GUIDE TO PLANNING THE ANNUAL CONFERENCE OF THE
RAPTOR RESEARCH FOUNDATION

5th Edition
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INTRODUCTION

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 North America during the Northern Hemisphere’s autumn season. The first RRF annual conference outside the United States was held in 1981 in Montreal, Canada. To promote attendance and enhance membership, RRF endeavors to hold its annual conference in a variety of locations that are easily accessible by people from around the world. The first annual conference outside North America was held in 1989 in Vera Cruz, Mexico. In the 2000’s, the RRF Board voted to hold future annual conferences outside North America on a regular basis, once every four years when practicable. The first of these international conferences was held in 2009 in Pitlochry, Scotland and the second in 2013 in Bariloche, Argentina. The 2018 conference is scheduled for Kruger National Park in South Africa.

RRF conferences may be held jointly with other organizations. For example, in 2004 RRF met with the California Hawking Club in Bakersfield, California. In 2007, RRF met jointly with the Hawk Migration Association of North America in Fogelsville, Pennsylvania. The 2013 conference in Bariloche, Argentina was held jointly with the Neotropical Raptor Network. The RRF leadership strongly supports joint conferences with like-minded raptor organizations. The benefits include the opportunity to have additional assistance with conference planning and additional networking opportunities for those attending the conference.

RRF conferences are hosted by a Local Committee which is responsible for planning and implementation of the conference, with guidance from the RRF Conference Committee. Hosting an RRF conference 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 conference. Ideally, at least one person in a leadership role on the Local Committee has had the experience of attending an RRF conference. If not, RRF strongly encourages one or more persons involved in planning a conference attend at least one RRF conference prior to hosting their own; conference expenses may be paid with Board approval.

Questions regarding this document or other matters regarding hosting an RRF conference should be directed to the RRF Conference Committee Chair (contact information available at: http://www.raptorresearchfoundation.org/about/committees).

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Between 1990 and 2000, RRF had a presence at international conferences in addition to the organization’s annual conference. Some RRF members participated in these conferences; they were held in Badajoz, Spain (1995), Mikoluv, Czech Republic (1999), La Paz, Mexico (1999) and Eilat, Israel (2000).
CONFERENCE PLANNING TIMELINE AT A GLANCE

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.

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

*Proposal submitted through completion of Application to Host the Annual Conference of the Raptor Research Foundation (Appendix A).

PROPOSAL TO HOST AN RRF CONFERENCE

The first step in preparing to host an RRF conference is for the prospective host(s) to write a letter to the RRF President inviting the RRF to hold its annual conference 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 completed proposal application (Appendix A). Assistance with 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
- Symposium and/or workshop ideas
- Venue (conference meeting facility and sleeping rooms)
- Accessibility to the venue by air, etc.
- Conference income 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 A, Attachment 2) 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

The September-November period is preferred by the RRF for its annual conference to reduce conflicts with North American breeding season field research activity, and because it generally does not overlap with other major North American ornithological conferences. Dates to avoid holding an RRF conference in North America include U.S. Thanksgiving, Canadian Thanksgiving and the Jewish holiday Rosh Hashanah. For conferences outside North America, organizers should be mindful of religious and other holidays in the host country and region beyond. An internet search will reveal religious and other holiday dates to be avoided anywhere in the world 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 conferences are back-to-back in the same conference center or even held together.

ORGANIZING AND CONDUCTING THE CONFERENCE

An overview of task assignments for RRF conferences is shown below under Duties and Responsibilities and also in the Application to Host (Appendix A, Attachment 1). The conference host(s) may hire a professional conference planning service or an individual to complete some of these tasks, with fees paid from the conference budget.

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

Tasks are shown by group. PHO: Potential Host Organization (reflects activity in preparation for submission of an Application to Host the Annual Conference (Appendix A); RRFweb: RRF website coordinator; LC: Local Committee; CP: Conference Planner (an optional participant); CC: RRF Conference Committee (provided by RRF); SC: RRF Scientific Program Chair (provided by RRF).

<table>
<thead>
<tr>
<th>Task</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify conference hotel and conference meeting facility (if separate from hotel)</td>
<td>PHO, LC</td>
</tr>
<tr>
<td>Develop line item budget, projecting expenses vs. revenues</td>
<td>PHO, LC</td>
</tr>
<tr>
<td>Develop conference logo</td>
<td>LC</td>
</tr>
<tr>
<td>Maintain conference finances through all stages of the conference, including final report</td>
<td>LC</td>
</tr>
<tr>
<td>Negotiate, prepare and review of contracts for:</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>CP, LC</td>
</tr>
<tr>
<td>Conference Meeting Facility (if separate from Hotel)</td>
<td>CP, LC</td>
</tr>
<tr>
<td>Conference planner (if needed)</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Vendors (if needed)</td>
<td>LC</td>
</tr>
<tr>
<td>Field trip vendors (if needed)</td>
<td>LC</td>
</tr>
<tr>
<td>Task</td>
<td>Group</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Find and make arrangements for Plenary Speaker(s)/Other special presentations</td>
<td>LC</td>
</tr>
<tr>
<td>Develop and maintain a conference website (for info &amp; online registration)</td>
<td>RRFweb</td>
</tr>
<tr>
<td>Handle credit card transactions over the web</td>
<td>RRFweb</td>
</tr>
<tr>
<td>Provide information on the conference to RRF webmaster</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Set registration fees, deadlines</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Design/produce conference program/abstract book</td>
<td>LC, CC, SC</td>
</tr>
<tr>
<td>Recruit &amp; schedule volunteers for registration desk at the conference</td>
<td>LC</td>
</tr>
<tr>
<td>Locate audio/visual equipment for use at the conference</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/put in place audio-visual equipment</td>
<td>LC</td>
</tr>
<tr>
<td>Recruit and schedule volunteers to run the AV equipment during presentations</td>
<td>LC</td>
</tr>
<tr>
<td>Have conference T-shirts designed and produced (optional)</td>
<td>LC</td>
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<tr>
<td>Arrange for purchase of special conference materials (mugs, hats, tote bags…)</td>
<td>LC</td>
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<tr>
<td>Publicize the conference</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Secure Sponsorships</td>
<td>LC</td>
</tr>
<tr>
<td>Set fees: registration; banquet; evening, off-site evening social</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Organize silent auction (optional)</td>
<td>LC</td>
</tr>
<tr>
<td>Coordinate/implement silent auction (at banquet, optional)</td>
<td>LC</td>
</tr>
<tr>
<td>Pre-register attendees, handle payments by web</td>
<td>RRFweb</td>
</tr>
<tr>
<td>Pre-register attendees, handle payments by fax and mail</td>
<td>LC</td>
</tr>
<tr>
<td>Register attendees, handle payments at the conference</td>
<td>LC</td>
</tr>
<tr>
<td>Provide confirmation to registrants of their registration</td>
<td>LC, RRFweb</td>
</tr>
<tr>
<td>Secure name tags for speakers, ribbons for Board members &amp; officers</td>
<td>LC</td>
</tr>
<tr>
<td>Identify and schedule vendors</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize scientific sessions</td>
<td>SC</td>
</tr>
<tr>
<td>Schedule/organize special symposia/workshops</td>
<td>SC, LC</td>
</tr>
<tr>
<td>Reserve meeting rooms for scientific sessions, special symposia/workshops</td>
<td>LC, CC, SC</td>
</tr>
<tr>
<td>Schedule Board &amp; Business meetings</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Reserve meeting rooms for Board and business meetings</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize social events:</td>
<td>LC</td>
</tr>
<tr>
<td>Icebreaker/reception</td>
<td>LC</td>
</tr>
<tr>
<td>Poster session reception</td>
<td>LC</td>
</tr>
<tr>
<td>Evening social</td>
<td>LC</td>
</tr>
<tr>
<td>Banquet</td>
<td>LC</td>
</tr>
<tr>
<td>Coffee breaks between paper sessions</td>
<td>LC</td>
</tr>
<tr>
<td>Reserve meeting rooms for social events</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize field trips</td>
<td>LC</td>
</tr>
<tr>
<td>Complete final report on conference to RRF</td>
<td>LC</td>
</tr>
</tbody>
</table>

