

# GUIDE TO PLANNING THE ANNUAL CONFERENCE OF THE RAPTOR RESEARCH FOUNDATION



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## **INTRODUCTION**

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The Raptor Research Foundation (RRF) holds a conference annually where participants present research findings and society business is conducted. As important are the social events that take place during the conference, permitting personal contacts among like-minded raptor enthusiasts. Students, especially, benefit from having the opportunity to meet and learn from experts in the field.

RRF conferences traditionally occur in the Northern Hemisphere's autumn season. To promote attendance and enhance membership, RRF endeavors to hold its annual meeting in a variety of locations that are easily accessible by air. By decision of the RRF Board, three of every four annual conferences are held in North America. The fourth is held outside North America (e.g., in 2009, RRF met in Pitlochry, Scotland).

RRF conferences may be held jointly with other organizations. For example, in 2004 RRF held its annual meeting with the California Hawking Club in Bakersfield, California. In 2007, RRF met jointly with the Hawk Migration Association of North America in Fogelsville, Pennsylvania.

RRF has held its annual conference in conjunction with the North American Ornithological Conference (NAOC). The NAOC typically occurs every four years. Participating ornithological societies include but are not limited to, the: American Ornithologists' Union; Society of Canadian Ornithologists; Cooper Ornithological Society; Wilson Ornithological Society; and Association of Field Ornithologists. RRF participation in the NAOC is not automatic. Whether or not RRF participates is a RRF Board decision and is based on a variety of considerations, including conference location and dates.

RRF conferences are hosted by a Local Committee which is responsible for planning and implementation of the meeting. Hosting an RRF meeting is a challenging and rewarding experience that the Foundation relies on each year. This manual has been prepared to provide information for those considering hosting and to guide local committees through the process of hosting an RRF meeting. Any questions regarding this document should be directed to the Conference Committee Chair.

## CONFERENCE PLANNING TIME-LINE AT A GLANCE

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A group hoping to host an RRF conference needs to be particularly aware of the following significant events and dates. Details of each of these factors are presented later in this guide.

| Event   | Time before the conference begins                |
|---|--|
| Submission of proposal to host a conference <sup>a</sup>  | 2-3 years  |
| Selection of a conference center and/or hotel   | 2-3 years  |
| Reservation of conference center and hotel rooms  | 1-2 years  |
| Public announcements of the meeting (e.g., in <i>Wingspan</i> , the RRF newsletter; in the <i>OSNA</i> Newsletter and on the RRF website) | 1-2 years or as soon as the proposal is accepted |

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<sup>a</sup>*Application to Host the Annual Conference of the Raptor Research Foundation* ([see Appendix A](#)).

## PROPOSAL TO HOST AN RRF MEETING

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The first step in preparing to host an RRF meeting is for the prospective host(s) to write a letter to the RRF President inviting the RRF to hold its annual meeting in year X at a particular place and date. This letter of invitation should only be written after consultation between the prospective host(s) and the current RRF Conference Committee Chair. The letter should be accompanied by a proposal application ([Appendix A](#)). Assistance on completing the application is available through this conference guide and through communications with the RRF Conference Committee Chair. Essential information to provide in the application includes:

- Host/Co-host organizations
- Local Committee Chair(s)
- Conference Dates
- Symposia or workshops
- Venue (conference meeting facility and sleeping rooms)
- Accessibility to the venue by air, etc.
- Conference revenue and expense estimates
- Profit/loss allocations between RRF and host organization(s)

All conferences must be approved by the RRF Board of Directors. A completed application provides the Board enough information to accept the proposal as written; accept the proposal with revisions; or decline the proposal. Proposals should be submitted two, preferably three, years in advance of the conference dates anticipated. If the proposal is accepted, a written *Financial Agreement* ([Appendix B](#)) is prepared by the RRF Conference Committee Chair in collaboration with the Local Committee Chair. The Financial Agreement is signed by the RRF President and host organization leadership. This agreement specifies the financial responsibilities of the host organization(s) and RRF (see CONFERENCE FINANCES, this guide).

## **CONFERENCE DATE**

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The September-November (occasionally August) period is preferred by the RRF for its annual conference to reduce conflicts with breeding season field research activity, and because it generally does not overlap with other major ornithological conferences. Dates to avoid holding an RRF conference include U.S. Thanksgiving, Canadian Thanksgiving and the Jewish holiday Rosh Hashanah. None of these holidays are held the same dates annually. An internet search will reveal when they take place in a given year.

A Local Committee, when choosing the dates for the conference, should check the timing of other related ornithological or wildlife conferences to avoid conflicts. On the other hand, a related conference, e.g., for veterinarians, falconers, or a raptor rehabilitator group, might increase RRF attendance if the two meetings are back-to-back in the same conference center or even held together.

## **ORGANIZING AND CONDUCTING THE CONFERENCE**

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An overview of task assignments for RRF conferences is shown in [Appendix A, Attachment 2](#) and described below. The conference host(s) may hire a conference planning service or an individual to complete some of these tasks. An overview of paid staff to assist with conference planning for conferences in recent years is shown in [Appendix A, Attachment 4](#).

### **Local Committee**

The size of the Local Committee will vary from conference to conference, depending upon the expected size of the conference, conference logistics, and the availability of local people to assist with planning. Typically, a committee of six to ten individuals is sufficient to undertake all essential tasks. The Local Committee will be chaired by one individual who is responsible for overseeing all activities and financial matters. A vice-chairperson should be aware of the chairperson's duties, the overall activity of the committee, and be able to sign checks in case the chairperson is indisposed.

## **Division of Responsibilities**

### **Responsibilities of the Local Committee**

- Develop an estimated budget 6-9 months before the conference
- Design the meeting logo
- Arrange field trips
- Solicit financial sponsorships
- Prepare and print the Program Book
- Work with the RRF Conference Committee to negotiate and reserve the meeting venue and sleeping rooms for attendees
- Schedule social events
- Provide input to the RRF Scientific Program Chair in the scheduling of scientific sessions, symposia, and workshops
- Schedule the RRF board and business meetings
- Publicize the meeting
- Register attendees in advance and on-site
- Manage income and expenditures with a local bank account
- Complete a final report within six months of the meeting
- Settle financial matters as identified in the Financial Agreement within six months of the meeting.

### **Responsibilities of the RRF**

- RRF will provide a cash advance to cover early expenses.
- RRF will provide advice and guidance through the RRF Conference Committee.
- RRF will provide a Scientific Program Committee Chair to schedule the scientific sessions, including symposia and workshops, in communication with the Local Committee.
- RRF will provide a website for the conference where, working in close communication with the Local Committee, all details on the conference will be posted (See RRF Website, this guide).
- RRF will also host, through the RRF Conference Committee, periodic conference calls to facilitate meeting planning if the Local Committee desires this service. The RRF Conference Committee and the RRF Scientific Program Committee Chair will participate in these planning sessions by conference call.

## **CONFERENCE VENUE**

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RRF meetings need facilities for scientific presentations, both oral and poster; space for coffee breaks and vendor displays; space for registration and associated tables; and a room large enough to seat the entire number of registrants for the opening of the meeting, keynote speakers, and symposia. It is highly desirable to choose a conference facility that has a variety of restaurants and other amenities within easy walking distance.

## **Presentation Rooms**

For the scientific sessions, most RRF meetings need at least two lecture rooms for presenting oral papers. These rooms must accommodate at least 100 people each (or more if conference registration dictates), be close together, and be suitable for PowerPoint presentations, i.e., be capable of being sufficiently darkened.

