please let me know what your needs are as soon as possible. If you require a stipend or other costs to be covered, please let us know so we can be sure we can meet your request.

I have enclosed a copy of the meeting announcement and a copy of the park proposal for your information. If you are interested, information on other invited participant organizations can be found on their web pages (the Sonoran Institute, [www.sonoran.org](http://www.sonoran.org); The Wildlands Project, [www.twp.org](http://www.twp.org); and the Arizona Game & Fish Department, [www.gf.state.az.us](http://www.gf.state.az.us)).

I can best be contacted as follows:

Thank you for your consideration of this invitation. I look forward to hearing from you.

Sincerely,

**Appendix IX -- Example of Technical Session Program Schedule**

Friday, February 4, 2000			
<b>Location:</b>	<b>Saguaro Room</b>	<b>Ocotillo Room</b>	<b>Mesquite Room</b>
	Session I	Session II	Session III
	<b>Sky Islands</b>	<b>Habitat Use I</b>	<b>Southwest Salmonids</b>
10:30	***Iniguez	Chambers	Brooks
10:50	Fitzgibbon	***Hedwall	Ruiz
11:10	Young	***Bernardos	Robinson
11:30	Duncan	Morales	Hervin
11:50	Speich	***Webster	Fry
12:10-1:30		LUNCH	
	<b>Sky Islands</b>	<b>Habitat Use II</b>	<b>Southwest Native Fishes</b>
1:30	Barsch	***Hodgson	***Fuller
1:50	Turner	***Kyle	***Schiffmiller
2:10	Brown, P	***Bak	***Ward
2:30	***Mock	***Boyd	Brouder
2:50	Wakeling	***Huddleston-Lorton	Jahrke
3:10		BREAK	
	<b>Southwest Herpetofauna</b>	<b>Habitat Use III</b>	<b>Survey Methods and Habitat Modeling</b>
3:40	***Nelson	***Kroll	Rabe
4:00	Burkett	***Kuhne	***Valdez
4:20	Brown, N Paper 2	***Podolsky	***Rivieccio
4:40	Sredl	***Heffelfinger	***DeLorenzo
5:00-6:30		<b>POSTER SESSION</b>	
Saturday, February 5, 2000			
<b>Location:</b>	<b>Saguaro Room</b>	<b>Ocotillo Room</b>	<b>Mesquite Room</b>
	Session IV	Session V	Session VI
	<b>Species of Concern - Raptors</b>	<b>High Profile Wildlife Management</b>	<b>Small Mammal Conservation and Ecology</b>
8:20	Ganey	Minckley	Bogan
8:40	Ward, J.P.	Long	Bogan (Cryan and Bogan paper)
9:00	Reynolds	Wolf	Siders
9:20	Brown, N Paper 1	Froehlich	Koloszar
9:40	Ingraldi	McMahon	Sidner
10:00		BREAK	
	<b>Interagency</b>	<b>Southwest Avifauna</b>	<b>Fisheries Restoration &amp; Monitoring</b>
10:20	Sanchez	Ruth	Hoffnagle
10:40	Simms	Stoleson	Van Haverbeke
11:00	Latta	Germaine	Sponholtz
11:20	Schmal	Bristow	Hilwig
11:40	Dunn	Caccamise	Schleusner
12:00	Marshall	Rogers, T	Simms
12:20		END PAPERS	

## Appendix X -- Technical Session, Sample Acceptance Letter

Paper Title: Large mammal use of artificial landmass.

Dear Presenter:

Session: Cooperative Interagency Land Acquisition and Habitat Management

Thank you for submitting an abstract for a presentation at the upcoming joint meeting of the Arizona and New Mexico Chapters of The Wildlife Society and the Arizona/New Mexico Chapter of the American Fisheries Society to be held in *location and date* . Your abstract has been accepted, and you are scheduled to make your presentation on **Saturday, February 5 at 12:00 p.m. in the Saguaro Room, Windemere Hotel**. Your talk should not exceed 15 minutes in length. There will be a short period following each talk to allow for a few questions and to introduce the next speaker. It is important that you stay within your allotted time because there will be concurrent sessions. Practice your talk so that you know how long it will take. Please bring your slides to your session chairperson 15 minutes **before the session is schedule to begin**.

A slide projector and overhead projector will be available for your use. No equipment is available for projecting computer slide presentations so if you choose to use this method you must supply your own equipment (computer and projector) and have your presentation ready to project on time. Please make sure that your slides/text are visible from the back of the room (using bold font and a large font size such as 36 pt or larger helps). Using yellow text on blue or other dark colored background works well.