*Local committee may want to use the services of a professional experienced in negotiating hotel contracts, as better room rates are often the result (contact the Conference Committee Chair for further information).*

**CONFERENCE VENUE**

RRF conferences 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 conference, 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. Amenities benefit conference attendees and significant others who may travel with them.
Presentation Rooms
For the scientific sessions, most RRF conferences 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 the primary host organization 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 conference must be scheduled when the university is not in session.

It may benefit some attendees to have information on campgrounds and some alternative hotels or motels in the vicinity. A communal bunkhouse for those on fixed incomes (Early Career Raptor Researchers or retirees) could also be an alternative lodging option arranged by the local committee. 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

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 income above expenses (e.g., $5,000 USD), thus providing a margin of error to avoid a loss from unforeseen circumstances (e.g., conference cancellation and deposits lost violence in host city).

During the application process for hosting an RRF conference, a Financial Agreement is negotiated and signed between RRF and the Host Organization(s) (Appendix A, Attachment 2). 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, typically $1,500, from the RRF Treasurer to the Local Committee for expenses that are due before registration fees become available. RRF may provide larger cash advances to the Local Committee when necessary to reserve meeting space at the venue. Given the RRF annual budget review cycle and the need for Board approval of the annual budget, the Conference Committee Chair should be notified one year in advance of the necessity of cash advances exceeding $2,000. Upon approval of the proposed budget, which must be done in close coordination with the RRF Conference Committee, the RRF Board will authorize the Local Committee to proceed with the planning and operation of the conference.

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 the Application to Host. 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, coordinating collection of fees with RRF through Membersuite, making all disbursements, and raising additional funds in support of the conference. 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.

Registration Fees

A considerable portion of the conference income is from registration fees paid by participants; the RRF Conference Committee Chair should be consulted when registration fees are set. 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. Retired RRF members should also be assessed a
reduced registration rate. 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 pre-registration 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 (see Registration Fees, for more information on this topic). Registration deadlines for international conferences should be announced well in advance, much earlier than for conferences in North America. The Local Committee must consult with the Conference Committee as registration fees are set for attendees in the aforementioned categories.

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.

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 A, Attachment 3.

Conference registration is provided by RRF using the Membersuite software, licensed by RRF to manage membership records, event management, abstract submissions, etc. The Local Committee will be expected to coordinate with the RRF designee for Membersuite to setup registration dates, costs, and reports. RRF will provide the Local Committee with access to reporting options within Membersuite. The average transaction fee for credit cards in this system is 2.9-3.0%. The RRF Treasurer will send up to 3-4 bank transfers or checks to the local committee with money collected from registration fees. It is up to the Local Committee to determine the fiscal deadlines for hotel and catering deposits and confirm a deposit schedule with the RRF Treasurer prior to the start of registration.

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. For international conferences, additional payment options for locals may be considered. For example, in 2013 the Bariloche conference group collected registration fees separately for Argentine attendees to avoid certain logistical issues.

Conference Insurance
Specific conference insurance policies may be warranted in situations where large deposits are required for hotels or facilities. These policies protect RRF and the local host if the meeting is cancelled for unforeseen circumstances (weather, political conflict, etc.)

Sponsors and Fund Raising
To hold a high-quality meeting while 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. For example, the registration table at the conference is nearly always handled by local volunteers, often members of the host organization or a local non-profit (e.g., local Audubon Society chapter). An agency might agree to underwrite the printing for the conference 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 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. Local Committees can choose to offer potential sponsors the option of contributing within ‘fixed’ donation categories. Within each category, sponsors can be offered a different level of publicity, with the amount of publicity increasing with donation amount (see example, Appendix A, Attachment 6).

Selling items with the RRF logo can be another way to raise funds. T-shirts are always successful if 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 the agreed upon percentage of any revenue generated must be forwarded to the RRF Treasurer.

PUBLICITY
It is very important to publicize a conference early and widely to reach as many potential attendees as possible. As soon as possible after the Board has approved the conference, announcements should begin to 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. Disseminating publicity for conferences is a group effort, involving coordination and collaboration between the Local Committee and the RRF Conference Committee. Empower your local committee to get the word out about the conference within their respective organizations and partition responsibilities within the group for contacting organizations about the conference. The role of the Local Committee in providing information on the conference is to announce the conference locally and regionally to non-members.

Print Publicity
- Wingspan – the newsletter of RRF published twice yearly, spring and fall. The newsletter is emailed to the membership and posted on the RRF website
2-3 years before conference, each issue of *Wingspan* should include at least one paragraph describing the conference (dates, location, host organization).

September issue the year before the conference – a minimum one page spread with general information about the conference and a link to conference information on the RRF website, if available.

March and September issues the year of 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 with February as the first issue each year. A one-paragraph description should be sent to the newsletter editor according to the schedule provided below. The description should include the conference location, venue name, contact information for the organizers, and a link to conference information on the RRF website, if available. The *Ornithological Newsletter* is available to the 10,000+ members of the Ornithological Societies of North America (OSNA). An announcement in the *Ornithological Newsletter* will eliminate the need to contact OSNA member organizations: American Ornithological Society, Association of Field Ornithologists, and Wilson Ornithological Society.

<table>
<thead>
<tr>
<th>Deadline for submission of Ornithological Newsletter Content</th>
<th>Newsletter Publication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January</td>
<td>February</td>
</tr>
<tr>
<td>1 March</td>
<td>April</td>
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<tr>
<td>1 May</td>
<td>June</td>
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<tr>
<td>1 July</td>
<td>August</td>
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<tr>
<td>1 September</td>
<td>October</td>
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<tr>
<td>1 November</td>
<td>December</td>
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</tbody>
</table>

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 conference to allow the media to interview RRF personnel and raptor experts attending the conference.