## **Social Event Rooms**

Social events will require a large room for the ice-breaker reception, the poster reception, and the banquet. Coffee breaks are often held in a lobby near the meeting rooms if it is large enough.

## **Sleeping Rooms**

Most RRF conferences will attract from 175-300 participants and most are held in hotels or hotel/conference centers. Having sleeping rooms and scientific and social sessions under the same roof has many logistical advantages. It can also have economic advantages for the Local Committee. Registrants should be encouraged to stay at the host hotel. Many hotels offer reduced rates on meeting rooms based on the number of sleeping rooms used by conference participants. The best solution, particularly for students, is for the Local Committee to negotiate a flat rate for 1-4 people per sleeping room. Often one or more sleeping rooms are made available at no charge (Complementary Rooms) by the hotel as certain thresholds are met for registrants staying overnight. If conference rates are offered, a contract between RRF and the host hotel must be signed, specifying nightly rates for sleeping rooms, the number of rooms to be made available at those rates, dates by which rooms must be reserved in order to obtain the conference rates, and the number of rooms needed to be reserved in order to acquire discounts on meeting rooms. Conference registration materials should suggest that registrants contact the Local Committee if they encounter difficulty in getting discounted room rates before the deadline closes for these.

If the conference locale is a university, residence halls may be available at inexpensive rates. This usually means that the meeting must be scheduled when the university is not in session for the summer months.

It may benefit some attendees to have information on campgrounds and some alternative hotels or motels in the vicinity. However, it is usually in the best interest of both the Local Committee and conference participants to encourage all participants to use the conference hotel for their housing providing that the Local Committee can negotiate a reasonable room rate.

In some locations and venues, it may be necessary to reserve a block of sleeping rooms two years or more in advance to ensure adequate quantities of rooms are available for attendees and to ensure the desired dates are available. This is particularly true of tourist destination locales or cities that host a large number of conference and professional meetings. The local

chamber of commerce or convention and visitor's bureau usually can provide a complete list of conference booking dates as well as information on peak tourist times. Local convention and visitors bureaus may also be able to assist the Local Committee with bids from appropriate hotels.

## **CONFERENCE FINANCES**

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The main goal of RRF conferences is to conduct a quality meeting. That said, the Local Committee must demonstrate careful oversight of conference income and expenses. Every effort must be made to avoid financial losses. The financial goal is to keep costs low to participants, but to budget for a modest profit (~ \$5,000 U.S.) where possible.

During the application process for hosting an RRF conference, a Financial Agreement is negotiated and signed between RRF and the Host Organization(s) ([Appendix B](#)). This agreement identifies how profits or losses will be allocated after the conference.

### **Responsibilities of the Raptor Research Foundation**

The RRF will provide a cash advance (in 2011, \$1,500) from the RRF Treasurer to the Local Committee for expenses that are due before registration fees become available. Upon approval of the proposed budget, the RRF Board will authorize the Local Committee to proceed with the planning and operation of the conference, which must be done in close coordination with the RRF Conference Committee.

### **Responsibilities of the Local Committee**

To ensure adequate budgeting for the conference, the Local Committee must present a revised budget to the RRF Conference Committee Chair six to nine months prior to the conference. As a starting point, the Local Committee should use as guidance the budget laid out by the host organization(s) in their completed copy of *Application to Host the Annual Conference of the Raptor Research Foundation*. Since this budget is established 2-3 years before the conference, line item income and expenses therein will likely require revision. The Local Committee is responsible for establishing and adhering to the budget, including setting registration and other fees, collecting the fees, making all disbursements, and raising additional funds in support of the meeting. The Local Committee will also keep a detailed and accurate account of all income and expenses, and include this in the conference report due six months after the conference.

The Local Committee should establish a checking account with a local bank that does not charge bookkeeping fees to non-profit organizations, if possible. Alternatively, a hosting organization may have its own in-house checking and credit card capability. The Local Committee must make it possible for participants to pay registration and other fees by credit card. Preregistration using the website PayPal is available through coordination with the RRF Website Coordinator.

## **Registration Fees**

A considerable portion of the meeting income is from registration fees paid by participants. The Local Committee must set the fees with a balance between two things—providing a sufficient income, and keeping fees low enough so that they do not discourage attendance, especially by students.

The schedule of registration fees should allow RRF members to pay a lower rate than non-members (this will also encourage nonmembers to join RRF). Students should also be assessed a registration fee considerably less than the regular registration fee. Accompanying spouses or ‘significant others’ who will attend only social functions should be assessed at the per person rate that covers the cost of these functions.

The Local Committee can encourage preregistration by increasing the registration fees for all categories of participants as the conference time draws closer. RRF conferences traditionally use a three-stage registration fee schedule—early, mid, and late ([Appendix A, Attachment 3](#)).

Each year a few registrants cancel plans to attend the RRF conference. The Local Committee should develop a refund policy for cancellations. The policy should be posted on the RRF website along with other conference information as registration begins.

At North American meetings that are not co-hosted with other organizations, Life Members of the RRF who made payment on their life membership prior to 13 August 1996 are not required to pay conference registration; however, they must pay other conference fees—banquet, field trips, etc. Life Members exempt from conference registration fees are identified in [Appendix D](#).

The Local Committee should allow registration fees to be paid by check or credit card. Some registrants will need to split charges between two payment methods (or separate credit cards) to separate payment for conference registration and banquet or field trip fees.

## **Fund Raising**

In order to hold a high-quality meeting while still keeping registration fees at an affordable level, outside funding is essential. The Local Committee should approach local foundations, corporations, government agencies related to the environment, nature societies, and federations for support. Often, the host(s) may ask for funding or an in-kind contribution for a specific part of the conference.

In-kind contributions may take many forms. In 1987 and 1996, The Peregrine Fund handled registration at no charge for RRF conferences in Boise, Idaho. An agency might agree to underwrite the printing for the meeting program or a corporation might agree to fund a social event like the ice-breaker, poster reception, or the Friday night social event. A university might agree to donate the use of audiovisual equipment or use of vans for field trips; both of these are

significant conference expenses. Applications for external funding should be made very early in the conference planning process because they often take a long time to process.

Sponsor contributions may be enhanced through creating incentives for contributing larger amounts of money. For the RRF conference in Scotland in 2009, potential sponsors were given the option of contributing within 'fixed' donation categories, i.e., £10,000+, £5,000 – £9,999, £1,000 - £4,000, £500 - £999, and £499 and under. Within each category, sponsors were offered a different level of publicity, with the amount of publicity increasing with donation amount. Sponsors donating in the highest categories were offered other incentives, such as the opportunity to have their logo on the front cover of the Program Book, a few registrations at no charge, and a free vendor table. Sponsors offering a lower level of support were given logo space on the back cover of the Program Book and a half-priced vendors table. In Scotland, this approach inspired friendly competition among organizations seeking to provide financial support.

Selling items with the RRF logo can be another way to raise funds. T-shirts are always successful as long as the quantity ordered matches the number sold. Ball caps, coffee mugs, and tote or laptop bags are other possibilities.

Holding an auction and raffle at the banquet will usually be profitable if an adequate quantity of desirable items and/or services can be obtained by donation. Auctions can be silent or with an auctioneer. A good auctioneer can usually coax more money out of the audience than will a silent auction.

### **Profits and Return of Cash Advance**

Within six months after the conference, the accounting books must be closed and the cash advance provided by the RRF and any profits realized must be forwarded to the RRF Treasurer.