**Thanks again for your willingness to participate in the meeting. I look forward to seeing your presentation. If you have any additional questions, you can contact me at (*phone number*) or by E-mail at \_\_\_\_\_.**

Sincerely,

Technical Session Co-Chair

## Appendix XII -- Poster Session, Sample Acceptance Letter

Poster: Habitat conservation priorities for wintering birds.

Dear. Presenter:

Thank you for submitting an abstract for the upcoming joint meeting of the Arizona and New Mexico Chapters of The Wildlife Society and the Arizona-New Mexico Chapter of the American Fisheries Society to be held in town, state on date. Your abstract has been accepted, and you are scheduled to make your presentation as a poster. **Facilities will be available for your poster presentation in the location room.** Please set up your poster by date and/or time. There will be a poster social from date and time; presenters should be at their posters and available to answer questions at this time. Posters should be removed by time and date.

*Provide information about acceptable size of posters and/or available space for presenting poster, mounting materials either provided host chapter and what must be provided by presenter.*

Thank you for your willingness to participate in the meeting.

If you need any additional materials, please call me at 602-789-3577 or e-mail me at the address below.

Sincerely,

Poster Chair  
e-mail:

**Appendix XII – Student Paper Judging Form and Award Example**

**STUDENT PAPER JUDGING FORM**

**Speaker:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Session and Time of Presentation:** \_\_\_\_\_

**Criteria** \_\_\_\_\_ **Score**

*Score 1 to 10 with 10 being the highest score for each criteria and sum to provide a total score.*

1. Appearance (neat, dressed appropriately) \_\_\_\_\_

2. Poise (relaxed, confident, eye contact, mannerisms) \_\_\_\_\_

3. Expression (grammar, enunciation, vocabulary, tempo) \_\_\_\_\_

4. Voice (loudness, clarity, tone) \_\_\_\_\_

5. Organization (topics, objectives, data, following logical sequence) \_\_\_\_\_

6. Enthusiasm (interest in the subject) \_\_\_\_\_

7. Visual aids (titles, tables, and figures readable with good color contrast) \_\_\_\_\_

8. Content (depth, supporting data) \_\_\_\_\_

9. Knowledge of subject (ability to respond to questions) \_\_\_\_\_

10. Time (not too brief, within allotted time, and allowed for questions) \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_

**Strong Points:** \_\_\_\_\_

**Areas to Improve:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

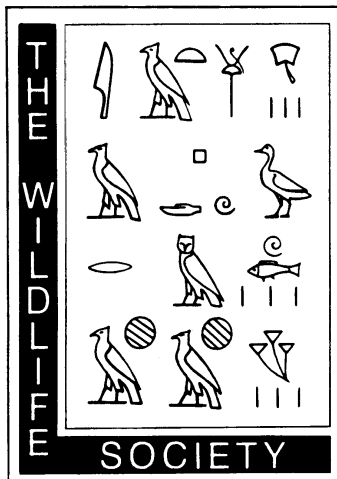
\_\_\_\_\_

# The Wildlife Society, Arizona Chapter

*is pleased to present this*

## *Student Wildlife Presentation Award*

*to*



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*37<sup>th</sup> Annual AZ/NM TWS-AFS Conference*

*February 5-7, 2004*

---

*Doug Duncan,  
Arizona Chapter President*



**Appendix XIII – Student Poster Judging Form and Award Example**

**STUDENT POSTER JUDGING FORM**

**Presenter/Authors:** \_\_\_\_\_  
\_\_\_\_\_

**Title:** \_\_\_\_\_ **#** \_\_\_\_\_

**Criteria:** \_\_\_\_\_ **Score**

*Score 1 to 10 with 10 being the highest score for each criteria and sum to provide a total score.*

**Subject:**

- Significance of study or presentation \_\_\_\_\_
- Important points of presentation (e.g. results or value) clearly demonstrated \_\_\_\_\_
- Content (depth of subject, supporting data) \_\_\_\_\_
- Supporting graphics, photos, and tables (relevant, clear, and crisp) \_\_\_\_\_

**Visual Quality:**

- Over all appearance (good use of graphics, color, and text – easy to view) \_\_\_\_\_
- Organization – layout (logical sequence of material) \_\_\_\_\_

