

**Exhibit C**  
**New England Estuarine Research Society**  
**EIN 04 3111218**

**Operations Manual**  
**November 2008**

<i>Why An Operations manual?</i>	1
<i>Who we are and what we do</i>	1
<b>Membership</b>	1
Regular	1
Student	2
Honorary	2
Emeritus	2
<i>Our relationship to the COASTAL AND Estuarine Research Federation (CERF)</i>	2
CERF Biennial Meetings.	2
CERF Governing Board meetings	2
<i>Duties of Elected, Appointed and Shanghaied Officials</i>	3
President	3
President-elect	3
Immediate Past-President	3
Other Past-Presidents	4
Secretary	4
Treasurer	4
Members-at-large	5
Historian	5
Program Chair	5
<i>Standing Committees</i>	5
Executive Committee	5
Nominating Committee	6
Awards Committee	6
Local Program Committee	6
Communications Committee	6
<i>NEERS Awards</i>	6
<b>NEERS Occasional Awards</b>	6
The Stickleback Award	6
The Graying Gracefully Award	7
<b>NEERS Professional Awards</b>	7
NEERS Achievement Award.	7

<b>NEERS Student Awards</b>	<b>7</b>
Niering Travel Awards	7
Presentation awards	8
Buck Ketchum Prize for Best Graduate Student Oral Presentation	8
Rankin Prize for Best Undergraduate Oral Presentation	8
Dean Prize for Best Graduate Student Poster	9
Warren Prize for Best Undergraduate Student Poster	9
General Information on Presentation Prizes	9
<b>COMMUNICATION</b>	<b>10</b>
<b>WEB Site</b>	<b>10</b>
<b>NEERS List Serve</b>	<b>10</b>
<b>NEERS Poster</b>	<b>10</b>
<b>Budget and financing</b>	<b>10</b>
<b>Overall philosophy</b>	<b>10</b>
<b>Dues</b>	<b>10</b>
<b>Financial account arrangements</b>	<b>11</b>
<b>NEERS Typical Annual Budget</b>	<b>11</b>
<b>NEERS MEETING PLANNING DOCUMENT</b>	<b>13</b>
<b>OVERVIEW OF DUTIES</b>	<b>13</b>
DUTIES OF EXECUTIVE COMMITTEE AND PROGRAM CHAIR:	13
DUTIES OF THE ORGANIZING COMMITTEE/SPONSORING INSTITUTION: (These duties are flexible and may change depending on the situation of the host institution.)	13
DUTIES OF NEERS:	13
Via NEERS Program Chair:	13
Via NEERS Treasurer:	13
Via NEERS Secretary:	14
<b>FACTORS TO CONSIDER WHEN SELECTING MEETING FACILITIES:</b>	<b>14</b>
<b>PROGRAM DEVELOPMENT GUIDELINES</b>	<b>15</b>
<b>FUNDRAISING FOR MEETINGS</b>	<b>15</b>
Contribution Categories And Benefits:	15
CERF Travel Grant to Affiliate Society Meetings	16
<b>TIMETABLE FOR NEERS MEETINGS</b>	<b>16</b>
Typical meeting dates:	17
Six Months before the Meeting:	17
Five-to Six-Months Before the Meeting:	17
Four Months before the Meeting	18
Three-to-Two Months before the Meeting	19
Two Months before the Meeting	19
One and 1/2 Months Before the Meeting:	20
One Month before the Meeting:	20
Two to Three Weeks before the Meeting:	20
The Day before the Meeting:	20
At the Thursday Social	21
On Friday:	21
Before the Banquet	21
At the Banquet	21
After the Meeting	21
<b>Example of how to estimate the Breakeven registration fee</b>	<b>22</b>
<b>Appendix 1: STUDENT JUDGING</b>	<b>24</b>

Judging assignment template _____	24
Judging Criteria _____	26
<i>Appendix II. Constitution</i> _____	28
<i>APPENDIX III. NEERS HISTORY</i> _____	28
<i>Why An Operations manual?</i> _____	1
<i>Who we are and what we do</i> _____	1
<i>Membership</i> _____	1
Regular _____	1
Student _____	1
Honorary _____	2
Emeritus _____	2
<i>Our relationship to the COASTAL AND Estuarine Research Federation</i> _____	2
Membership. _____	2
CERF Biennial Meetings. _____	2
CERF Governing Board meetings _____	2
<i>Duties of Elected, Appointed and Shanghaied Officials</i> _____	3
President _____	3
President-elect _____	3
Immediate Past-President _____	3
Other Past-Presidents _____	3
Secretary _____	4
Treasurer _____	4
Members-at-large _____	5
Historian _____	5
Program Chair _____	5
<i>Standing Committees</i> _____	5
Executive Committee _____	5
The Executive Committee consists of the President, President-Elect, Past President, Treasurer, Secretary, two appointed regular at large members, one appointed student at large member, the Program Chair, and Historian. The President chairs Executive Committee meetings, which are typically held during dinner the first day of the NEERS meeting or at lunch the following day during the contributed paper session. The Executive Committee carries out much of the business of the organization, such as proposing changes to the dues, determining where NEERS funds are invested, approving meeting arrangements, screening proposed constitutional changes before they are presented to the membership, approving awards, etc. The Executive Committee may invite other members to attend their meetings on an ad hoc basis. _____	5
Nominating Committee _____	6
Awards Committee _____	6
Local Program Committee _____	6
Communications Committee _____	6