## **PUBLICITY**

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It is very important to publicize a conference early and widely in order to reach as many potential attendees as possible. As soon as the conference dates have been established one to three years before the conference, an announcement should appear on the RRF website by contacting the RRF Website Coordinator and in the next issue of the RRF newsletter *Wingspan* by contacting the *Wingspan* Editor.

### **Print Publicity**

- *Wingspan* Newsletter – bi-annual newsletter of RRF, published electronically on the RRF website

- 2-3 years before conference, each issue of Wingspan should have a minimum one paragraph advertisement of the conference location with any updates on planning
- September issue the year before the conference – a minimum one page spread with general information about the conference and a link to the conference website if available.
- March issue the year before the conference – a 1-2 page spread with specific information about registration, venue, field trips, symposia, and additional details.
- Ornithological Newsletter– published every two months in print and electronic versions and available to the 10,000 + members of the Ornithological Societies of North America. The meeting should be advertised in each issue of the newsletter (every 2 months). An announcement in the *Ornithological Newsletter* will eliminate the need to contact the member organizations: American Ornithologists’ Union, Cooper Ornithological Society, Association of Field Ornithologists, Wilson Ornithological Society and Waterbird Society.
  - A one paragraph description with information on the meeting location, venue, and contact information for the organizers.
- Press Releases - One month before the conference, local news media (newspapers, television, and radio stations) should be sent a press release. This should include the basic information related to the conference: who, when, where, and why. It should also invite local participation. Within one week of the conference, follow-up phone calls can better insure media coverage. Depending on the interest of local media, a press conference may be scheduled during the meeting to allow the media to interview RRF personnel and raptor experts attending the meeting.

### **Electronic Publicity**

- Email announcements to RRF members – OSNA member services will send out emails to members on behalf of RRF upon request from the RRF Conference Committee Chair (see [Appendix C](#)). An email sent to OSNA will be forwarded to all RRF members who have a registered email address on file. Typically, email announcements are sent prior to upcoming conference deadlines (registration, student travel awards, abstract submission, etc.) as reminders to RRF members. The RRF Conference Chair will request these services from OSNA.
- OSNA member services allow RRF to send one email a year to all OSNA society members. RRF usually uses this email to advertise the annual conference each February or March. The RRF Conference Chair will request this service from OSNA.

- OSNA maintains [www.birdmeetings.org](http://www.birdmeetings.org), a website with information on upcoming ornithological conferences. The RRF Conference Chair will request the information on the annual conference be added to the website directly with OSNA.
- A newsletter- or website-ready announcement should also be sent to other professional societies whose members may be interested in raptors. For example, *The Wildlifer*, newsletter of The Wildlife Society, is one that reaches a large audience of potential RRF conference attendees.
- State and regional websites and newsletters of The Wildlife Society in the region where the conference will be held are also good outlets for news about the upcoming conference.

## **RRF Website**

The RRF Website Coordinator maintains information on past and future RRF conferences on the RRF website, removing the need for the Local Committee to host a website of their own.

Conferences on the RRF website covers:

Conference Planning: RRF Conference Hosting Manual and final conference reports

Current Conference: registration and secure credit card payment; travel and lodging; field trips; special events; sponsors; scientific program; schedule; abstract submission

Upcoming Conferences: brief overviews of conferences scheduled more than one year from the current year.

Past Conferences: dates and locations; conference photos; pdfs of Program Books, photo albums of past conferences

## **PROGRAM BOOK**

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The Local Committee will prepare and print the Program Book. It must prominently display the RRF logo on the cover in addition to logos for hosting organizations. It's a good idea to display sponsor logos inside the book, near the front.

The Program Book contains a detailed schedule of scientific, social, and business sessions as well as abstracts of all papers to be presented. If concurrent scientific sessions are held, the schedule should be arranged so that concurrent sessions can be compared easily. The Program Book lists RRF personnel (which can be obtained from the RRF website), conference sponsors, vendors, conference organizers, and conference volunteers. The book also contains information useful to conference participants, such as the hotel floor plan and guide to local restaurants in walking distance from the hotel. For guidance, the Local Committee is encouraged to review program books from past conferences which are posted on the RRF website in pdf format.

## MEETING SCHEDULE

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RRF conferences typically run from Wednesday through Sunday. There is some flexibility with this schedule, particularly for RRF conferences away from North America (e.g. the Scotland 2009 conference ran from Tuesday through Sunday.) With minor variation, the standard format for RRF conferences is:

|       |   |
|-------|---|
| Day 1 | Board meeting all day.<br><br>Registration in late afternoon and evening.<br><br>Ice-breaker social event in evening.   |
| Day 2 | Keynote address, if scheduled.<br><br>Scientific paper sessions all day.<br><br>Symposia or workshops, if scheduled.<br><br>Registration continues.<br><br>Scientific poster session and social reception in evening. |
| Day 3 | Scientific sessions all day.<br><br>Symposia or workshops, if scheduled.<br><br>Registration continues.<br><br>Social event including dinner meal in evening.   |
| Day 4 | Scientific paper sessions all day.<br><br>Registration (a few hours in the morning)<br><br>Business meeting (PM only).<br><br>Banquet.  |
| Day 5 | Field trips   |

## **REGISTRATION**

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### **Pre-registration**

Pre-registration is very important to the Local Committee for estimating the size and number of meeting rooms to reserve, and the quantities of programs, food, T-shirts, and other supplies to procure or reserve. Pre-registration also provides an important source of advance funds needed to prepare for the conference. It is to the advantage of the Local Committee to do whatever it can to encourage pre-registration. One way to do this is to provide a significant savings on the registration fee for early registration. The Local Committees typically sets a three-stage registration with the fees increasing at each deadline as the conference date approaches (Appendix A, Attachment 3). Some attendees will always register at the last minute by mail or in person at the conference.

### **On-site Registration**

The registration process at the conference is very important because if it proceeds smoothly and quickly, a favorable tone is set for the meeting. The registration desk should be located in a prominent, easily accessible location with plenty of room for people and materials. Depending on the configuration of the conference center, the registration table may be set up in the lobby or share a room with the vendor displays. Registration should begin concurrently with the ice-breaker reception on the night before the first day of general paper sessions. Registration should begin a few hours before the ice-breaker reception. Registration should remain open throughout the meeting, including a few hours the last morning of paper sessions. On full days, the desk should be open from 7:30 AM to 5:30 PM. A registration package should be prepared in advance for each person pre-registered containing name tag, program book, tickets for special dinners and events, receipts, and, if made available by RRF, RRF promotional material. Other information helpful to registrants that may be provided includes: local maps and public transportation guides and locations of restaurants, banks, drug stores, and medical facilities. Often the city, hosting university, or even a government fish and wildlife department will supply folders at little or no cost for the registration materials. Additional packages should be prepared for walk-in registrants.

The registration desk should have a calculator, receipt books, cash boxes with adequate money for change, and a computer and printer as well as extra copies of programs to be sold, and copies of last minute changes in the program. A laptop with access to the online registration website is helpful for processing credit card transactions.

For efficiency, packages for people who are pre-registered should be divided into alphabetical segments with a person per division to distribute them. It is helpful to have a separate space in the registration area for those registering on conference days.

The registration area should also include a message center where news and information may be posted, banquet and field trip tickets may be exchanged. Here information is available at a glance. Early on during the conference, it is helpful to have a few 'locals' present to direct attendees to specific shops, restaurants, museums, parks, bird-watching trails, and natural or historic sites.