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 content example, Appendix A, Attachment 4). 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.

- 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 cover:](http://www.raptorresearchfoundation.org/about/logos/)

- **Conference Planning:** RRF Conference Hosting Manual (this guide) 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.

**Logos**

Electronic files of the RRF logos are available in .jpg, .ai, and .eps format on the RRF website [http://www.raptorresearchfoundation.org/about/logos/](http://www.raptorresearchfoundation.org/about/logos/) The local committee is encouraged to develop an event-specific logo to promote the conference. Examples of past logos are displayed in Appendix B. Logo design should consider appearance (readability, visual appeal) on printed programs and merchandise.

**PROGRAM BOOK**

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 an excellent 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.
CONFERENCE SCHEDULE

RRF conferences typically run from Tuesday through Sunday. There is some flexibility with this schedule, particularly for RRF conferences away from North America (e.g., in 2013, the conference in Bariloche, Argentina ran from Monday through Thursday). With minor variation, the standard format for RRF conferences is:

<table>
<thead>
<tr>
<th>ORDER</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Board meeting all day. Registration (late afternoon/early evening).</td>
</tr>
<tr>
<td>Day 2</td>
<td>Registration. Workshops. Field trips. Ice-breaker social event in evening.</td>
</tr>
<tr>
<td>Day 3</td>
<td>Plenary address, if scheduled. Scientific paper sessions all day. Symposia, if scheduled. Registration. Scientific poster session and social reception in evening.</td>
</tr>
<tr>
<td>Day 4</td>
<td>Plenary address, if scheduled. Scientific sessions all day. Symposia, if scheduled. Registration. Social event including dinner meal in evening.</td>
</tr>
<tr>
<td>Day 5</td>
<td>Plenary address, if scheduled. Scientific paper sessions all day. Registration (a few hours in the morning) Business meeting (PM only). Banquet in evening.</td>
</tr>
<tr>
<td>Day 6</td>
<td>Field trips. (optional)</td>
</tr>
</tbody>
</table>

REGISTRATION

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. To review fee schedules from past conferences, conference hosts should examine the final reports from past conferences posted on the
website (http://www.raptorresearchfoundation.org/conferences/conference-planning/). Some attendees will always register at the last minute by mail or in person at the conference.

RRF has a few Life Members who are exempt from registration fees (Attachment 3). Attachment 3 provides the Local Committee with a valuable reference to those who qualify for this benefit. The eligible Life Members are still required to pay for social events, field trips, and workshops. Students, ECRRs, and Retiree/Emeritus members should receive a discounted rate on registration.

On-site Registration
While steadily increasing registration fees at regular intervals in the months leading up to the conference discourages on-site registration, for a variety of reasons some attendees wait until conference time to register. The registration process at the conference is very important because if it proceeds smoothly and quickly, a favorable tone is set for the conference. The registration desk should be 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. Day 1 is limited to the RRF Board meeting. Registration should begin in late afternoon of Day 1; this allows attendees to register for field trips and workshops scheduled for Day 2. Registration should remain open throughout the conference, 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, name tag ribbon (if appropriate), 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 local committee should carefully consider how much material is needed for participants and be mindful of waste.

The registration desk should have a calculator, receipt book, cash box with 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 critical for processing credit card transactions. Internet/WIFI should always be available during the conference.

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 during one of the evening socials. 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. The conference name and logo are not needed on the name tag but if used, should not take away from the size of the text used for names. Formatting the first name in 48 size font (actual size below) or larger is ideal for easy name recognition.

![Name Tag Example](image)

**First Name**

**First and Last Name**

**Affiliation**

**Name Tag Ribbons**
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. These can be found online from different vendors and range from $0.10-0.30 USD each. Ribbons typically have an adhesive that attaches them to the bottom of the name tag.

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

- Board of Director (12 ea)
- President
- Vice-President
- Secretary
- Treasurer
- Past President

- President Elect
- Committee Chair (9 ea)
- Editor (2 ea)
- Local Committee or Host or Conference Staff
- Sponsor *(optional)*
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 conference site and have them available in the registration or coffee break area.

If there are not enough restaurants in walking distance that can accommodate 100-400 people for lunch and dinner meals, the Local Committee should consider catering those meals for an additional fee. The hotel restaurant is typically unable to serve all conference participants at lunch.

SCIENTIFIC PROGRAM
Conference 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 for oral and poster presentations 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 oral and poster 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 or three 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 brief 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 45-50 minutes, with an additional 10 minutes for questions. Symposia and workshop speakers are allotted 20 minutes, the same amount of time general session speakers have for their presentations. Ten-minute “speed talks” are sometimes included as oral presentations; these run concurrent with the 20-minute 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 from a list of individuals who have indicated their willingness to moderate a session during abstract submission. Moderators must be experienced individuals who can hold presenters to their allotted time slots; this is especially important when concurrent sessions are underway. Where possible, some early career researchers and lesser known researchers should be added as moderators so they may gain experience and to promote inclusiveness by RRF.

The RRF Scientific Chair should provide written instructions to moderators before the conference convenes. It is also advisable that the RRF Scientific Program Chair meet with all moderators at the beginning of the conference to review the schedule and procedures and answer questions. Moreover, moderators should try to meet the speakers in his/her session to learn how to pronounce unfamiliar speaker names and to be informed of special needs. RRF or Local Committee stopwatches should be provided to each moderator. Each lecture room must have a podium with a light and laser pointer 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. In addition, the hotel should ensure doors to meeting rooms can open and shut quietly to avoid disturbing speakers.

The Scientific Program Committee may ask the Local Committee to accommodate one or more international speakers who wish to make oral presentations via Skype or another like platform. Such requests should be accommodated only if the technological challenges can be worked out. These include the need for good, high-speed internet access at the presenter’s site and at the conference venue. Moreover, it is preferable that papers with off-site presenters be grouped in a separate session or sessions to avoid technological glitches and their impact on the flow of the conference. Details for any such modified oral presentations must be worked out well in advance of the conference, in coordination with the Scientific Program Chair and Conference Committee Chair.

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, laser pointer and laptop 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. This is often a good place to have student volunteers because they are also often technically competent.

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. The hotel staff should perform maintenance on doors to oil hinges and locks for quiet entry and exit. 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 conferences. 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 conferences at 3’ x 4’ panels (91 x 122 cm) to be displayed vertically or horizontally at the discretion of each presenter. The Local Committee should plan to provide poster boards on-site and provide all the items necessary to mount the displays, (tacks, push pins, staple guns, tape, scissors, Velcro). Except for international RRF conferences where other alternatives in combination with English may be considered, all posters must be prepared in English. 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.
Symposia focusing on special topics are welcome additions to the scientific program at RRF conferences. These are half or full day sessions with formal oral presentations by invited presenters. Symposia may be initiated and organized by the Local Committee, by RRF Scientific Program Chair, or by individuals not associated with the organization of the conference, if approved by the Local Committee. Invitations to hold a symposium are included in conference announcements six to nine months before the conference is held.