<b>NEERS Awards</b>	<b>6</b>
<b>NEERS Occasional Awards</b>	<b>6</b>
The Stickleback Award	6
The Graying Gracefully Award	6
<b>NEERS Professional Awards</b>	<b>7</b>
NEERS Achievement Award.	7
<b>NEERS Student Awards</b>	<b>7</b>
Niering Travel Awards	7
Presentation awards	7
Buck Ketchum Prize for Best Graduate Student Oral Presentation	8
Rankin Prize for Best Undergraduate Oral Presentation	8
Dean Prize for Best Graduate Student Poster	9
Warren Prize for Best Undergraduate Student Poster	9
General Information on Presentation Prizes	9
<b>WEB Site</b>	<b>10</b>
<b>NEERS List Serve</b>	<b>10</b>
<b>NEERS Poster</b>	<b>10</b>
<b><i>Budget and financing</i></b>	<b>10</b>
<b>Overall philosophy</b>	<b>10</b>
<b>Dues</b>	<b>10</b>
<b>Financial account arrangements</b>	<b>10</b>
<b>NEERS Typical Annual Budget</b>	<b>11</b>
<b><i>NEERS MEETING PLANNING DOCUMENT</i></b>	<b>12</b>
<b>OVERVIEW OF DUTIES</b>	<b>12</b>
DUTIES OF EXECUTIVE COMMITTEE AND PROGRAM CHAIR:	12
• DUTIES OF THE ORGANIZING COMMITTEE/SPONSORING INSTITUTION: (These duties are flexible and may change depending on the situation of the host institution.)	12
DUTIES OF NEERS:	12
Via NEERS Program Chair:	12
Via NEERS Treasurer:	12
Via NEERS Secretary:	13
<b>FACTORS TO CONSIDER WHEN SELECTING MEETING FACILITIES:</b>	<b>13</b>
<b>PROGRAM DEVELOPMENT GUIDELINES</b>	<b>15</b>
<b>FUNDRAISING FOR MEETINGS</b>	<b>15</b>
Contribution Categories And Benefits:	15
CERF Travel Grant to Affiliate Society Meetings	16
<b>TIMETABLE FOR NEERS MEETINGS</b>	<b>16</b>
<b>Typical meeting dates:</b>	<b>17</b>
<b>Six Months before the Meeting:</b>	<b>17</b>
<b>Five-to Six-Months Before the Meeting:</b>	<b>17</b>
<b>Four Months before the Meeting</b>	<b>18</b>
<b>Three-to-Two Months before the Meeting</b>	<b>19</b>
<b>Two Months before the Meeting</b>	<b>20</b>
<b>One and 1/2 Months Before the Meeting:</b>	<b>20</b>
<b>One Month before the Meeting:</b>	<b>20</b>
<b>Two to Three Weeks before the Meeting:</b>	<b>21</b>

<b>The Day before the Meeting:</b>	<b>21</b>
<b>At the Thursday Social</b>	<b>21</b>
NEERS Secretary and Treasurer:	21
On Friday:	21
NEERS Secretary and Treasurer	21
<b>Before the Banquet</b>	<b>21</b>
<b>At the Banquet</b>	<b>22</b>
NEERS President:	22
<b>After the Meeting</b>	<b>22</b>
Local Committee:	22
NEERS President:	22
NEERS Secretary and Treasurer:	22
<b>Example of how to estimate the Breakeven registration fee</b>	<b>22</b>
<i>Appendix I: A BRIEF history of the New England Estuarine Research Society</i>	<b>24</b>
<i>Appendix II. A typical NEERS Meeting Schedule</i>	<b>24</b>
<b>Appendix 1: STUDENT JUDGING</b>	<b>24</b>
Judging assignment template	24
Judging Criteria	26
<i>Appendix II. Constitution</i>	<b>28</b>

# **New England Estuarine Research Society**

## **Operations Manual**

### **November 2008**

#### **WHY AN OPERATIONS MANUAL?**

When an organization has only a few members and has only been around for a short time period, everyone remembers how things are to be done. NEERS is now large enough and old enough that there are many 'we've always done it that way' items and traditions that it is difficult for everyone to remember them all. We have also increased the number of things we do. We have grown from 25 people getting together once a year to exchange stories of what we did on our summer vacations, to a society of 500 that meets twice a year with a web site, a newsletter, a listserv for email distribution and five prizes for scientific achievement and participation. In addition, the growth in membership means that not everyone 'remembers' things in the same way. Our historian, Alan Young, wrote the definitive history of how we got from there to here in 1999 (Appendix I). This operations manual is an attempt to bring together the collective memories of how we do things now and write them down before we forget again.

#### **WHO WE ARE AND WHAT WE DO**

The purpose of this organization shall be to bring together persons actively engaged in estuarine and coastal research and management for informal discussion and scientific exchange. NEERS is organized as a nonprofit society and shall be operated exclusively for educational purposes. We hold two scientific meetings per year in even numbered years and one in the spring of odd numbered years (Appendix II, see also below under CERF Biennial Meetings). These meetings usually have special symposia on Thursday, followed by a Thursday night social. Regular contributed sessions begin on Friday and continue on Sat. until noon. Occasionally there will be a short session on a special topic on Saturday morning. There is a Friday night banquet, followed by dancing and other social activities. Sat. afternoon is usually a field trip to an interesting local habitat. Between NEERS meetings, members may discuss issues through the NEERS Listserv

#### **MEMBERSHIP**

All members are entitled to vote in the affairs of the corporation, to serve as directors or officers, or to be counted toward a quorum in any meeting of the membership.

Most of our membership lives in Connecticut, Rhode Island, Massachusetts, New Hampshire, and Maine; we also have members from Canada (Nova Scotia, New Brunswick) and some folks from New York. We even have members that live in Ohio and Texas. You can live anywhere and join NEERS if you want.

**Regular** - Regular membership is open to those persons who are professionally engaged in estuarine science or management, or persons who are engaged in study of the estuarine and marine environments, or other activities consistent with the purpose of the organization.

***Student*** - Student members must be students in good standing at any level of educational activity.

***Honorary*** - ] Honorary membership may be conferred by the Executive Committee upon persons recognized for outstanding work or interest in the field of estuarine research and/or education. Ratification is by a 2/3rds majority of voting members of the Committee. Honorary members shall not be required to pay dues.

***Emeritus*** - Any NEERS member who is at least 65 years of age and has been an active NEERS member for at least 10 years may request emeritus membership. Emeritus members shall not be required to pay dues.

## **OUR RELATIONSHIP TO THE COASTAL AND ESTUARINE RESEARCH FEDERATION (CERF)**

### ***Membership.***

NEERS is one of seven regional societies that are affiliates of the Coastal and Estuarine Research Federation (CERF).