The Local Committee must also provide a table for the RRF Membership Committee near the registration table. The Membership Committee Chair will coordinate materials for enrolling new members and samples of RRF publications and other items available for sale.

### **Name tags**

Name tags for conference registrants are very important and should be easily readable at distances of 4-6 ft. (1.2-1.8 m). Stick-on tags should not be used because they are not suitable for prolonged use, nor should tags using safety pins be used. The best tag has an acetate pouch for the label and either a lanyard/necklace or clip for attachment. RRF Directors, officers, and Committee Chairs as well as Local Committee members should be easily identifiable by different colored ribbons attached to the name tag as listed below.

- "RRF Director" ribbon
- "RRF President" ribbon
- "RRF Vice-President" ribbon
- "RRF Secretary" ribbon
- "RRF Treasurer" ribbon
- "RRF Committee Chair" ribbon
- "JRR Editor" ribbon
- "Wingspan Editor" ribbon
- "Local Committee" ribbon

Ribbons for "Moderator" or "Presenter" etc. should be discouraged as they detract from the ribbons that identify RRF and Local Committee personnel.

### **Meals**

The registration packet should contain a list of restaurants in the area, their addresses and phone numbers, and a map showing the distance from the eateries to the conference site. A useful service to conference attendees is for the Local Committee to collect menus of

restaurants close to the meeting site and have them available in the registration or coffee break area.

## **SCIENTIFIC PROGRAM**

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Meeting announcements 9-12 months before the conference include a Call for Papers, which is a request for abstracts of oral and poster presentations announced by the RRF Scientific Program Committee. Abstracts are submitted online through the RRF website to the Scientific Program Chair, who organizes them into the scientific program by topic. This process is done in consultation with the RRF Conference Committee and Local Committee. Once the schedule is finalized, the RRF Scientific Program Chair forwards the program schedule and the abstracts to the Local Committee for inclusion in the Program Book a minimum of one month before the conference. Several months before the conference, the RRF Scientific Program Chair will email presenters a notification of acceptance of their presentation, which includes when and where their presentation is scheduled and suggestions for producing and presenting a high quality oral or poster presentation. Because most participants will need to organize travel and lodging, acceptance letters should be sent as early as possible.

### **Oral presentations**

In most conferences, two concurrent paper sessions are needed to accommodate the number of papers submitted. It is important for the Local Committee to schedule rooms for concurrent sessions close enough together so that attendees can easily change sessions in a short time. Placing papers of a similar theme together in the same session will help to minimize movement between presentation rooms. Also, placing widely divergent topics concurrently should be encouraged for the sake of attendees ease in selecting which sessions to attend. A list of papers to be presented and the times of presentation should be posted prominently outside the lecture room for each session.

General session oral papers are typically 20 minutes long, including three minutes at the end for questions. Keynote speakers are allotted 50-60 minutes. Symposia and workshop speakers are allotted 20 minutes, the same amount of time general session speakers have for their presentations.

The Local Committee will provide a computer where presenters will pre-load their presentations into folders identified by room, date, and session. The Local Committee also will provide large volume high quality USB flash drives so that presentation folders can be moved from the pre-loading computer to the presentation room computers efficiently and reliably.

Session moderators are chosen by the RRF Scientific Program Chair, or accepted by the RRF Scientific Program Chair from a pool of volunteers. Moderators must be experienced individuals who can meet deadlines, especially when dealing with concurrent sessions. Where possible, some early career researchers and some lesser known researchers should be included as

moderators to promote inclusiveness by RRF. The RRF Scientific Program Chairperson will meet with all moderators at the beginning of the conference to review the schedule and procedures and answer any questions. Each moderator should try to meet the speakers in his/her session in order to learn how to pronounce their names and learn of any special needs. RRF or Local Committee stopwatches should be provided to each moderator. The RRF Scientific Chair is responsible for providing instructions for moderators.

Each lecture room must have a podium with a light and pointing device for the speakers. Room lighting should be low enough to see the slides but still provide enough light to read or take notes. Lights must be easily controlled so speaker needs can be met.

The Local Committee must determine the audiovisual requirements, not only for the general oral presentation sessions but also for workshops, symposia, business meetings, and banquet. It is advisable to have a digital projector, microphone, laser pointer, and laptop computer in every lecture room. Having at least one backup projector on hand is essential.

Projection screens must be large enough to allow attendees to see the slides easily from the back of the room. The screen needs to be positioned high enough for easy viewing over the heads of people seated in front.

The Local Committee will provide well-trained, two-person audiovisual crews for each session, one person to operate the projectors and the other to turn lights off and on and monitor the door so that it remains closed when not in use and does not result in undue noise when opened and closed.

Each lecture room should be set up so the entrance doors are at the back of the room, and not at the front, to prevent unnecessary disturbance as people enter and leave the room during presentations. To the extent possible, aisles and chairs should be arranged to accommodate large numbers of participants entering and leaving to change sessions.

## **Poster presentations**

Posters are an effective alternative to oral presentations at scientific meetings. The poster presentation room must be large enough to avoid crowding and close enough to the main sessions for attendees to visit conveniently. Ideally, the posters should be available for viewing for the entire day on which the poster session is held and the entire day following. The formal poster session is held in the evening so that it does not conflict with the oral presentation sessions. The poster session is usually combined with a social event by serving appetizers and having a cash bar in the poster presentation room.

The size of the poster display boards is standardized across RRF meetings at 3' x 4' panels (91 x 122 cm) to be displayed vertically or horizontally at the discretion of each presenter. All posters must be prepared in English, and poster presenters are required to attend their poster during an

evening poster session scheduled by the Local Committee and communicated to the RRF Scientific Program Chair for dissemination to poster presenters.

Upon acceptance of their poster for presentation at the meeting, participants are informed by the RRF Scientific Program Chair. The Local Committee should make arrangements to provide poster boards on-site and provide all the items necessary to mount the displays, (tacks, push pins, staple guns, tape, scissors, Velcro).

## **Symposia**

Symposia focusing on special topics are optional additions to the scientific schedule commonly featured in RRF conferences. These are usually half or whole day sessions with formal oral presentations by invited presenters. Symposia may be initiated and organized by the Local Committee, RRF Scientific Program Chair, or by individuals not associated with the organization of the conference, if approved by the Local Committee.

If it is anticipated that symposium proceedings will be published, organizers are encouraged to seek financial support for publication in advance. Expectations for publication, including firm commitments of financial support and the possible need for page charge fees from authors, should be communicated to speakers in advance, particularly for invited speakers.

RRF will not contribute to publication page charges for symposium papers published in *The Journal of Raptor Research*. That said, sometimes single sources can be found to cover these costs. For example, in advance of the RRF conference in Fort Collins, Colorado in 2010, the US Geological Service's Bird Banding Lab agreed to pay page charges for a raptor banding symposium. These papers appear in the March 2012 issue of *The Journal of Raptor Research*.

## **Workshops**

Workshops are also optional at the approval of the Local Committee. These are an effective means of disseminating information in a more informal manner. Like symposia, workshops can be initiated and organized by the Local Committee, by the RRF Scientific Program Chair, by the RRF Early Career Raptor Researcher Committee, or by outside interests with the concurrence of the Local Committee.

## **Film and Video Night**

A session for films, videos, and slide shows about raptors is often held on one evening of the conference. Depending on how many are submitted, these presentations are shown continually in rotation so that people can drop in and out. An alternative to the film night is to have the films and slide shows run throughout the day in a special viewing room.

