

2003 Midwest Fish & Wildlife Conference - Call for Symposia and Workshops

64th Midwest Fish & Wildlife Conference
The Westin Crown Center, Kansas City, Missouri
December 6-10, 2003
CALL FOR SYMPOSIA AND WORKSHOPS
Deadline: March 1, 2003

Proposals for symposia and workshops are invited for the 64th Midwest Fish & Wildlife Conference. Symposia and workshops should be technical in nature and focus on topics of wildlife and fisheries science, management, education, or policy.

Symposia are comprised of a series of presentations that address aspects of a single topic. Symposia usually are a half day; however, requests for a full day may be considered depending upon the available space.

Workshops provide training on a specific skill, technique, or process and may involve one or more instructors. They are intended to emphasize learning through participation, discussion, and "hands-on" activities. For this reason, workshop organizers must specify an upper limit on attendance. A lower limit also is required if a special registration fee is charged. Workshops may request a half or full day. Workshops will be scheduled on Saturday (one workshop) or Sunday (five workshops).

Workshops may charge a special registration fee upon approval of the Steering Committee. Fees typically are to cover the expense of workbooks, materials, or special equipment. Workshop organizers who are requesting a special registration fee must submit a budget with a detailed estimate of expenses, projected income from outside sponsors, and a proposed registration fee. The Steering Committee will add a handling fee onto the proposed registration fee.

Session Scheduling: Symposia will be scheduled to run concurrently with contributed paper and poster sessions. Workshops will be scheduled Saturday and Sunday before the main conference.

Responsibilities of Session Organizer: Organizers are responsible for coordinating with the Symposia/Workshop Chair, planning their sessions, selecting instructors or presenters, soliciting abstracts from all presenters (symposia only), submitting abstracts to the Symposia/Workshop Chair, communicating with all instructors or presenters, moderating their sessions, and meeting all deadlines. Guidelines for preparing and submitting abstracts will be posted on the conference website (<http://www.midwest2003.com>) by March 1, 2003. Final session agenda and abstracts will be due by June 30, 2003.

Proposal Requirements: All proposals must include a cover page with the following information:

- (1) session type (symposium or workshop)
- (2) preferred session length (half or full day)
- (3) session title
- (4) organizer(s) (name, affiliation, city, state/province)
- (5) sponsor(s) (institution/group sponsoring the session, if appropriate)
- (6) contact information for the person responsible for the session (name, address, telephone, fax, and e-mail).

The body of the proposal should begin on a new page and should include:

- (7) a statement of purpose
- (8) a detailed description of the session including a list of proposed topics and speakers and proposed products. The body of the proposal may not exceed four pages.

Workshop proposals must include the following additional information on the cover page:

- (9) workshop registration fee, if needed
- (10) minimum attendance
- (11) maximum attendance.

Workshops that propose to charge a registration fee must attach:

- (12) a budget.

Proposal Submission: Send a MS Word (preferred) or Rich Text Format (RTF) file

of the proposal via e-mail to the Symposia/Workshop Chair at weddleman@biology.semo.edu by March 1, 2003. Proposals received after the deadline date will be considered only if space is available. A notice of receipt will be sent by e-mail. If you do not receive notification of receipt within 7 days or have any questions about proposal submission, please contact the Symposia/Workshop Chair, Dr. Bill Eddleman, at weddleman@biology.semo.edu.