### ***CERF Biennial Meetings.***

CERF holds a meeting in the Fall of odd-numbered years. In even numbered years, CERF often co-sponsors a meeting with a related, international society. NEERS only holds a business meeting during the CERF meeting in the Fall of a CERF meeting year. Normally, NEERS provides CERF with some money as a contribution towards the CERF meeting expenses. Periodically, NEERS acts as the host affiliate society for the CERF meeting.

### ***CERF Governing Board meetings***

The President of NEERS and other affiliate societies are voting members of the CERF Governing Board. Because the NEERS election schedule is a year off from that of CERF, the NEERS representative to CERF for the first year of the new CERF administration is actually the NEERS President-Elect at the time. This representative attends CERF Board meetings, which occur twice a year. Depending upon the year, one of these meetings is at the site of the next (upcoming) CERF meeting or in conjunction with a present CERF meeting. The Board meeting typically runs for a day and a half, with travel the day before and the afternoon of the last day. For example, the regular Board meeting might start around 8:30 on a Thurs. and meet all day. Friday the Board meets for half a day, finishing around noon. On occasion, meetings may be held on other days of the week. The first meeting of the incoming CERF Board has an orientation session for new Board members of one additional day. The CERF staff is responsible for the logistics of CERF Governing Board meetings..

Approximately 10 days before the Board meeting the Affiliate President (or in NEERS case, President-Elect) will receive a packet of material from CERF headquarters that contains the orientation background information, Board meeting agenda and background information. Each Board member is welcome to send information that will be included in the packet. CERF provides this information in advance so that Board members can be prepared to actively discuss the business at hand, rather than be passively "reported to" during the Board meetings.

At each Board meeting, NEERS and other Affiliate Society Presidents are asked to give a status report on his/her society. Information of interest includes current and past membership numbers, finances, student activities and plans for future meetings, and other topics of special interest to your society. This information was included in the spring 2004 summary packet provided by ERF.

The reimbursement arrangements with the affiliate society presidents are that the Federation and the affiliate society split the costs of travel and lodging to the CERF Governing Board meetings. Usually the affiliate society presidents handle all of their travel expenses in advance and submit copies of receipts as invoices to the Federation and respective treasurers after returning from the meeting. Many of the Federation's officers and affiliate society presidents have been able to cover their travel costs to Board meetings from their grants and institutional resources. If the NEERS representative is able to help in this way, it is *greatly* appreciated.

## **DUTIES OF ELECTED, APPOINTED AND SHANGHAIED OFFICIALS**

### ***President***

- Presides and sets agenda at all meetings of the membership and of the Executive Committee.
- Appoints the Historian, the Members-at-Large and ad hoc and committee chairs, such as a Local Meeting, Publications, etc.  
Reviews the plans for the NEERS meetings.
- Awards the certificates & checks to the students winning the Ketchum, Rankin, Dean and Warren awards at the awards banquet.
- Represents NEERS on the CERF Governing Board and attends CERF Board meetings in the first year of term
- Sends thank-you notes for meeting sponsors.
- Along with the Treasurer, has the power to sign checks for NEERS.

### ***President-elect***

- Attends Executive Committee meetings
- Represents NEERS on the CERF Governing Board and attends CERF Board Meetings in the year previous to becoming active President.
- Attends the CERF Board meeting in the NEERS president's absence.
- Chairs the Publications Committee
- Sends information to CERF for the ERF Newsletter.

### ***Immediate Past-President***

- Chairs the NEERS Awards Committee that oversees the awarding of both professional and student awards.
- Chairs the Nomination Committee that selects candidates for elected positions.
- Provides ballots at the election meeting
- Serves on Communications/Web Committee
- Organizes judges for student papers and posters at NEERS meetings



### ***Other Past-Presidents***

- Helps select the nominations for officers as requested by nominating committee chair.
- Helps select NEERS Achievement Award recipients

### ***Secretary***

- Works with the meeting organizers and the Program Chair to issue an announcement of the meeting and call for papers at least eight weeks prior to the meeting date
- Prepares and mails two post-card announcements including a call for papers and a meeting registration announcement
- Works with the treasurer to maintain the membership database and provide an up-to-date list of the members .
- Maintains and has available a copy of the Constitution and Operations Manual for the information of any member
- Records minutes of NEERS business meetings and Executive Committee meetings
- Corresponds with the Coastal and Estuarine Research Federation as needed in coordination with the president and president-elect
- Prepares a Secretary's report for each NEERS business meeting.
- Provides mailing labels for any notices that need to be mailed.
- Supplies NEERS, CERF and Business Meeting news for inclusion in notices and for posting on the NEERS web site.
- Addresses and mails “Program” and “Meeting Announcements” to any registrants indicating they wish to have hardcopies.
- Emails electronic announcements and notifies members through Listserv that Meeting Program is available at the NEERS website.

### ***Treasurer***

- Collects, disburses, and accounts for all monies, including those pertaining to dues and meetings
- Maintains bank and investment accounts
- Along with the President, has the power to sign checks
- Maintains key records of dues payments by NEERS members
- Notifies, by email in the spring, all members who are in danger of being dropped from membership after the fall meeting due to non-payment of dues
- Consequently, notifies Secretary as to which members should be dropped
- Prepares a Treasurer's report for each NEERS business meeting.
- Reviews meeting prices and fees (each meeting should pay for itself).
- Oversees student travel awards by receiving applications and selecting winners
- Pays for Thursday social, coffee breaks and any other meeting facilities charges from registration fee and appropriate donations.
- Pays for banquet, lunch, etc. from fees collected from participants.
- Receives and tracks all registrations.
- Keeps a running tally of the number of lunches (if provided) and banquets. Gets to listen to some of the talks.

- Runs the Registration desk.
- Pays bills.
- Works with the secretary to update the NEERS membership data base.
- Prepares financial summary of meeting and distributes to Executive and Local Committees.

### ***Members-at-large***

- Attend and votes at Executive Committee meetings.
- Represents the general NEERS members at Executive Committee meetings.
- Carries out other responsibilities as requested by the President.