## **Keynote Speaker**

Many RRF conferences feature an invited address by a recognized authority, usually one whose work is well known by the majority of the raptor research community. A keynote address is a good way to start the scientific portion of a conference, and should be scheduled first on the

first day. Most keynote addresses are a little less than an hour in length. Such an event will require a room in the conference center that can accommodate the full number of conference registrants.

If a keynote speaker is included in the conference, the Local Committee is responsible for arranging for the speaker and paying speaker fees, travel, and housing expenses. Speakers are encouraged to cover expenses and provide services at no cost to the Local Committee, for which they may be recognized in the Program Book as 'sponsors'.

## **SOCIAL EVENTS**

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**Ice-breaker Reception**—This event is held on the evening before the first full day of paper sessions. It is designed strictly for socializing and is without entertainment, but features hors d'oeuvres and a cash bar. The cost of the food, but not drinks, is covered by the Local Committee through registration fees. This reception should be in a room large enough to accommodate at least 200 people, and should be scheduled for the entire evening (approximately 6:00-9:00 PM).

**Poster Session Reception**—This reception is usually held in conjunction with the evening poster paper session on the second night of the conference, and features hors d'oeuvres and a cash bar. Again, the cost of the food, but not drinks, is covered by the Local Committee through registration fees.

**Evening Social**—A social event, often away from the meeting venue, is usually held on the third evening of the conference. The Local Committee should try to hold an event with regional flavor. For example, in 2011 the meeting in Duluth, Minnesota featured a dinner train ride along the north shore of Lake Superior. Likewise, regionally specific entertainment is appropriate for this event. If the event is away from the conference center, transportation must be arranged for participants.

**Banquet**—The banquet, held on the last night, is the culminating event of the conference. It serves to draw the conference to an end, entertain, be a forum for presenting awards, and a way to raise funds through an auction or raffle. The Local Committee will need to work with the conference center, hotel, or caterer well in advance to set the menu, and establish details such as when a final count of attendees for the banquet is needed.

Banquets tend to be different for each conference, depending on the local possibilities and desires and imagination of the Local Committee, but the committee should try to keep the cost of tickets reasonable, especially so students can afford to attend. Having a cash bar is one way to hold down the cost of the ticket. Banquet entertainment should be light and fairly brief, perhaps in the background, because the agenda can be quite full. The Local Committee will need to coordinate with the RRF President and the RRF Awards Committee Chair on the details and

scheduling of the awards and any other business to be conducted at the banquet. The Local Committee should nominate one person to act as the “Master of Ceremonies” for the evening.

**Coffee Breaks** - The Local Committee should provide coffee, tea, juice, water, and soft drinks as well as pastries or cookies, and/or fruit for each break. Keeping coffee breaks ‘green’ is encouraged. Examples of this include requesting the venue not provide bottled water or disposable plates and cutlery. It is important to provide good quality and a sufficient quantity of food for coffee breaks because these interludes are an important part of the networking facet of a conference. One break, 30 minutes or longer, in mid-morning and another in mid-afternoon should be scheduled.

## **BUSINESS MEETING**

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A one-hour-long business meeting of the general membership should be scheduled toward the end of the conference; it is generally held on the last day of oral presentations. Before the business meeting that day, session moderators should remind attendees when and where the business meeting will take place. The business meeting must not be scheduled concurrently with any other activity. The RRF President is responsible for planning and conducting the business meeting. This business meeting is typically held in one of the rooms used for oral presentations. A laptop, microphone, projection screen, and digital projector must be available for use during the meeting.

## **TRANSPORTATION**

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Most conference participants will travel to the conference location by air. The RRF website, through information provided by the Local Committee, should provide information on the nearest airport and all airlines that serve it. Information on ground transportation (shuttles and rental cars) between the airport and the conference should also be provided. If bus and passenger railroad stations are reasonably close to the conference venue, their locations should also be provided. For those arriving by automobile, directions to the conference venue need to be provided as well as directions to parking areas.

## **VENDORS**

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Most RRF conferences permit vendors an opportunity to offer products, equipment, books, and wildlife art of interest to raptor biologists. Vendor exhibit space must be in a room that is secure when the conference is not in session. Ideally, the vendor room will be very convenient to the meeting rooms so that conference participants can browse the exhibits between sessions and at coffee breaks. Rental of table space for vendors is a source of income for RRF and should be negotiated carefully. Higher rental rates should be charged for commercial than for non-profit vendors. Vendor charges have ranged from \$50 per booth or table for non-commercial to \$100-

\$200 per booth or table for commercial vendors at recent conferences. Vendors may need a phone line for their credit card machines, which may increase conference costs. In addition, vendors or other sponsors should be given the option to advertise in the Program Book with rates for quarter-, half-, or full-page spreads. Vendor fliers may be included in the registration packets at no charge.

If vendors plan to participate in conference activities, they should be required to pay partial or full registration fees, depending on the extent of their participation.

## **RAPTOR ART SHOW**

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An art show featuring raptor art is often a part of RRF conferences, if a secure room is available. Arrangements for displaying the art must be provided (e.g., wall mounts, easels, and stands). Sometimes it may be possible to arrange for a nearby art studio to host the show.

## **FIELD TRIPS**

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Conferences usually offer a few field trips. Normally these are to see raptors, but other local species or habitats may be of interest to raptor biologists as well. Field trips should be well described on the website. Field trip registrants need to know whether walking is required, and, if so, the degree of difficulty involved; what special clothing might be needed (e.g., hiking boots; rain gear), and whether lunch will be provided. Field trips are most often held on the Sunday following the last day of paper sessions, but occasionally on the first day concurrent with the board meeting. Holding field trips on days with paper sessions is strongly discouraged to reduce conflict with presentations.

## **NORTH AMERICAN ORNITHOLOGICAL CONFERENCE (NAOC)**

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Every 4-6 years, the member societies of the Ornithological Societies of North America (OSNA) host a joint meeting called the NAOC. If participation in the NAOC is approved by the Board, RRF will appoint a representative to serve on the conference steering committee. The conference is organized by a local committee but with input from the steering committee. A financial memorandum of understanding is signed by the participating societies to outline costs and profit-sharing ratios. RRF provided \$10,000 in startup funds to the 2006 and 2012 NAOC conferences. Money for student awards is sometimes pooled with money from other societies, and thus is not exclusively awarded to RRF student members; taking this approach is at the discretion of the RRF Board.

## **POST CONFERENCE REPORT**

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A post conference report must be issued to the RRF President within six months of the conference and should contain information shown below. Copies of reports from past conferences are posted on the RRF website and can serve as useful references.