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*.

Plenary Speakers

RRF conferences typically feature one or more invited addresses by recognized authorities; these are usually people whose work is well known by the majority of the raptor research community. A plenary address is a fantastic way to start a day of scientific papers. Most plenary addresses are 45-50 minutes in length. These events require a room in the conference center that can accommodate the full number of conference registrants.

When plenary speakers are to be included in a conference, the Local Committee is responsible for extending invitations and making other arrangements. Decisions on the plenary speaker selections are to be made in consultation with the Conference Committee Chair. Plenary speaker costs to participate in the conference should be covered under the budget of the Local Committee; these include travel to and from the conference and lodging, meals, and registration fees. Some speakers have the option of having some or all of their expenses paid by their employer, rather than by the Local Committee; this of course helps keep conference expenses down. Also, plenary speakers may live in or near the host city, limiting travel costs and other expenses.
Workshops

Workshops are welcomed at RRF conferences and are effective means of disseminating information in an informal setting. Workshops may be initiated by the Local Committee, the RRF Scientific Program Chair, the RRF Early Career Raptor Researcher Committee, or by outside parties. Workshops are scheduled on Day 2 of the conference; these workshops are open to anyone (not restricted to students and ECRR). The Local Committee is responsible for providing rooms and coordination for workshops including online registration. A 50% discount may be offered to Early Career Raptor Researchers attending workshops.

BOARDS MEETING

*When:* The first day of the conference (Day 1), typically from 8:00 AM to 5:00 PM

*Attendance:* Attendees comprised of Board Members (8-12 ea), Officers (4 ea), and some Committee Chairs (6 ea).

*Seating requirements:* 15 chairs arranged around a meeting table with 5-10 chairs lined up along a wall.

*Audiovisual requirements:* A digital projector. A screen for the projector should be provided only if there is not sufficient wall space for projected images. Otherwise, the screen will only add to clutter in the room. There should be sufficient extension cords or power-bars to permit 10-15 laptop computers to be used at the meeting table. Internet connectivity should be provided for the meeting. The board often uses teleconference participation from non-attending board members through Skype or toehr internet service. Internet signal and bandwidth should be strong enough for teleconferencing.

*Refreshments and food:* Ice water, coffee, a small selection of canned sodas, including diet sodas with and without caffeine. Beverages should be available in the meeting room by 7:45 AM. For mid-morning and mid-afternoon breaks, a small selection of fruits and pastries should be made available at 10 AM, and again at 3 PM. The meeting will break for lunch. Board members are typically responsible for lunch on their own.
BUSINESS MEETING

RRF holds a business meeting during the conference to share information with members about the finances and activities of the organization. The day of the business meeting, 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. The meeting includes reports from the President, Treasurer, Editor of *The Journal of Raptor Research*, and various committee chairs.

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. In the days leading up to the business meeting, attendees should be strongly encouraged to attend this meeting.

*When:* Third full day of paper sessions (Day 5), typically one hour in the afternoon  
*Attendance:* Usually 50-75.

*Seating requirements:* “Theater” seating, with a podium at the front of the room.

Audiovisual requirements: A video projector (computer projector) and screen.

*Refreshments and food:* None.

*Cost:* None.

SOCIAL EVENTS

**RRF Alcohol Policy**

Alcoholic beverages, usually limited to beer and wine, are made available whenever they are deemed socially acceptable by the host organization(s) and host community. Moreover, the minimum age to be served in licensed premises will follow local (country, state) regulations. The cost of alcohol may not be included in registration fees. Individuals are to purchase alcohol at a cash bar staffed by licensed servers. At some conferences, self-serve alcohol has been provided to attendees free of charge by a conference sponsor. In the latter case, either RRF or the conference host should purchase an insurance policy that includes host liquor liability.

**Ice-breaker Reception**

This reception is designed strictly for socializing and does not include entertainment.

*When:* Evening before the first full day of paper sessions (Day 2), typically 6:00 – 9:00 PM  
*Attendance:* Minimum of 200.

*Refreshments and food:* Hors d’oeuvres, substantial enough to provide a light dinner, non-alcoholic beverages, and a cash bar.
Cost: Included in registration fees.

**Poster Session Reception**

This reception is held in conjunction with the evening poster session

*When:* Evening of the first full day of paper sessions (**Day 3**), typically 6:00 – 9:00 PM.

*Attendance:* Minimum of 200.

*Refreshments and food:* Hors d’oeuvres, substantial enough to provide a light dinner, non-alcoholic beverages, and a cash bar.

*Cost:* Included in registration fees.

**Coffee Breaks**

Coffee breaks are a very important part of the networking feature of RRF conferences. The conference schedule should include two 20-30 minute breaks, one mid-morning and the other mid-afternoon. 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 at coffee breaks.

**Evening Social**

The Evening Social is an evening event that takes place away from the conference venue, when practical. The Local Committee should try to hold an event with regional flavor. For example, in 2011 the conference in Duluth, Minnesota featured a dinner train ride along the north shore of Lake Superior. Likewise, region-specific entertainment is appropriate for this event. If the event is away from the conference center, transportation must be arranged for participants.

*When:* Evening of the second full day of paper sessions (**Day 4**), typically 6:00 – 9:00 PM.

*Attendance:* Usually 100 - 150

*Refreshments and food:* Plated dinners or buffet style, non-alcoholic beverages, and a cash bar.

*Cost:* Not included in registration fees; paid during registration process.
Banquet
The banquet serves to draw the conference to a close, entertain, and provide a forum for presenting awards. 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.

Banquet formats vary according to conference location and the desires and imagination of the Local Committee. To encourage attendance, especially by students, the Local Committee is encouraged to keep down the cost of banquet tickets. Having a buffet dinner is an effective way to keep banquet ticket costs reasonable. Banquet entertainment should be light and brief, perhaps in the background, because the agenda can be quite full. The banquet is the final event of the conference and important for attendees to finish networking. 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.
When: Evening of the third full day of paper sessions (Day 5), typically 6:00 – 7:00 PM is social hour, and 7:00 – 9:00 PM is dinner.

Attendance: Usually 150-175.

Refreshments and food: Plated dinners or buffet style, non-alcoholic beverages, and a cash bar.

Cost: Not included in registration fees; paid during registration process.

A typical banquet agenda may include: speeches or presentations by the Local Committee Chair, Conference Committee Chair, President, Award Committee (Committee Chair award presentation and President’s Award presentations), and other special event or presentation (photographs, videos, artistic events).