### ***Historian***

- Keeps a copy of all notices for NEERS archives. Remembers how things are done when the President forgets.

### ***Program Chair***

The Program Chair, in conjunction with the local organizing committee, and with help from officers of the Society shall plan and carry out each NEERS meeting. They will work together to: 1) schedule meetings; 2) select and reserve facilities; 3) mail out to members the announcement and call for papers at least 8 weeks before the meeting; 4) develop the program; 5) mail the meeting program out to members before the meeting; 6) have printed the abstracts of presentations; 7) facilitate the smooth running of the meeting. The Program Chair shall receive and review abstracts, and make final decisions regarding all aspects of each NEERS meeting.

- Works with local committee of the host institution.
- Makes decisions on deadlines, prices, abstract selection, program schedule, special sessions, invited speakers, etc. with the Local Committee
- Reviews all meeting mailings.
- Reviews draft “Call for Papers”.
- Review abstracts and selects suitable abstracts for oral presentation and poster session.
- Outline the program schedule with time slots and locations. (See Program Development Guidelines in the NEERS planning document)
- Ask those whose abstracts were not accepted as an oral presentation (but wanted to be) if they would be willing to be scheduled as a poster.
- Group papers appropriately.
- Notify people promptly whether their abstracts were accepted as oral or poster presentation.

## **STANDING COMMITTEES**

### ***Executive Committee***

The Executive Committee consists of the President, President-Elect, Past President, Treasurer, Secretary, two appointed regular at large members, one appointed student at large member, the Program Chair, and Historian. The President chairs Executive Committee meetings, which are typically held during dinner the first day of the NEERS

meeting or at lunch the following day during the contributed paper session. The Executive Committee carries out much of the business of the organization, such as proposing changes to the dues, determining where NEERS funds are invested, approving meeting arrangements, screening proposed constitutional changes before they are presented to the membership, approving awards, etc. The Executive Committee may invite other members to attend their meetings on an ad hoc basis.

### ***Nominating Committee***

Chaired by the Past-President, this committee nominates candidates for elected positions for the next election.

### ***Awards Committee***

Chaired by the Past-President, this committee makes sure that Professional, Student and Travel Awards are given as appropriate.

### ***Local Program Committee***

The Local Program Committee is responsible for hosting the NEERS Meeting. Membership changes with every meeting. It is appointed by the President in consultation with the Program Chair and should consist of at least three members.

### ***Communications Committee***

The Communications Committee is responsible for overseeing all the ways that NEERS tries to communicate with the membership and others. The President-Elect is chair and the WebMaster and the Newsletter Editor are members.

## **NEERS AWARDS**

NEERS recognizes service to and excellence in the field of estuarine ecology and participation in NEERS meetings through its awards program for both professionals and students.

### ***NEERS Occasional Awards***

#### ***The Stickleback Award***

The Stickleback Award honors a NEERS member who participates fully in the NEERS scientific and social activities. The award recognizes three distinct achievements: 1) performance and endurance on the dance floor following the Friday night banquet; 2) attendance at the first talk Saturday morning; and 3) service to NEERS. The Stickleback Award is conferred at the discretion of the current title-holder; the person who last won the award decides whether, and to whom, the award will be given. The current title-holder may seek input from former Stickleback winners during award deliberations (which often occur on the dance floor). The actual award is a picture book entitled “(The Life of the Stickleback)” that is passed on from one winner to the next. The winner is responsible for safeguarding the award until it is next conferred.

### *The Graying Gracefully Award*

The Graying Gracefully Award was initiated in 2001 and is awarded at the discretion of the President to the senior scientist who gives an exceptionally thoughtful and inspiring presentation at a NEERS meeting. The award consists of an old copy of ‘You’re only old once’ by Dr. Seuss. The winner’s name is written in the front of the book and the book is passed to the next winner when the prize is next awarded. This award is given out at the discretion of the President and need not be awarded every meeting.

### ***NEERS Professional Awards***

#### *NEERS Achievement Award.*

This award was established to recognize people who “have made significant contributions over a period of years to estuarine science, education, conservation, or management”; recipients need not be members of NEERS. This award was approved at the Fall 1998 meeting. It was first presented to Scott Nixon at the Spring 2000 meeting in Portland, Maine.

The award consists of a plaque and a \$500 prize. The selected recipient shall accept the award in person at a NEERS meeting and give a short paper at the meeting or speech at the Awards dinner. NEERS pays the travel costs to attend the meeting and awards a plaque. It is anticipated that this will be awarded every couple of years.

Nominations should include a cover letter describing the candidate’s contributions to estuarine science, education, conservation, or management. Material detailing the record and significance of the candidate’s work are welcome in support of nominations. The Award Committee will keep nominations confidential.

Please send nominations to the Past-President who is Chair of the Awards Committee. The Achievement Awards Committee consists of at least three Past-Presidents of NEERS.

### ***NEERS Student Awards***

NEERS offers travel support and presentation prizes based on the quality of the scholarship and presentation at a NEERS meeting. To be eligible for one of the student presentation prizes, the student must be responsible for carrying out most of the work, must be present for their oral or poster presentation, and must be a NEERS member. All student prizes are presented at the Friday evening banquet of NEERS meetings to which award candidates are admitted free. The Student Award endowment Fund was established to generate income to fund all student prizes and travel awards. Five dollars of every Regular membership goes toward the student endowment fund.

### *Niering Travel Awards*

We award three \$100 awards for each NEERS meeting and two \$500 awards for CERF meetings. Priority will be given to students presenting a paper. Such students must submit their name to the Treasurer at the time they submit their abstract to the meeting. The Treasurer selects the student awards by lottery. Additional awards may be available depending on the success of fundraising. If there are more awards available than student presenters who have submitted their names, then students who are not presenting can be chosen by lottery to receive a travel award.

### *Presentation awards*

NEERS awards 4 prizes for presentations at meetings. All awardees receive a certificate and a \$100 cash prize.

#### *Buck Ketchum Prize for Best Graduate Student Oral Presentation*

The Buck Ketchum Award is given to the best graduate student oral presentation at a NEERS meeting. The student must clearly be the senior contributing author but need not be the sole author of the paper.