**Text Quality:**

- Text well written; clear and concise \_\_\_\_\_
- Correct grammar and spelling \_\_\_\_\_

**Knowledge of subject (ability to respond to questions)** \_\_\_\_\_

**Author or representative present at specified time period (0 or 10)** \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_

**Strong Points:** \_\_\_\_\_

**Areas to Improve:** \_\_\_\_\_

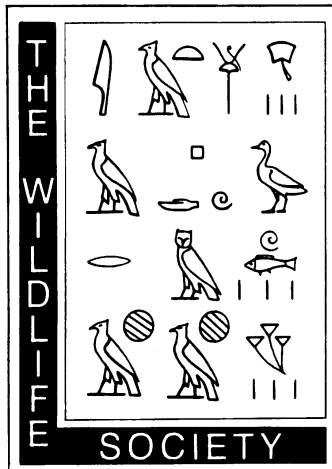
**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# The Wildlife Society, Arizona Chapter

*is pleased to present this*

## *Student Wildlife Poster Award*

*to*



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*37<sup>th</sup> Annual AZ/NM TWS-AFS Conference*

*February 5-7, 2004*

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*Doug Duncan,  
Arizona Chapter President*

**Appendix XIV – List of Past Exhibitors and Vendors and Instructions**

Vendors who displayed at the 2005 meeting (Contact information maybe out of date. [List needs to be updated.](#)):

Donald E. Hahn  
Natural History Books  
(Business by Appointment)  
520-634-5016  
FAX 520-634-1217  
email: [hahnnatu@sedona.net](mailto:hahnnatu@sedona.net)

Steve Logsdon  
P.O. Box 4070  
Silver City, NM 88062  
505-534-0657

Zackery Zdinak  
Life Drawing & Education  
PO Box 1314  
Flagstaff, AZ 86002  
928-774-4229  
email: [wildlife@lifedraw.com](mailto:wildlife@lifedraw.com)  
<http://www.lifedraw.com>

Telonics, Inc.  
(Attn: Brenda R. Burger)  
932 East Impala  
Mesa, AZ 85204  
(480) 892-4444 ext 107  
[brenda@telonics.com](mailto:brenda@telonics.com)

Sonotronics  
Robert Campbell, General Manager  
520-746-3322  
[sales@sonotronics.com](mailto:sales@sonotronics.com)

Interested from 2005, but space did not allow:

Nathan Small  
New Mexico Wilderness Alliance  
202 Central SE, Suite 101  
Albuquerque, NM 87102  
505-463-2031  
[nathansmall@nmwild.org](mailto:nathansmall@nmwild.org)

Other vendors from 2004, contacted in 2005, but did not attend in 2005:

Zuni Furniture Enterprise  
Sterling Tipton, Production Manager  
164 Route 310N  
Zuni, NM 87327  
505-782-5855  
FAX 505-782-4981  
email: zfe@nm.net

Wildlife Engineering  
Infrared Lighting  
Dave Dalton  
email: ddalton@IRLIGHT.COM  
www.irlight.com

Aquatic Consultants, Inc.  
Western Regional Office  
PO Box 1759  
Pinedale, WY 82941  
307-367-3215  
Paul H. Cassidy  
President/Senior Fisheries Biologist  
Paulcassidy@aquaticconsultants.com  
Corporate Office  
PO Box 44247  
Rio Rancho, NM 87174  
505-890-5733 Fax:505-890-1604  
887-HOOKACI (887-466-5224)

**Example of Exhibitor and Vendor Instructions.**

**Instructions for Exhibitors and Vendors  
TWS-AFS Joint Annual Meeting  
Safford, AZ February 5-7, 2004  
Quality Inn & Suites, 420 East Hwy 70**

**Location:** *Provide the location of the meeting and location exhibitor/vendor is to set up at.*

**Set up:** *Provide day and time exhibitor/vendor is to set up, contact person, and other information you want to give them.*

**Exhibitors/Vendors should be at their tables during the following times:**

*List days and time exhibitors/vendors are expected to be available.*

*Provide any additional instructions such as covering their material or moving tables for other uses etc.*

**Banquet or Social:** *Provide information as to purchase of banquet or social tickets if registration is not required.*

**Room Reservations:** *Provide conference hotel information for room reservations including identifying themselves as attending the TWS-AFS Joint Annual Meeting to get conference rates.*

*Provide information for other motels.*



Suggested Instruction Handout. May be printed on bright colored paper as an attention-getter.