OTHER EVENTS

Field Trips
Field trips are important components of RRF conferences. While raptors are typically the focus of field trips, other local species and habitats may be of interest to conference attendees. 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 to be scheduled the day before paper sessions begin. Field trips may also be scheduled on the day following paper sessions (typically, RRF conferences include three days of paper sessions).
Raptor Art Show
A show featuring raptor art is often part of RRF conferences. If an art show is planned, a secure room must be available for this event. Materials for displaying art must be provided (e.g., wall mounts, easels, and stands). Art shows may also be hosted offsite by a nearby art studio or university.

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.

TRANSPORTATION
An international airport should be located relatively close to the conference location, as most conference participants will travel to the conference by airplane. 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.

VENDORS

Most RRF conferences permit vendors an opportunity to offer products, equipment, books, photos, 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 $300 per booth or table for commercial vendors at recent conferences. 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.

EARLY CAREER RAPTOR RESEARCH PROGRAM

At each conference, the Early Career Raptor Researcher (ECRR) Committee aims to promote the participation of students and early career researchers by hosting a social to help foster interaction among generations of researchers and by offering financial support. The RRF Board may provide financial support to ECRR attendees through discounted registration fees and/or housing subsidies.

The ECRR committee endeavors to subsidize lodging for up to 20 ECRRs at a less expensive location near the conference venue (bunkhouse, hostel, or VRBO-type facility), when possible. This helps students with expenses and provides a communal atmosphere for students to connect with each other during the conference, better enjoy themselves, and begin professional networking, with the long-term hope of retaining these students within RRF. The ECRR Committee would like to engage
with the Local Committee early in the planning process so this option can be considered as part of the negotiations for the conference venue/hotel contract before such contract is finalized.

**LIVE RAPTORS AT CONFERENCES**

The RRF Board has developed a strict policy for the display of live raptors at RRF annual conferences. In brief, RRF will only allow live birds to be present at conferences if there are conservation/education benefits. A request to have live birds at a conference workshop or any other event sponsored by RRF should be presented at least 3 months in advance to the RRF Board and Local Committee. The proposal will be discussed and questions or concerns should be answered in detail at least 2 months before the conference.

The RRF Board concluded that the use of live birds at conference venues requires oversight to reflect the RRF’s overall mission of providing conservation benefits to raptors. The stress levels that birds of prey are put under during public display, particularly owls and some of the more nervous species of diurnal raptors, is something that should be considered before planning for live birds at a conference event. Although some species can be kept hooded during the time they are exposed to the public, this is not educational in terms of conservation or science. Handlers should carefully choose the right temperament species and individual bird to assist in training workshops. Educational displays of rehabilitated or falconry birds are not appropriate for conferences.

The Board has decided that in principle the use of live birds at RRF Conferences should be minimized to only specific and valuable use in a training workshop. The display of a bird or birds should be restricted to suitable workshops. Host organizations should check the local laws and have all permits necessary to use live and deceased birds and their parts in workshops.

- The bird(s) should only be used for the time of the designated workshop and then taken home.
- They should not be kept at the conference either in travel boxes, vehicles or hotel rooms for extended periods, but returned straight after use to their home address.
- They should only be used and handled for a limited period of one to two hours.
- They should not be brought to the workshop until close to the time they are required.
- Species and individuals should not be used that are particularly susceptible to stress related diseases or who are of a nervous disposition.
- Permanently disabled birds, wild or captive bred should only be used in workshops if they have been habituated to close handling and close human presence.
CODE OF CONDUCT

Code of Conduct for RRF Conferences

The Raptor Research Foundation hosts an annual conference to exchange and disseminate scientific information on birds of prey including ecology, behavior, evolution and conservation. Because effective exchange of ideas can only be accomplished in a friendly and open environment, it is fundamental to ensure that conference attendees treat each other with courtesy and respect in all interactions, including face-to-face, written, or electronic. For this reason, RRF places special care and emphasis on provisioning and ensuring a safe, hospitable and productive environment for everyone attending its annual meeting, regardless of ethnicity, nationality, religion, disability, physical appearance, gender, age, or sexual orientation. We take this aspect of our mission very seriously and expect all conference attendees to behave courteously, respectfully, and professionally to each other, to RRF employees and representatives, to conference volunteers, exhibitors and local meeting venue staff.

RRF expects conference attendees to be able to engage in open discussions free of discrimination, harassment, and retaliation. We strongly believe that a community where people feel uncomfortable, threatened, or under discriminatory scrutiny is neither healthy nor productive. Accordingly, RRF strictly prohibits any degree of intimidating, threatening, or harassing conduct during our conferences, as well as in any other written or personal communication involving any activity of the Foundation. This policy applies to speakers, staff, volunteers, exhibitors, and attendees. Conference participants violating these rules may be sanctioned, expelled from the conference, or expelled from RRF at the discretion of the RRF Board of Directors.

Reporting an Incident

Any attendee who believes that he or she has been subjected to harassment, notices that someone else is being harassed, or has any other concerns about an individual’s behavior should contact any member of the RRF Board. He or she will be not required or expected to discuss the concern with the alleged offender. All complaints will be treated extremely seriously and investigated during the conference itself, unless reported after its completion. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised. Maximum sensitivity to the discomfort of the harassed participant will be favored by assigning the lead of the complaint-management, whenever feasible, to a Board member as capable as possible to comprehend the sensitivity of the issue at stake, (e.g. cases of sexual harassment will be led by a Director of the same gender; cases of discrimination against a minority by a minority, foreign Director, or Director with experience working abroad etc.).

Disciplinary Action

Individuals engaging in behavior prohibited by this policy as well as those making false allegations of harassment will be subject to disciplinary action. RRF leadership may take any action they deem appropriate, ranging from a verbal warning to ejection from the meeting or activity in question without refund of registration fees, to expulsion from the Foundation in case of membership, and the reporting of their behavior to their employer. Repeat offenders may be subject to further
disciplinary action, such as being banned from participating in future meetings. Note that RRF has the right in its Bylaws to terminate the membership of any member. Disciplinary action will apply to all offenders participating in the conference, from non-RRF members to Board Directors.

**Retaliation Is Prohibited**

RRF will not tolerate any form of retaliation or attempt at dissuasion against individuals who file a complaint or assist in the investigation, either by the original offender, or by any individual on his/her behalf, or by the Board member who receives the initial complaint. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

**Questions & Appeal**

Any questions regarding this policy should be directed to the RRF Board or the local conference Committee, which will re-direct it to the Board of Directors. In the event that an individual involved in any reported incident is dissatisfied with the disciplinary action, he or she may appeal to the RRF Board, which will privately discuss the issue and vote for a decision.

**Investigation Procedure**

1. Whenever possible, the situation will be dealt with informally and in real time by approaching the offender and communicating a warning to the offender to immediately cease the behavior, without revealing the identity of the complainant and after approval about this procedure by the complainant.