At the Fall 1973 meeting, Bernie McAlice proposed the establishment of a \$25 award for the best student paper. The “Student Award” was first given at the spring 1974 meeting, when two students tied for the award and split the \$25 cash prize. In the fall of 1974 Jay Moore was commissioned to design a certificate for the Student Award. (see [Appendix U](#) for the original pencil sketch by Jay Moore for the “Student Award” certificate). Due to opposition from some members the Student Award was discontinued after the fall 1975 meeting. At the Fall 1982 meeting, Larry Spencer suggested that the award for best student paper be revived, and be named in honor of Bostwick H. Ketchum, who had died in July. Buck (as he was known) earned a Ph.D. from Harvard University in 1938. After teaching at Long Island University for one year, he began, in 1940, a long and distinguished career at the Woods Hole Oceanographic Institution, as Associate Marine Biologist, Marine Microbiologist, Senior Biologist, Senior Oceanographer, Senior Scientist, and finally Associate Director (1962-77). He joined NEERS in 1970 and was made an Honorary Member in 1973. The Buck Ketchum Prize for the Best Student Paper, consisting of a certificate and \$50 cash, was first awarded at the Spring 1983 meeting. Initially, requirements were that the student must be sole author of the paper; in 1990 this requirement was revised such that “the student must clearly be the major contributing author.”

#### *Rankin Prize for Best Undergraduate Oral Presentation*

The Rankin Prize is awarded for the best Undergraduate Oral Presentation at a NEERS meeting. The student must clearly be the senior contributing author but need not be the sole author of the paper.

At the Fall 1988 meeting Kathy Smith suggested creating a best undergraduate paper award, to be named the Stubby Rankin Prize, in honor of long-time NEERS member John S. Rankin, who had died in December, 1987. Stubby (the nickname originated in graduate school due to his stubborn nature) received a Ph.D. in Parasitology from Duke University in 1936. He taught at Amherst College for five years and the University of Washington for two years before moving to the University of Connecticut in 1943. Stubby founded (in 1956) and served as Director of UConn’s Marine Research Laboratory in Noank. He taught various courses in Invertebrate Zoology until his retirement in 1976, after which he served various administrative stints at AAAS, the Sea Education Association, and the National Science Foundation. Stubby joined NEERS in 1970 and was made an Honorary Member in 1981. The Stubby Rankin Prize for Best Undergraduate Student Paper was established by the Executive Committee at the Spring 1989 meeting, and was first presented at the Fall 1989 meeting by his widow and long-time NEERS meeting attendee, Julie Rankin. With the creation of the Rankin Prize for Best Undergraduate Student Paper, the Ketchum Prize became the award for the Best

Graduate Student Paper. The cash value for the Rankin Prize was set at \$50, with the Ketchum Prize remaining at \$100. With development of the Warren Prize, the Rankin was awarded for Best Oral Presentation.

*Dean Prize for Best Graduate Student Poster*

The Dean Prize is awarded to the best graduate student poster at a NEERS meeting. The student must clearly be the senior contributing author but need not be the sole author of the paper.

At the spring 1996 meeting Alan Young suggested creating a third award, the David Dean Prize, for the best student poster. David Dean received a Ph.D. from Rutgers, the State University of New Jersey in 1957. He taught for nine years at the University of Connecticut before moving to the University of Maine in 1966, where he served as Director of the Ira C. Darling Center from 1966 to 1979 and as Assistant Director/Director of the U. Maine Sea Grant Program from 1971 to 1979 before retiring in 1987. Dave was one of the founders of NEERS and the first elected (and only deceased) NEERS president. He joined NEERS in 1971, was made an Honorary Member in 1988, and died in 1991. The membership voted to establish the Dean Prize and to set the cash value of all three Prizes at \$100. The Dean Prize for Best Student Poster was first awarded at the Fall 1996 meeting.

*Warren Prize for Best Undergraduate Student Poster*

The Warren Prize is awarded to the best undergraduate student poster at a NEERS meeting. The student must clearly be the senior contributing author but need not be the sole author of the paper.

The Scott Warren Prize was recommended by the Board and approved by the membership at the Fall 2002 meeting to honor Dr. Warren's long-term commitment to the Society and especially his dedication to inspiring undergraduate students at Connecticut College to present their research at NEERS meetings. Dr. Warren has been a professor at Connecticut College since 1970 where he has been an outspoken advocate of wetland and tidal marsh preservation. He has focused his research primarily on the wetlands and marshes of New England.

*General Information on Presentation Prizes*

There is no minimum number of students that must present for an award to be given. A prize is awarded if the judges agree that at least one presentation was outstanding enough quality to warrant special recognition. Each student is rated on specific criteria within broad categories of overall effectiveness, scientific content, and quality of presentation (Appendix I). The same standards are applied to graduate and undergraduate prizes. The student must clearly be the senior contributing author but need not be the sole author of the paper. Volunteers judge oral presentations and posters during the meeting. Members are asked to volunteer to judge when they pre-register for the meeting or when they arrive at the meeting. We try to have 3 judges per presentation and each judge is asked to evaluate no more than 5 presentations. Usually about 5 – 7 people volunteer during pre-registration, and we need about 10-15 judges. Assignments are made by the Local Organizing Committee and distributed before or at the meeting. Judges should not be asked to judge papers that are too close together in the oral session as they need time to fill out the forms between talks. Packages for the judges, with student assignments and

evaluation sheets, will be available at the Registration desk. Organization and Judges forms are provided in Appendix I.

At the meeting, the judges fill out an evaluation form (Appendix I) and then caucus to decide upon the best presentation. The evaluation sheet is only a guide for the judges who make the final decision at the caucus. The evaluation forms will be distributed to the students after the awards are decided.

## **COMMUNICATION**

### ***WEB Site***

The NEERS web site is managed and hosted by the Webmaster. The site includes information about NEERS, notices of meetings, a directory of members, topical reference lists, a newsletter of current NEERS news and connections to other sites of interest. Currently the web site is maintained by Ron Rozas, Connecticut DEP. After each meeting, the President, President-Elect or someone they designate writes a column of NEERS news (often a summary of the meeting) and sends it to the webmaster for inclusion in the website.