- Organizers
  - Host(s)
  - Local Committee members
  - Scientific Program Committee members
  - Conference Committee members
- Location and Venue
- Meeting dates
- Sponsors
- Attendance/Registration
  - Number of attendees by category: RRF member; non-RRF member; Student; Single Day; Complementary
  - Registration fee schedule by early, mid and late registration
  - Registration numbers by early, mid and late registration
  - Conference Planning Service (if utilized)
- Publicity, and Outreach
- Presentations: Special Presentations, Symposia, General Sessions
  - Deadline for submission of papers
  - Number of oral papers and poster presentations presented
- Social Events: Icebreaker Reception, Poster Session and Reception, Friday Evening Dinner Reception, Saturday Night Banquet
- Website
- Program Book
- Sales
  - T-shirts, tote bags, mugs, etc.
  - Silent Auction
  - Vendors
- Field Trips
- Financial Report
  - Detailed Expenses
  - Detailed Income
  - Profit/loss
  - In-kind and donated services
- Suggestions for Future Conferences
- Report Author (include contact information)

## **Appendix A. Application to Host the Annual Conference of the Raptor Research Foundation**



Reference materials helpful in completing this application include the manual for hosting an RRF conference and reports from previous RRF conferences. This information is available online at the RRF website: <http://raptorresearchfoundation.org/conferences.htm>

Please accompany this application with a cover letter explaining the benefits of an RRF conference in your area and include other information that you feel will support your application. *Please complete the application in italics.*

Host Organization:

Co-host Organizations:

Other societies to meet jointly with RRF:

Local Committee Chair(s) (name and affiliation):

Local Committee Members (name and affiliation):

Conference Dates (list using the information below for reference):

Standard format for RRF conferences according to the RRF conference planning manual.  
 Schedule may vary depending on site-specific needs.

|       |  |
|-------|--|
| Day 1 | Board meeting all day (typically Wednesday)  |
| Day 2 | Keynote address, if scheduled; paper sessions all day; symposium or workshop, if needed; registration continues; poster session and reception in evening (or on day 3)                 |
| Day 3 | Paper sessions all day; symposium or workshop, if needed; registration continues; cookout or other social event to include dinner in the evening, off-site or at the conference venue. |
| Day 4 | Paper sessions all day; business meeting (max. 2 hours); registration continues (brief); banquet   |
| Day 5 | Field Trips  |

Number of attendees estimated (use Attachment 1 for reference):

Symposia or workshops proposed:

Field trips proposed (include location, max number of participants and brief description of trip):

Possible venues for evening reception (see Day 3 above):

**Venue (Conference Meeting Facility and Sleeping Rooms)**

Name of Conference Meeting Facility:

Please indicate:

| Yes/No | Facility description   |
|--------|--|
|        | 2 rooms for 2 concurrent sessions, seating for 100 in each room  |
|        | 1 room with seating for 200-250  |
|        | Banquet room with facilities to accommodate 200-250  |
|        | Small room for Board meeting : seating for 15 around the table and an additional seating for an audience of 15 |

Name of nearest airport (and indicate whether international or regional):

Cost estimate of one-way shuttle service between venue and nearest airport:

Approximate travel time by vehicle from the nearest airport with regularly scheduled commercial service to the conference venue:

Does the conference meeting facility also include sleeping rooms? (Yes/no)

If no, identify name of hotel where rooms will be reserved for attendees:

Cost (nightly rate) for sleeping rooms:

Single occupancy:

Double occupancy:

Are these discounted rates?

If yes, what is the minimum number of sleeping rooms required to obtain the discounted rates?

Number of sleeping rooms available for the meeting:

Distance between conference hotel and conference meeting facility:

Moderately priced hotels within 5 miles of the venue (name a few):

Campgrounds within 5-10 miles of the conference venue:

|        |  |
|--------|--|
| Yes/No | Transportation options from the airport. |
|        | Shuttle Service                          |
|        | Taxi                                     |
|        | Bus                                      |
|        | Rental Car                               |
|        | Train                                    |

Overview of local amenities within walking distance of conference venue (i.e., shops, bars, restaurants, birding, etc.):

**Conference Revenue and Expenses**

**RRF encourages applicants to minimize use of commercial conference services.**

Will commercial services be employed?

If commercial planning is considered, please attach a detailed budget from at least one prospective service provider. Where possible, RRF encourages proposals from two service providers. The budget should itemize services (Attachment 2) and miscellaneous costs (e.g., bank charges, credit card fees).

**Note: Successful applicants may not add or increase commercial conference services beyond those indicated in their proposal.**

### Registration Fees

Anticipated Registration Fees: Registration fee typically covers admission to all scientific sessions, cost of program book, coffee breaks and two evening receptions (typically Wed. evening icebreaker & Thus. evening poster session; use Attachments 1 and 3 for reference).

|            | <b>Early</b> (up to 2 mo before conference) | <b>Mid</b> (2-1 mo before conference) | <b>Late</b> (less than 1 mo before) |
|------------|---|---------------------------------------|-------------------------------------|
| Member     |   |                                       |                                     |
| Non-member |   |                                       |                                     |
| Student    |   |                                       |                                     |

Estimate of Income and Expenses (add rows or edit existing categories as necessary)

|                 |   |         |
|-----------------|---|---------|
| <b>Income</b>   |   |         |
|                 | Seed money from RRF                       | \$1,500 |
|                 | Sponsor Income                            |         |
|                 | Vendor Income                             |         |
|                 | Registration fees                         |         |
|                 | Friday Dinner (day may vary)              |         |
|                 | Saturday Banquet                          |         |
|                 | Silent Auction (optional but recommended) |         |
|                 | T-shirt sales (optional)                  |         |
|                 | Field Trips                               |         |
| <b>Expenses</b> |   |         |
|                 | Repayment of RRF Seed Money               | \$1,500 |
|                 | Audio Visual                              |         |
|                 | Friday Night Reception                    |         |
|                 | Saturday Banquet                          |         |

|  |   |  |
|--|---|--|
|  | Venue: rooms reserved for all activities (scientific sessions, Board meeting, banquet...) |  |
|  | Meeting Program Book <sup>a</sup>   |  |
|  | Commercial Conference Service fees  |  |
|  | Coffee Breaks   |  |
|  | Field Trips   |  |
|  | Speaker Fees  |  |
|  | Items for registrants (mugs, conference bag, pens, etc.)                                  |  |
|  | <b>Profit or Loss Anticipated</b>   |  |

<sup>a</sup>provided to attendees on-site; number of pages in comprising recent program books: 88 in 2011; 95 in 2010; 58 in 2008; 60 in 2007; and 59 in 2005.

**Allocation of Profit or Loss (use Attachment 4 for reference)**

If profit, percent allocation to RRF \_\_\_\_\_; other \_\_\_\_\_

If loss, percent allocation to RRF \_\_\_\_\_; other \_\_\_\_\_

### Attachment 1. RRF Conference Attendance and Participation in Scientific Program.

|  | Attendance | Oral Presentations | Poster Presentations |
|--|------------|--------------------|----------------------|
| <b>2011 in Duluth, Minnesota</b>                 |            |                    |                      |
| RRF members and non-members                      | 209        | 95                 | 26                   |
| Single Day                                       | 22         |                    |                      |
|  |            |                    |                      |
| <b>2010 in Fort Collins, Colorado</b>            |            |                    |                      |
| RRF members and non-members                      | 206        | 107                | 27                   |
| Single Day                                       | 59         |                    |                      |
|  |            |                    |                      |
| <b>2009 in Pitlochry, Scotland</b>               |            |                    |                      |
| RRF members                                      | 144        | 45                 | 22                   |
| Scottish Raptor Study Group members              | 47         | 1                  | 0                    |
| Dual-RRF/SRSG affiliation                        | 7          | 2                  | 2                    |
| Non-affiliated                                   | 102        | 25                 | 16                   |
|  |            |                    |                      |
| <b>2008 in Missoula, Montana</b>                 |            |                    |                      |
| RRF members & non-members                        | 177        | 80                 | 19                   |
|  |            |                    |                      |
| <b>2007 in Fogelsville, Pennsylvania</b>         |            |                    |                      |
| RRF members & non-members                        | 198        | 72                 | 15                   |
| Hawk Migration Association of North America only | 40         |                    |                      |
|  |            |                    |                      |
| <b>2005 in Green Bay, Wisconsin</b>              |            |                    |                      |
| RRF members & non-members                        | 132        | 59                 | 13                   |
|  |            |                    |                      |

|  |     |    |    |
|--|-----|----|----|
| <b>2004 in Bakersfield, California</b> |     |    |    |
| RRF members & non-members              | 175 | 52 | 18 |
| California Hawking Club                | 257 |    |    |
|  |     |    |    |
| <b>2003 in Anchorage, Alaska</b>       |     |    |    |
| RRF members & non-members              | 168 | 81 | 17 |