2. Should this not be enough, and previous approval by the complainant, the RRF Board will name one or two impartial investigators, considered to be sensitive to the delicacy of the task and capable to assess it professionally.

3. Any named investigator who believes they have a conflict of interest should not serve as an investigator.

4. The investigator(s) will request an official written letter of complaint from the complainant (documenting the nature of the harassment and/or discrimination, with detailed information including times, places, nature of incident(s), and comments made). Supporting documentation (emails, notes, posts, etc.) and statements from witnesses should be submitted with the letter.

5. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so.

6. The details of the complaint should be explained to the alleged offender by the investigator.

7. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence.

8. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses.

9. If, for any reason, the investigator(s) is in doubt about whether or how to continue, he or she will seek appropriate counsel (from the RRF Board, legal—if approved by the RRF Board, etc).
10. When the investigation is complete, the investigator(s) will report the findings to the RRF Board. The Board will determine how to proceed and if a report should be submitted to the offender’s employer.

POST CONFERENCE REPORT

A post conference report must be issued to the RRF President within six months of the conference and should contain information shown below. The conference report is an accounting of what the Local Committee did to pull off the successful event, but also provides tips for future organizers who frequently read past reports to learn how to host conferences. With that in mind, including specific information can be helpful for comparing prices and ordering merchandise. For example, listing vendors and price per unit for merchandise or catering is helpful. Copies of reports from past conferences are posted on the RRF website: http://www.raptorresearchfoundation.org/conferences/conference-planning/

Reports are expected to include:

- Organizers
  - Host(s)
  - Local Committee members
  - Scientific Program Committee members
  - Conference Committee members
- Location and Venue
- Conference 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 (optional)
  - Vendors
- Field Trips
- Financial Report
ACKNOWLEDGEMENTS

The first RRF conference planning guide, debuted in 2001 with revisions in 2003, was co-authored by Woody Peterson, Nany Lang and Carl Marti. In 2012, Dan Varland, Libby Mojica and Kate Davis updated the 2003 version. This current, 5th edition was completed with revisions by Dan Varland and Libby Mojica. Gerald Niemi, Elizabeth Wommack, Miguel Saggese, Dave Oleyar, Travis Booms, and Joe Eisaguirre reviewed and provided thoughtful input for the 5th edition. Jemima Parry-Jones wrote the Live Raptors at Conferences Policy for RRF. Photos were provided by Kate Davis, Dan Varland, and the late Wayne Nelson.
Appendix A. Application to Host the Annual Conference of the Raptor Research Foundation

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

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.

<table>
<thead>
<tr>
<th>ORDER</th>
<th>EVENTS</th>
</tr>
</thead>
</table>
| Day 1 | Board meeting all day.  
Registration (late afternoon/early evening). |
| Day 2 | Registration.  
Workshops.  
Field trips.  
Ice-breaker social event in evening. |
| Day 3 | Plenary address, if scheduled.  
Scientific paper sessions all day.  
Symposia, if scheduled.  
Registration.  
Scientific poster session and social reception in evening. |
| Day 4 | Plenary address, if scheduled.  
Scientific sessions all day.  
Symposia, if scheduled.  
Registration.  
Social event including dinner meal in evening. |
| Day 5 | Plenary address, if scheduled.  
Scientific paper sessions all day.  
Registration (a few hours in the morning)  
Business meeting (PM only).  
Banquet in evening. |
| Day 6 | Field trips. (optional) |

Number of attendees estimated:

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 4 above):

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

Name of Conference Meeting Facility:
Please indicate:

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Facility description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 rooms for 2 concurrent sessions, seating for an expected 100 in each room</td>
</tr>
<tr>
<td></td>
<td>1 room with seating for 200-250 expected</td>
</tr>
<tr>
<td></td>
<td>Banquet room with facilities to accommodate 200-250</td>
</tr>
<tr>
<td></td>
<td>Small room for Board meeting: seating for 15 around the table and an additional seating for an audience of 15</td>
</tr>
<tr>
<td></td>
<td>Small rooms for 4-5 workshops</td>
</tr>
</tbody>
</table>

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 conference:

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:

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Transportation options from the airport.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shuttle Service</td>
</tr>
<tr>
<td></td>
<td>Taxi</td>
</tr>
<tr>
<td></td>
<td>Bus</td>
</tr>
<tr>
<td></td>
<td>Rental Car</td>
</tr>
<tr>
<td></td>
<td>Train</td>
</tr>
</tbody>
</table>

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 or use other options such as paying part-time staff to assist with the details of running a conference.* This option can be much less expensive than commercial 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 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; as benchmarks for comparisons, refer to final conference reports from RRF conferences posted on the RRF website:

http://www.raptorresearchfoundation.org/conferences/conference-planning/

<table>
<thead>
<tr>
<th></th>
<th><strong>Early</strong> (up to 2 mo before conference)</th>
<th><strong>Mid</strong> (2-1 mo before conference)</th>
<th><strong>Late</strong> (less than 1 mo before)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student/ECRR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retiree/Emeritus</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimate of Income and Expenses (add rows or edit existing categories as necessary)
<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seed money from RRF</td>
<td>$1,500</td>
</tr>
<tr>
<td>Sponsor Income</td>
<td></td>
</tr>
<tr>
<td>Vendor Income</td>
<td></td>
</tr>
<tr>
<td>Registration fees</td>
<td></td>
</tr>
<tr>
<td>Friday Dinner (day may vary)</td>
<td></td>
</tr>
<tr>
<td>Saturday Banquet (day may vary)</td>
<td></td>
</tr>
<tr>
<td>Silent Auction (optional but recommended)</td>
<td></td>
</tr>
<tr>
<td>T-shirt sales (optional)</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment of RRF Seed Money</td>
<td>$1,500</td>
</tr>
<tr>
<td>Audio Visual</td>
<td></td>
</tr>
<tr>
<td>Friday Night Dinner</td>
<td></td>
</tr>
<tr>
<td>Saturday Banquet</td>
<td></td>
</tr>
<tr>
<td>Venue: rooms reserved for all activities (scientific sessions, Board meeting, banquet...)</td>
<td></td>
</tr>
<tr>
<td>Conference Program Book</td>
<td></td>
</tr>
<tr>
<td>Commercial Conference Service fees</td>
<td></td>
</tr>
<tr>
<td>Coffee Breaks</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td></td>
</tr>
<tr>
<td>Speaker Fees</td>
<td></td>
</tr>
<tr>
<td>Items for registrants (mugs, conference bag, pens, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Profit or Loss Anticipated**

*Program books from past RRF conferences are posted on the RRF website: http://www.raptorresearchfoundation.org/conferences/past-conferences/
Allocation of Profit or Loss (see Attachment 2 for guidance)*

If profit, percent allocation to RRF _________; other __________________
If loss, percent allocation to RRF _________; other __________________
Attachment 1. Task Assignments, RRF Conferences

Tasks are assigned by group:

| Potential Host Organization (PHO) (reflects activity in preparation for submission of an Application to Host to the RRF Board) |
| 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.