### ***NEERS List Serve***

NEERS maintains two list servers, hosted by IX Web Hosting and maintained by the NEERS webmaster. One is strictly for official use and is intended to provide NEERS members with information related to NEERS meetings, membership, etc. Messages from this list server can only be sent by NEERS officers and all members are automatically signed up. The other list serve is intended to facilitate communication among NEERS members about any estuarine topic of interest, such as job postings or the identification of an organism. This list serve is voluntary.

### ***NEERS Poster***

NEERS has a poster that describes the basic ecological and social setting of New England estuaries. The Secretary holds this poster in electronic and hard copy format.

## **BUDGET AND FINANCING**

### ***Overall philosophy***

NEERS tries to maintain a positive income each year, with the main sources of revenue being dues, a small profit from the meeting, and interest on accounts. The meetings are expected to make a profit that can be used to offset operating expenses not covered by dues. The expectation is that the Student Awards will be funded by interest on our quasi-endowment.

### ***Dues***

The Executive Committee sets dues. NEERS dues are currently \$20 for active members (voted fall 2002) and \$5 for student members (remains unchanged since 1988). Five dollars of the active dues membership goes into the Student Prize endowment fund.

**Financial account arrangements**

We maintain a checking account; a savings account and a high interest account that is our quasi-endowment. Other accounts and accounting business may be maintained with approval of the Executive Committee.

**NEERS Typical Annual Budget**

**NEERS Annual Budget**

Note: Expenses that occur every two years in association with the ERF meeting (such as student travel awards) are spread over the two-year period.

	Expense	Income	Net	Notes
<b>Cost of doing Business</b>				
President travel to ERF board meetings	1000			2 board meetings per yr. @ 1000/meeting = 2000; ERF pays half; Often subsidized by Presidents other personal funds.
Student Awards	1600			(8 awards/meeting *\$100/award*2 meetings/yr.)
Achievement Award	200			\$ 500 + travel (\$200) when awarded; awarded about every 2-3 years
General mail, newsletter, copying	1500			\$300 to mail post-cards
ERF meeting contribution	250			\$500 every 2 years
<b>Dues Income</b>				
Membership		4750		300 members *\$15 = \$4500; 50 students * \$5 = \$250
Contributions to Awards		100		
Endowment Interest Income		500		
Sub-total	4550	5350	800	
<b>Meeting Budget</b>				
Expenditures		6000		
Income			6500	
Meeting sub-total		6000	6500	500



**Total**

10050 11750 1700

## **NEERS MEETING PLANNING DOCUMENT**

The following document is meant to help plan a NEERS meeting. It outlines the duties of various officers and committees, describes the timeline of events.

### ***OVERVIEW OF DUTIES***

#### *DUTIES OF EXECUTIVE COMMITTEE AND PROGRAM CHAIR:*

- Determine host(s) for meeting and what responsibilities they have.
- Determine possible dates.
- Identify Local Committee Chair and additional 2-to-4 people to serve on local committee.
- Consider special events—invited sessions, panel discussions, special interest groups, etc.
- Accepts nominations from the memberships or makes their own proposals for Honorary Membership

#### *DUTIES OF THE ORGANIZING COMMITTEE/SPONSORING INSTITUTION:*

*(These duties are flexible and may change depending on the situation of the host institution.)*

- Provides volunteers for the local committee.
- May provide facilities for meeting (i.e., auditorium, classrooms, etc.).
- Provides projection equipment and supplies for meeting.
- Provides people to run projectors, tours registration desk, etc.
- Provides facilities/personnel for typing, duplicating and mailing 2 meeting notices to about 400 people.
- Provides facilities/personnel for duplicating abstracts for about 150 people.
- Provides secretarial help for typing letters related to meeting.
- Covers local and long distance phone calls for meeting arrangements.
- May pay/provide some refreshment costs (i.e., coffee breaks, and socials).
- Does fund raising to offset the costs of the meeting and student awards.
- Publicizes the meeting by asking organization whose members might be interested in attending to put a note in their newsletter, web site, etc. .

#### *DUTIES OF NEERS:*

- Pays for/provides those services mentioned above that are not supplied by the host institution.
- Has final okay of dates, facilities, program, prices and all notices.

#### *Via NEERS Program Chair:*

- Works with local committee of the host institution.
- Has ultimate responsibility for organizing sessions for each meeting.
- Make decisions on deadlines, prices, abstract selection, program schedule, special sessions, invited speakers, etc.
- Reviews all meeting mailings and/or electronic announcements.

#### *Via NEERS Treasurer:*

- Receives and tracks all registrations.

- Provides electronic list of mailing addresses to Secretary to make labels for announcement cards.
- Supplies NEERS, ERF and Business Meeting news for inclusion in notices.
- Reviews meeting prices and fees (each meeting should pay for itself).
- Pays for Thursday social, coffee breaks and any other meeting facilities charges from registration fee and/or appropriate donations.
- Receives donations.

*Via NEERS Secretary:*

- Supplies letterhead paper and abstract form for mailings.
- Keeps a copy of all notices for NEERS archives.
- Mails announcement cards and posts notices on the Listserver telling members that meeting information is available.
- Maintains updated membership database with Treasurer.

***FACTORS TO CONSIDER WHEN SELECTING MEETING FACILITIES:***

- Plan for 80 to 150 registrants and 75 to 150 attending the talks at any one time.
- Plan for 50 to 80 people at the banquet.
- Plan for 50 to 80 people at the social.
- Plan for 15 to 20 students at the banquet.
- Plan for 25 to 40 sleeping rooms with a mix of 1, 2, 3 and 4 people per room available.

(Spring meetings tend towards the high end of these ranges; fall meetings towards the low end, but not always! Centrally located meetings tend to have more registrants.)