## Attachment 2. Task Assignments, RRF Conferences

Tasks are assigned by group:

|   |
|---|
| RRF Website Coordinator (RRFweb)                    |
| Local Committee (LC)                                |
| Conference Planner (CP) (an optional participant)   |
| RRF Conference Committee (CC) (provided by RRF)     |
| RRF Scientific Program Chair (SC) (provided by RRF) |

Assignments may be subject to change e.g., a commercial conference service or paid individual may be assigned to some of the tasks covered by a specific group. Where group not shown, task assignments will be made through collaboration between the LC and the CC. Additional tasks/assignments may arise during conference planning and implementation.

| Task  | Group      |
|---|------------|
| Identify conference hotel and conference meeting facility (if separate from hotel)        |            |
| Develop line item budget, projecting expenses vs. revenues                                |            |
| Maintain conference finances through all stages of the conference, including final report |            |
| Negotiate, prepare and review of contracts for:   |            |
| Hotel   |            |
| Conference Meeting Facility (if separate from Hotel)                                      |            |
| Meeting planner (if needed)   |            |
| Vendors (if needed)   |            |
| Field trip vendors (if needed)  |            |
| Find and make arrangements for Keynote Speaker(s)/Other special presentations             |            |
| Develop and maintain a conference website (for info & online registration)                | RRFweb     |
| Handle credit card transactions over the web  | RRFweb     |
| Provide information on the meeting to RRF webmaster                                       | LC, CC     |
| Set registration fees, deadlines  | LC, CC     |
| Design/produce meeting program/abstract book  | LC, CC, SC |
| Recruit & schedule volunteers for registration desk at the meeting                        | LC         |
| Locate audio/visual equipment for use at the meeting                                      | LC         |
| Schedule/put in place audio-visual equipment  | LC         |
| Recruit and schedule volunteers to run the AV equipment during presentations              | LC         |
| Have meeting T-shirts designed and produced (optional)                                    | LC         |
| Arrange for purchase of special meeting materials (mugs, hats, tote bags...)              | LC         |
| Publicize the meeting   | LC, CC     |
| Secure Sponsorships   | LC         |
| Set fees: registration; banquet; evening, off-site evening social                         | LC, CC     |
| Coordinate/implement silent auction (at banquet, optional, but recommended)               | LC         |
| Pre-register attendees, handle payments by web  | RRFweb     |
| Pre-register attendees, handle payments by fax and mail                                   | LC         |
| Register attendees, handle payments at the meeting  | LC         |
| Provide confirmation to registrants of their registration                                 | LC, RRFweb |

| <b>Task</b>   | <b>Group</b> |
|---|--------------|
| Secure name tags for speakers, ribbons for Board members & officers       | LC           |
| Identify and schedule vendors, including arranging vendor fees            | LC           |
| Schedule/organize scientific sessions                                     | SC           |
| Schedule/organize special symposia/workshops                              | SC           |
| Reserve meeting rooms for scientific sessions, special symposia/workshops | LC, CC, SC   |
| Schedule Board & Business meetings  | LC, CC       |
| Reserve meeting rooms for Board and business meetings                     | LC           |
| Schedule/organize social events   |              |
| Icebreaker/reception (generally Wed. evening)                             | LC           |
| Poster session reception (generally Thurs. evening)                       | LC           |
| Evening social (generally Fri. evening)                                   | LC           |
| Banquet (generally Saturday evening)                                      | LC           |
| Coffee breaks between paper sessions                                      | LC           |
| Reserve meeting rooms for social events                                   | LC           |
| Schedule/organize field trips   | LC           |
| File meeting report to RRF President                                      | LC           |

### Attachment 3. Conference Registrations Fees.

Recent history of registration fees set for RRF annual conferences. Registration fees typically cover admission to all scientific sessions, cost of program book, coffee breaks and two evening receptions (typically Wed. evening icebreaker & Thus. evening poster session). Fees are in U.S. dollars.

|                                    | <u>Early</u> | <u>Mid</u> | <u>Late</u> |
|------------------------------------|--------------|------------|-------------|
| <b>2011 Duluth, Minnesota</b>      |              |            |             |
| Member                             | \$180        | \$200      | \$250       |
| Non-member                         | \$220        | \$240      | \$300       |
| Student                            | \$100        | \$120      | \$140       |
| Single Day                         | \$90         | \$90       | \$90        |
| <b>2010 Fort Collins, Colorado</b> |              |            |             |
| Member                             | \$170        | \$190      | \$220       |
| Non-member                         | \$205        | \$225      | \$260       |
| Student                            | \$110        | \$110      | \$130       |
| Single Day                         | \$80         | \$80       | \$80        |
| Saturday Education Symposium       | \$50         | \$50       | \$50        |
| <b>2009 Pitlochry, Scotland</b>    |              |            |             |
| Member                             | \$170        | \$170      | \$170       |
| Non-member                         | \$170        | \$170      | \$170       |
| Student                            | \$170        | \$170      | \$170       |
| <b>2008 Missoula, MT</b>           |              |            |             |
| Member                             | \$165        | \$180      | \$195       |
| Non-member                         | \$190        | \$205      | \$220       |
| Student                            | \$105        | \$105      | \$105       |
| <b>2007 Fogelsville, PA</b>        |              |            |             |
| Member                             | \$145        | \$160      | \$175       |
| Non-member                         | \$170        | \$185      | \$200       |
| Student                            | \$95         | \$95       | \$100       |
| <b>2005 in Green Bay, WI</b>       |              |            |             |
| Member                             | \$120        | \$135      | \$155       |
| Non-member                         | \$130        | \$145      | \$165       |
| Student                            | \$65         | \$80       | \$95        |
| <b>2004 in Bakersfield, CA</b>     |              |            |             |
| Member                             | \$110        | \$125      | \$145       |
| Non-member                         | \$120        | \$135      | \$155       |
| Student                            | \$60         | \$75       | \$95        |
| <b>2003 in Anchorage, Alaska</b>   |              |            |             |
| Member                             | \$110        | \$125      | \$145       |
| Non-member                         | \$120        | \$135      | \$155       |
| Student                            | \$60         | \$75       | \$95        |

|                                    | <u>Early</u> | <u>Mid</u> | <u>Late</u> |
|------------------------------------|--------------|------------|-------------|
| <b>2000 in Jonesboro, Arkansas</b> |              |            |             |
| Member                             | \$95         | \$115      | \$135       |
| Non-member                         | \$115        | \$135      | \$155       |
| Student                            | \$60         | \$70       | \$80        |
|                                    |              |            |             |
| <b>1999 in La Paz, Mexico</b>      |              |            |             |
| Member                             | \$95         | \$115      | \$135       |
| Non-member                         | \$115        | \$135      | \$155       |
| Student                            | \$60         | \$70       | \$80        |
| Non-member Spouse                  | \$40         | \$55       | \$70        |
|                                    |              |            |             |
| <b>1998 in Ogden, Utah</b>         |              |            |             |
| Member                             | \$90         | \$110      | \$130       |
| Non-member                         | \$100        | \$120      | \$140       |
| Student                            | \$60         | \$65       | \$85        |