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

*Commercial conference service or paid individual may be assigned for some tasks.
<table>
<thead>
<tr>
<th>Task</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure name tags for speakers, ribbons for Board members &amp; officers</td>
<td>LC</td>
</tr>
<tr>
<td>Identify and schedule vendors</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize scientific sessions</td>
<td>SC</td>
</tr>
<tr>
<td>Schedule/organize special symposia/workshops</td>
<td>SC</td>
</tr>
<tr>
<td>Reserve meeting rooms for scientific sessions, special symposia/workshops</td>
<td>LC, CC, SC</td>
</tr>
<tr>
<td>Schedule Board &amp; Business meetings</td>
<td>LC, CC</td>
</tr>
<tr>
<td>Reserve meeting rooms for Board and business meetings</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize social events</td>
<td>LC</td>
</tr>
<tr>
<td>Icebreaker/reception</td>
<td>LC</td>
</tr>
<tr>
<td>Poster session reception</td>
<td>LC</td>
</tr>
<tr>
<td>Evening social</td>
<td>LC</td>
</tr>
<tr>
<td>Banquet</td>
<td>LC</td>
</tr>
<tr>
<td>Coffee breaks between paper sessions</td>
<td>LC</td>
</tr>
<tr>
<td>Reserve meeting rooms for social events</td>
<td>LC</td>
</tr>
<tr>
<td>Schedule/organize field trips</td>
<td>LC</td>
</tr>
<tr>
<td>Complete final report on conference</td>
<td>LC</td>
</tr>
</tbody>
</table>

Local committee may want to use the services of a professional experienced in negotiating hotel contracts, as better room rates are often the result (contact the Conference Committee Chair for further information).
Attachment 2. Financial Agreement between RRF and Host Organization(s)

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 SPONSORSHIPS/DONATIONS, RAFFLE/AUCTION, and CONFERENCE-RELATED ITEMS such as T-SHIRTS.

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

Local Committee Member
Attachment 3. Life Members Exempt from Registration Fees

David Bird
Peter Bloom
Karen Bollinger
Fred Gehlbach
Marjory Gibson
Fredrick Hectel
Judy Henckel
Augustine Jones
Eugene Majercowicz
Joel P. Mazelis
Rishad Naoroji
Julie Rechtin
Philip Schempf
Paul Springer
Tom Sproat
Carl Thelander
Attachment 4. Sample 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.

From: "Raptor Research Foundation" <messages@app.production.membersuite.com>
To: RRF Membership
Sent: Thursday, March 23, 2017 10:15:40 AM
Subject: 2017 RRF Conference: Deadlines for Symposia and Abstracts

The Raptor Research Foundation will hold its 2017 conference in Salt Lake City, Utah on 7-12 November. Hosted by HawkWatch International, the conference will be held at the Sheraton Salt Lake City Hotel. Presentations on any aspect of raptor biology, ecology, techniques, conservation, and management research are invited.

Proposals for symposia are due 15 May. Information on submitting symposium proposals can be found online at: http://www.raptorresearchfoundation.org/conferences/current-conference/symposia/

Abstracts for oral and poster presentations are due 15 June. Information on oral and poster presentation submission can be found online at: http://www.raptorresearchfoundation.org/conferences/current-conference/scientific-program/

Questions regarding symposia and general abstracts should be directed to Beth Wommack (email: ewommack@uwyo.edu).

Registration will open 1 May 2017. General information on the conference is available online at: http://www.raptorresearchfoundation.org/conferences/current-conference

General questions regarding the conference should be directed to Dave Oleyar (email: doleyar@hawkwatch.org)
Questions regarding Andersen Awards should be directed to Clint Boal (Email: clint.boal@ttu.edu).

We hope to see you in the November in Salt Lake City!

Gerald Niemi and Dan Varland  Beth Wommack
RRF Conference Committee  RRF Scientific Program Chair
Attachment 5. Sample Vendor Agreement

Vendor Application

Raptor Research Conference
November 8-12, 2017

VENDOR INFORMATION

Business/Organization
Contact Person:
Phone
E-mail
Address
City
State
Zip
Website

Names for Exhibitor Badges
1
2
3
4

Products or services to be displayed and sold (must be nature/conservation related):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 6’ table and 2 chairs</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional table</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Outlet</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday Night Fiesta Dinner</td>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday Night Banquet</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Terms:** Please submit your check payment payable to “HawkWatch International” with your application; otherwise, you will be invoiced upon receipt with payment due by Oct 1. No refunds or cancellations. Space will be assigned on a first-come, first-served basis. **Read the below Terms and Conditions** and return completed registration form to: Raptor Research Conference c/o HawkWatch International, 2240 South 900 East, Salt Lake City, UT 84106. Reservations must be received by October 15, 2017 and will be confirmed via e-mail.

☐ I have read and agree to the Terms and Conditions

Authorized Exhibitor Signature ________________________________ Date ___

Total Vendor Fee $______
All vendor space is located inside the Sheraton Salt Lake City, 150 W 500 S, Salt Lake City, UT 84101. The vendor area is located in the lobby, directly outside the conference rooms.

The Raptor Research Foundation Conference is limited to vendors that have applied and paid for space directly through the local Conference host/event organizer, HawkWatch International, whether as vendors or sponsors. No other persons will be permitted to demonstrate products, solicit contributions, donations, or orders, or distribute advertising materials at the Sheraton Salt Lake City during the event.

Vendor space is limited to the display/sale of goods as described in the vendor application. Event organizers may remove anyone not complying with these terms with their registration fee forfeited. The event organizers have the right to determine eligibility of any organization or product.

**Selection**
The assignment and allocation of vendors is at the discretion of the event organizers. Event organizers reserve final judgement in space considerations. Vendors will receive a floor plan with their site location prior to the event.

**Vendor Exhibit Areas**
The Sheraton Salt Lake City has WiFi. All spaces will be numbered by the event organizers. Vendors must not encroach on adjoining exhibits or obstruct aisles. Standard space is 10’ x 10’, includes on 6’ table and 2 chairs, and is free-standing (no post and drape). Your display cannot interfere or encroach with adjacent exhibits, passageways, or exit doors. Nothing may be pinned, taped, tacked, stapled, or nailed to any walls, doors, floors, or windows. No holes may be drilled, cored, or punched into any part of the building—interior or exterior. No smoking is allowed in the Sheraton Salt Lake City. If you have questions about your display, please contact Joseph Dane at jdane@hawkwatch.org or 801-484-6808.

**Freight Handling, Shipping, & Delivery**
Vendors are responsible for all shipping costs, delivery to event organizer, set up, removal, and return packaging of their display and materials.