In comparing facilities consider the following:

- Costs for meeting rooms, sleeping rooms, coffee breaks, socials (including munchies), lunch (if provided), banquet.
- Deadlines for meeting room and accommodation reservations.
- Deadlines for number of banquet meals and lunches (if provided).
- Availability of audio-visual equipment (screens, projectors, microphones, blackboards, tables/supports for displaying posters).
- Availability of rooms for concurrent sessions/poster sessions.
- Visibility in the meeting rooms (can they be darkened, can all see the area where the screen will be).
- Proximity of restaurants for quick lunches and other meals.
- Proximity of all needed facilities to one another (when facilities are all within walking distance logistical problems tend to be less and interactions among participants tend to be greater).

Other items to consider:

- Local color, points of interest.
- Availability of field trips.

- Availability of places to go dancing.

### ***PROGRAM DEVELOPMENT GUIDELINES***

- Talks are 20 minutes (15 for presentation; 5 for questions)
- Long days are preferable to concurrent sessions.
- 15-min talks are preferable to concurrent sessions.
- Leave plenty of time for breaks and lunch.
- All student papers must be on Friday to allow for judging and announcing the winner at the Banquet.
- Group papers thematically.

### ***FUNDRAISING FOR MEETINGS***

Raising money to support NEERS meetings is essential for keeping meeting costs down, thus enabling more people, to attend. This is particularly important for insuring student participation. The local organizing committee has primary responsibility for contacting potential contributors and has typically received a great deal of support from members of the Executive Committee. A wide variety of potential fundraising is possible. Support for NEERS meetings has come from state and federal agencies, private environmental consulting firms, universities, Sea Grant programs, non profit organizations, and businesses such as scientific equipment manufacturers. Depending upon the donor, the money can be used for general support for the meeting, in support of the special symposium, to cover the cost of an invited speaker, or to cover student travel. Local businesses have contributed food or items to raffle off. The category of the donor and what they get in return is indicated below:

#### *Contribution Categories And Benefits:*

**\$100-200 – Contributor-** Entity's name is printed in meeting materials grouped with other Contributors listed under: additional contributions by. Only the name will be listed, as specified by the Contributor, and logos or other embellishments will not be added to the listing. Registration fee is not waived for attending representative(s). Display table is not provided by NEERS at this level of sponsorship.

**\$250- 400- Donor-** Entity's name and logo, if desired and provided, is printed on meeting materials and recognition given, as above, grouped with and listed under Donors. Space is provided for an information booth/table throughout conference in an appropriate location. The Donor's representative attending the display does not need to register for the meeting but banquet or other 'inclusive' meals will not be provided by NEERS.

**\$500 - 900 -Patron -** Entity's name and logo, if desired, is printed on all meeting materials and recognition given, as above, grouped with and listed under Patron. Space is provided for an information booth throughout conference in an appropriate location. Any reasonable additional fees charged by the meeting venue, such as internet access, will be

covered by NEERS. Patron may wish to designate a specific workshop/symposium/activity to sponsor. Patron's will be provided one registration to the meeting and one banquet ticket.

**\$1000+ -Co-sponsor or Benefactor-** Entity's name and logo, if desired, is printed on all meeting materials, as above, directly beneath the host institution in a prominent location listed under: Co-sponsored by. Space is provided for an information booth throughout the meeting in a prominent location. NEERS will cover any additional fees charged by the meeting venue associated with the display, (such as internet access). Co-sponsors may choose to designate a specific workshop/symposium/activity to sponsor or maybe designated the major co-sponsor for the entire meeting. A Benefactor differs from a Co-Sponsor in they provide funds for a specific NEERS endowment (such as the student or travel awards). A Benefactor can choose to present the pertinent award at the banquet, if appropriate. Two registrations and banquet tickets are offered.

#### *CERF Travel Grant to Affiliate Society Meetings*

CERF has a grants program that supports travel by established scientists to present a paper at an affiliate society meeting. A typical award is \$700. NEERS has taken advantage of this opportunity at most of our recent meetings. The grants are administered by the CERF Business Office and requires a short application. The organizing committee should discuss this with the NEERS president (who is the chief liason between NEERS and ERF) and determine who will write the grant.

#### ***TIMETABLE FOR NEERS MEETINGS***

This section details what needs to be done by when and by whom. This includes what to put in the meeting announcements and call for papers, how to plan a time table for sending out meeting announcements, deadlines for abstracts and registration, sending out the program, what to plan for in the way of room arrangements, coffee breaks and banquet arrangements.

As an overview, working backwards from a typical spring meeting date in say May, the final pre-registration deadline should be roughly two weeks earlier, say mid-late April. That means the Second Announcement, which includes the meeting information, maps and registration form, should be mailed out roughly two or three weeks prior to that, say end of March to early April. The abstract submission deadline should be about 3 weeks earlier, so roughly early to mid-March. Folks should have several weeks to think about what they want to submit in their abstract, so the initial meeting announcement and call for papers should go out by early February.

To put out the initial meeting announcement and call for papers, the Program Chair and local organizing committee needs the details about:

- The scientific sessions: 1) the special Thurs session and 2) reminding students to submit for the 4 prize categories
- Travel (where, how much, what options)

- Housing (where, how much, what options)
- Banquet and other food (where, how much, what options)
- Field trips
- Other things that will determine the registration fee (costs of socials, and coffee breaks, food on silver platters or paper plates, room-use fees, audiovisual charges, postage and photocopying)
- What the base registration fee will have to be to cover all costs for the meeting (including student banquet meals), assuming only confirmed donations.
- How the fee will be adjusted between members and non-members and after the pre-registration deadline.

All this gets turned into a announcement, abstract submission form and pre-registration form with lines and check-off for all the appropriate information, plus lines for dues, back dues, student fund contributions. The abstract submission form will request information for preferred day, which student prize, audiovisual needs. All of this gets copied and mailed out by the local organizers, which means they need the attractive NEERS heading logo and mailing labels, all from the secretary. In addition, this gets posted to the web site by the webmaster. Abstract submission is via the web page.

A detailed timeline follows:

*Typical meeting dates:*

Spring: April 15 – May 15<sup>th</sup>. Most often the first weekend in May. Need to balance the competing needs of having it late enough so that students (especially undergraduates) have finished their projects but not so late that it is in finals week or after graduation. In April, watch out for Easter and spring vacation for kids. In June, the undergraduates have moved on to their summer jobs.