## Silent Auction and Raffle

New Mexico Chapter of The Wildlife Society

34<sup>th</sup> Annual AZ & NM TWS & AFS Meeting

**Attention: Don't miss the opportunity to bid on some great items and take a chance to win some fantastic stuff.**

**Silent Auction:** During the Thursday night social we will hold the Silent Auction in the Main Ball Room. The Silent Auction will start at 8:30 PM following the business meeting and close at 10 PM.

Don't miss this opportunity to bid on a wide variety of outdoor equipment and wildlife artwork. Make sure you get your bids in early and monitor the bids as the Silent auction progresses.

**How does the Silent Auction work?** A bid sheet is placed on the table in front of each item to be auctioned. The bid sheet contains a brief description of the item, the minimum bid for that item, and the bidding increment. All bids must meet the minimum bid or be at least one-bid increment higher than the previous bid. The person having the highest (last) bid at the item of the bid closing will purchase that item for that amount. Cash or check (made out to the "NM Chapter of TWS") will be accepted for payment.

\* \* \* \* \*

**The Raffle:** Raffle tickets will be on sale through out the TWS/AFS Joint Annual Meeting. Raffle items include: Hot Zingers donated by Sugar Treats in Tim Buck Two, NM (First prize), Cold Cubes donated by Jack's Ice House in Mighty Cold, NM (Second prize), etc. etc. The Raffle will be held at 12:00 noon on Saturday, February 3<sup>rd</sup> where the items are displayed. You **do not need to be present to win.**

**Raffle tickets are \$2.00 each or three for \$5.00.**

**Your support is appreciated . . . Thank you**

## **Appendix XVI -- Student Chapters in Arizona and New Mexico**

### American Fisheries Society Student Chapter

#### **New Mexico State University AFS Student Chapter**

Advisors: Wiebke Boeing

Phone: 505-646-1707

Email: Wboeing@nmsu.edu

Colleen Caldwell

505-646-1544

ccaldwel@nmsu.edu

#### **The University of Arizona AFS Student Chapter**

I am waiting information for this Chapter if it exists.

### The Wildlife Society Student Chapters

#### **Arizona State University TWS Student Chapter**

Advisor: Bill Miller

Phone: 480-727-1288

Email: William.miller@asu.edu

#### **New Mexico State University TWS Student Chapter**

Advisors: Martha Desmond

Phone: 505-646-1217

Email: mdesmond@nmsu.edu

Gary Roemer

505-646-3394

groemer@nmsu.edu

#### **Northern Arizona University TWS Student Chapter**

Web page: <http://nautws.org.nau.edu>

Email: Wildlife.Society@nau.edu

Advisors: Carol Chambers

Phone: 520-523-0014

Email: Carol.Chambers@nau.edu

Tad Theimer

520-523-8374

tad.theimer@nau.edu

#### **The University of Arizona Student Chapter**

Advisors: Bill Mannan

Phone: 520-621-7283

Email: mannam@ag.arizona.edu



**Appendix XVII – Example for Student Volunteer's Assignments.**

<b>Volunteer</b>	<b>Affiliation</b>	<b>Assignment</b>
Mary Bea	UA	Thursday - Registration (4-8 p.m.)
Joe Glutz	NAU	Thursday - Registration (4-8 p.m.)
Mike Whjickerbill	NMSU	Friday - Registration (6-10 a.m.)
Etc.	etc.	Friday - Registration (6-10 a.m.)
Etc.	etc.	Raffle
		Plenary Session and Sky Islands I, Session I
		Plenary Session and Sky Islands I, Session I
		Plenary Session and Habit Use I, Session II
		Plenary Session and Habit Use I, Session II
		Plenary Session and Southwest Salmonids, Session III
		Plenary Session and Southwest Salmonids, Session III
		Sky Islands II and Southwest Herpetofauna Session I
		Etc.
		Etc.

**Please avoid switching assignments, as this may cause confusion amongst the ranks.**

**If you have any question regarding assignments, please contact (name), Student Volunteer Coordinator.**

**Plenary Session Volunteers** need to be available during the Plenary Session to perform various setup assistance and errands, specifically assisting with Poster and Raffle set-up.

**Contact People:**

---

Student Volunteer Coordinator	<i>name</i>
Registration	<i>name</i>
Raffle	<i>name</i>
Plenary Session	<i>name</i>
Technical Session Moderators	See Joint Annual Meeting Program
Poster Session	<i>name</i>