**Attachment 4. Financial Agreements for RRF Annual Conferences.**

| <b>Year</b> | <b>Meeting Location</b>   | <b>Host</b>   | <b>Financial Agreement</b>   | <b>Profit to RRF</b> | <b>Paid staff</b>  |
|-------------|---------------------------|---|--|----------------------|--|
| 2011        | Duluth, Minnesota         | U of Minnesota; Hawk Ridge Bird Observatory; Duluth Audubon | Profits are to be equally divided between Hawk Ridge Bird Observatory and RRF. If losses, they are responsibility of University of Minnesota-Duluth.   | \$8,613              | Yes – Local Conference Coordinator, Julie O’Connor: \$13,192       |
| 2010        | Fort Collins, Colorado    | Rocky Mountain Raptor Program; ADM                          | Profits will be equally divided between the Rocky Mountain Raptor Program and RRF, with losses the responsibility of RRF.  | \$10,356             | Yes – Colorado State University handled registration fees: \$6,874 |
| 2009        | Pitlochry, Scotland       | Scottish Raptor Study Group                                 | Profits will go to RRF, with the exception of the sale of items specific to the Scottish Raptor Study Group. Losses will be the responsibility of RRF.   | \$2,300              | No   |
| 2008        | Missoula, Montana         | Raptors of the Rockies                                      | Profits will be equally divided between the host and RRF, with losses the responsibility of RRF.   | \$4,707              | Yes – U of Montana Continuing Education: \$5,727                   |
| 2007        | Fogelsville, Pennsylvania | Hawk Mt. Sanctuary  | Profits or losses are to be shared equally between RRF and the Hawk Migration Association of North America. HMANA will hold their annual meeting in conjunction with RRF and will help put on the meeting. | \$349                | Yes – Summit Meetings Inc.: \$8,437                                |

| <b>Year</b> | <b>Meeting Location</b> | <b>Host</b>                    | <b>Financial Agreement</b>  | <b>Profit to RRF</b> | <b>Paid staff</b>                      |
|-------------|-------------------------|--------------------------------|---|----------------------|--|
| 2006        | Veracruz, Mexico        | Many Ornithological Societies  | RRF received a percentage of profit realized from the meeting, which was divided among the societies that were “full participants”. RRF is a full participant, having provided a loan of \$10,000 to finance the meeting. Losses were to be divided among the societies providing loans (5 for \$50K). If losses exceeded \$50K, full participants were each to pay 14% and other societies 10% each. | \$3,210              | Yes – The Schneider Group              |
| 2005        | Green Bay, Wisconsin    | Cofrin Center for Biodiversity | \$1000 in profit was divided equally between the Bay Area Bird Club and Wisconsin Ornithological Society, with the balance (\$8,904) going to RRF. Financial Agreement indicated losses would be the responsibility of the Cofrin Center.   | \$8,904              | No                                     |
| 2004        | Bakersfield, California | California Hawking Club        | Profits were shared equally between RRF and the California Hawking Club, except for profit generated from raffle tickets which was distributed according the proportion purchased by each group. The Financial Agreement did not identify how losses would be handled.  | \$10,031             | No                                     |
| 2003        | Anchorage, Alaska       | Alaska Bird Observatory (ABO)  | Profits were shared equally between RRF and ABO. No Financial Agreement was in place for this meeting. After the meeting, ABO contacted the RRF Board and indicated they would retain 50% of meeting profits (\$6,523) to cover organization costs.   | \$6,523              | Yes - Alaska Bird Observatory: \$6,523 |

## Appendix B: Financial Agreement

Template for  
 Financial Agreement  
 For the  
 \_\_\_ Annual Meeting of the  
 Raptor Research Foundation  
 Hosted by \_\_\_\_\_  
 And Co-hosted by \_\_\_\_\_  
 On dates  
 At the venue  
 In location

WHEREAS on dates \_\_\_\_\_ is hosting the annual conference of the Raptor Research Foundation (RRF) in location and WHEREAS this conference shall be held at the \_\_\_\_\_, and WHEREAS the Treasurer of RRF shall provide \$ \_\_\_\_\_ in start-up funds for the conference to \_\_\_\_\_,

\$ \_\_\_\_\_ shall be returned to the RRF Treasurer within 6 months of completion of the conference, and

PROFITS incurred as a result of the meeting shall HEREBY be distributed in the following manner:

\_\_\_\_\_ % to RRF and \_\_\_ % to host organization(s) from:

REGISTRATION fees, VENDOR fees, CONFERENCE SPOPNSORSHIPS/DONATIONS, RAFFLE/AUCTION, and CONFERENCE-RELATED ITEMS such as T-SHIRSTS.

If LOSSES are incurred rather than PROFITS from the conference, financial responsibility for these shall be allocated as follows: \_\_\_\_\_ % RRF and \_\_\_\_\_ % host organization(s). .

| Name                                  | Date |
|---------------------------------------|------|
| President, Raptor Research Foundation |      |

| Name                  | Date |
|-----------------------|------|
| Host Committee Member |      |

## Appendix C. Example Email Announcement for Conference

Sample announcement emailed to the RRF membership regarding the annual RRF conference through the Ornithological Societies of North America (OSNA) member services. The announcement was submitted to OSNA by the RRF Conference Committee Chair.

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**From:** OSNA Member Services [mailto:business@osnabirds.org.]

**Sent:** Tuesday, August 23, 2011 11:46 AM

**To:** RRF Membership

**Subject:** Raptor Research Foundation conference - - Mid—Registration Deadline September 1<sup>st</sup>!

**Raptor Research Foundation Conference, Duluth, Minnesota October 5-9, 2011.**

The 2011 Raptor Research Foundation annual conference will be held October 5-9, 2011 at the Radisson Hotel in Duluth, Minnesota. The conference is hosted by the University of Minnesota's Natural Resource Research Institute, Hawk Ridge Bird Observatory, and the Duluth Audubon Society.

The mid-registration period for the conference is approaching next week. Registration rates increase \$50-60 after September 1st.

Registration for the Early Career Raptor Researcher workshops will open to the general RRF membership on September 5th. Registration for the ECRR workshops can be completed online or by contacting the conference coordinator. Workshop topics include techniques for accessing raptor nests, handling and marking raptors, preparing study skins, sampling tissues and necropsies, trapping and handling raptors, and how to harness raptors for transmitters. All workshops will be held on Wednesday October 5th.

The conference hotel is now full. We've posted information on hotels in the surrounding area on the conference website to assist you in finding alternative lodging.

A schedule of conference events and presenters is now available on the conference website.

For complete conference details, visit our website at

<http://www.raptorresearchfoundation.org/conferences/current-conference> . For more information, contact conference coordinator Name at [email address and phone number](#).

## **Appendix D. Life Members Exempt from Registration Fees**

David Bird

Peter Bloom

Karen Bollinger

Fred Gehlbach

Marjory Gibson

Fredrick Hectel

Judy Henckel

Augustine Jones

George Jonkel

Eugene Majercowicz

Joel P. Mazelis

Rishad Naoroji

Julie Rehtin

Philip Schempf

Paul Springer

Tom Sproat

Carl Thelander