For convenience, vendors may ship display and materials to the event organizer, HawkWatch International. Event organizer will transport boxes and leave on assigned vendor table Wednesday morning, before noon. Any vendor boxes or materials left past Sunday, November 12, 2017 will assess a daily handling and storage fee of $50 per box by event organizer. Any exhibits, goods, materials, and supplies must be packed and labeled for return. Vendor name must be clearly marked on ALL shipment containers and shipped to: HawkWatch International, Attn: RRF Vendor, 2240 South 900 East, Salt Lake City, UT 84106
Set-up and Break down
Vendors are responsible for carry in and carry out of display, set-up, and break-down. All exhibits must be completed and ready for the public by 5:00pm on Wednesday, November 8, 2017. If a vendor is not set up by then and has not given notice to the event organizers, the event organizers reserve the right to utilize that space. NO breakdown during public hours. Vendors are responsible for having their table staffed and operational during conference hours.

Sale of Goods
The sale of any goods requires a tax identification number for Utah State Sales Tax (4.7%), or your organization’s tax exemption certificate on display at your table. It is the vendor’s responsibility to obtain these documents. Contact the Utah State Tax Commission at 800-662-4335 or apply online at http://www.tax.utah.gov/sales#1 for a Utah Tax ID.

Limitation of Liability
Neither the event organizers nor the Sheraton Salt Lake City are responsible for any table left unattended. Vendors shall be solely responsible for any theft, loss, or damage to exhibitor materials and/or property, and for any personal injury, economic loss, or property damage or loss suffered by vendor or any person working their table. Vendor shall be solely responsible for any claims by their parties because of vendor display, vendor actions, or involvement, or any injury, economic loss, damage, or liability. Vendor agrees to make no claim whatsoever against HawkWatch International and/or the Raptor Research Foundation, City of Salt Lake, or the Sheraton Salt Lake City, including any of its employees, representatives, or agents, its offer for any such claims of liability, including but not limited to damage to Vendor’s business by reason of failure to provide space or facilities, loss, theft, damage, or destruction of exhibit materials or other property, injury to vendor or others associated with vendor, disputes with other vendors, or decisions of event organizers.

Waiver
By submitting an application to the exhibit, I agree to all terms and conditions. I agree to make no claims against the City of Salt Lake, Sheraton Salt Lake City, Raptor Research Foundation, or HawkWatch International, its volunteers, staff, or members for loss, theft, damage, or destruction of any nature. I understand all fees are non-refundable in the event that I cancel or do not attend. I give permission to HawkWatch International to use my name, business name, and photographs taken of me and/or my display/work for advertising and publicity purposes.
Raptor Research Foundation
Raptor Research Foundation (RRF) is devoted to research, public education, and conservation of birds of prey. The Foundation publishes *The Journal of Raptor Research*, the world’s only peer-reviewed journal devoted exclusively to raptor biology.  [www.raptorresearchfoundation.org](http://www.raptorresearchfoundation.org)

HawkWatch International
Based in Salt Lake City, Utah, HawkWatch International (HWI) works to conserve our environment through education, long-term monitoring, and scientific research on raptors as indicators of ecosystem health.  [www.hawkwatch.org](http://www.hawkwatch.org)

The Conference
The 2017 Raptor Research Foundation annual conference will be held November 8-12, 2017 at the Sheraton downtown in Salt Lake City, UT and co-hosted by Raptor Research Foundation and HawkWatch International. The conference attracts ~300 attendees from around the world who present on the latest raptor research and data in an effort to share information and further conservation efforts. The conference also attracts ~100 students and budding biologists each year who participate in the Early Career Raptor Researchers workshops hosted by experts and lead biologists. The conference will consist of approximately 70 oral paper presentations, a poster session with approximately 40 poster displays, two social/networking events and a formal banquet, 4-5 Early Career Raptor Researchers workshops, and a full day of field trips to local birding and wildlife destinations. The 2017 conference will be held in Salt Lake City, co-hosted and organized by HWI.

### Sponsorship Opportunities

#### Presenting Sponsor
$10,000
- Top logo placement in conference program book, website, registration desk, and throughout the conference venue
- Public recognition at keynote plenaries and banquet
- Full-page ad in program book (sponsor to provide artwork)
- Promotional materials in registration bag (sponsor to provide)
- Conference registration for 6 people

#### Aquila Sponsor
$5,000
- Prominent logo placement in conference program book, website, registration desk, and throughout the conference venue
- Public recognition at keynote plenaries and banquet
- 1/2 page ad in program book (sponsor to provide artwork)
- Promotional materials in registration bag (sponsor to provide)
- Conference registration for 3 people

#### Buteo Sponsor
$2,500
- Prominent logo placement in conference program book, website, registration desk, and throughout the conference venue
- Public recognition at keynote plenaries and banquet
- 1/4 page ad in program book (sponsor to provide artwork)
- Promotional materials in registration bag (sponsor to provide)
- Conference registration for 2 people

#### Falco Sponsor
$1,000
- Logo placement in conference program book, website, registration desk, and throughout the conference venue
- Promotional materials in registration bag (sponsor to provide)
- Conference registration for 1 person
<table>
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<th>Sponsor Levels and Benefits</th>
<th>Amount</th>
<th>Benefits</th>
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| **EDUCATION SPONSOR** (for education institutions only) | $1,000 | - Logo placement in conference program book, website, registration desk, and throughout the conference venue  
- Student registration for 10 students (*does not include ECRR workshops or other fee-based events*) |
| **VENDOR TABLE**                                | $300   | - Vendor table, 6-foot with linen and 2 chairs (add’l tables for cost)  
- Vendor name and description in program book      |
We wish to support the 2017 Raptor Research Foundation conference as a:

Presenting Sponsor  □  Aquila Sponsor  □  Buteo Sponsor  □  Falco Sponsor  □  Education Sponsor

For sponsor recognition, please send a high-resolution copy of your logo (eps format preferred) in color in addition to your program ad artwork and desired url link for use on the website.

Please complete the following:

Company

Company Address

City  State  Zip

Contact Name

Phone  Email

Payment method:

☐ Enclosed is my sponsor check in the amount of $____________

☐ Send an invoice to the above address.

☐ Charge to  ☐ MasterCard  ☐ Visa  ☐ AmEx  ☐ Discover

Card Number_________________________________________ Exp Date_____/_______
Sec Code________
Billing Address__________________________________________
Name on Card _________________________________________

Names of those attending the conference and/or banquet (6 for Presenting, 3 for Event, 1 for Supporting, 8 for Education):

Name 1__________________________________________________
Name 2__________________________________________________
Name 3__________________________________________________
Name 4__________________________________________________
Name 5__________________________________________________
Name 6__________________________________________________
Name 7__________________________________________________
Name 8__________________________________________________
Appendix B. Conference Logo Examples