Fall: October 15 – November 15<sup>th</sup>. Halloween is a recurring theme in the fall meeting.

*Six Months before the Meeting:*

*Executive Committee and Program Chair:*

Determine host(s) for meeting and what responsibilities they have.

Determine possible dates.

Identify Local Committee Chair and 2-to-4 people to serve on local committee.

Consider special events—invited sessions, panel discussions, special interest groups, etc.

*Five-to Six-Months Before the Meeting:*

*Local Committee:*

1. Visits potential meeting facilities including meeting rooms, hotel room, banquet room, and social room.

2. Decides on best arrangements and notifies, in writing, NEERS Executive Committee and Program Chair.
3. After plans are accepted, reserves meeting facilities and starts talking it up, particularly with the local scientific community.
4. With input from the Program Chair and Secretary, and Treasurer, sets registration fee (single day fees may also be set at the discretion of the decision-makers):

Suggested formula:

Total Expected Costs include misc. expenses, meeting room(s) cost, coffee breaks cost, social cost, paying for 15 – 20 student banquet meals

Break-even fee = Total expected costs ÷ # expected (usually 80 - 100)

Member registration = BE

Nonmember pre-registration = BE+25% BE

Pre-registered Student = BE - 40% BE

Late registration penalty = +20% BE + Pre-reg. fee for that class

Example: If BE = \$20, then Pre-registered member = \$20; Pre-registered student member = \$12; Pre-registered non-member = \$25; Site-registered member = \$24; Site-registered student member = \$16; Site-registered nonmember = \$29.

5. Begins to formulate plans for special sessions, invited speakers, etc.
6. Compiles a mailing list of local institutions that may be interested in NEERS meeting.
7. Keeps a sense of humor.

*Executive Committee:*

1. Reviews and accepts recommended arrangements.

*Four Months before the Meeting*

*Local Committee:*

1. Prepares a draft of the “Call for Papers”. This should include meeting dates; host(s); place(s); costs and registration form; including membership information (to be sent to Secretary-Treasurer); information on submitting papers and posters; abstract form (sent to Program Chair) and deadline (generally two months before the meeting); information on the Student Award; any special events; NEERS news; accommodations; banquet and lunch (if provided) costs; a Local Committee phone number. (See other “Calls for Papers” for ideas.)
2. Sends copies of draft to NEERS Program Chair and officers.

*NEERS President:*

1. Provides NEERS news to Local Committee Chair for inclusion in “Call for Papers”.
2. Reviews draft of “Call for Papers”.

*NEERS Secretary and Treasurer:*

1. Provides NEERS news to Local Committee chair to include in “Call for Papers”.
2. Reviews draft “Call for papers”.
3. Provides mailing labels (member and non-member) and letterhead paper to Local Committee.

*Program Chair:*

1. Reviews draft “Call for Papers”.

*Three-to-Two Months before the Meeting*

*Local Committee:*

1. Prepares final copy of “Call for Papers” and has it duplicated.
2. Send out announcement cards and post electronic forms on website for “Call for papers”. Send out press release to local agencies, schools, New England firms, etc.
3. Sends several extra copies to Treasurer for further distribution.

*Treasurer:*

1. Begins to receive and tracks registrations.

*Two Months before the Meeting*

*Program Chair and Local Committee:*

1. Review abstracts and selects suitable abstracts for oral presentation and poster session.
2. Group papers appropriately.
3. Outline the program schedule with 20-min. time slots and locations. Avoid concurrent sessions and allow 20-min. talks. Allowing speakers 20 min. is more important than avoiding concurrent sessions.
4. Notify people whether their abstracts were accepted. We try to arrange the program so that all abstracts are accepted.
5. Ask the people that submitted abstracts that were not accepted if they would be a stand-by (paper, or poster if there is room).
6. Schedule times and places for each NEERS function. Thursday social, ExComm meeting at lunch on Friday, Banquet Friday night and dancing after the Banquet.

*Local Committee:*

1. Checks with NEERS officers for any last minute NEERS news.
2. Compiles above information into the “Program”. This should include the schedule of talks and other events, a brief description of events and facilities, Student Awards details, accommodations, banquet, lunch, costs, a registration form (to be sent to Secretary-Treasurer), Local Committee phone numbers and directions (if necessary). (See previous “Programs” for ideas).



3. Sends final draft of “Program” to the Program Chair and NEERS officers for review.
4. Posts final draft of “Program” and “Meeting Announcement” to the website via webmaster.

*NEERS Treasurer:*

1. Sends mailing labels to Secretary.

*NEERS Secretary:*

1. Mails announcement post cards to membership and posts notice on Listserv.

*One and 1/2 Months Before the Meeting:*

*Local Committee:*

1. Prepares final copy of “Program” and has it duplicated.
2. Addresses and mails the “Program” (same recipients) and “Call for Papers”.

*One Month before the Meeting:*

*Local Committee:*

1. Checks that NEERS members have received the postcards.
2. Compiles and copies abstracts for distribution at the meeting.
3. Make additional copies of “Program” for distribution at the meeting.

*Two to Three Weeks before the Meeting:*

*Local Committee:*

1. Checks with hotel on room reservations.
2. Checks with Secretary and Treasurer on registration desk supplies: name tags, marking pens, pens, tape, paper, etc.
3. Supplies notice about the meeting to the local paper and any other media.
4. Selects the judges for the Student Awards papers, makes up judging packages. Make up packages for the total number of judges needed so they are available for the judges that volunteer at the meeting.

*The Day before the Meeting:*

*Local Committee:*

1. Makes sure the meeting rooms and poster areas are ready and equipped.
2. Makes sure there are people to run the projectors and guide any tours.

*At the Thursday Social*

*Local Committee:*

1. Helps Secretary/Treasurer run registration desk (including the collection of dues at the spring meeting).
2. Checks with the hotel to keep everything running smoothly.

NEERS Secretary and Treasurer:

1. Runs the Registration desk.

*On Friday:*

*Local Committee:*

1. Helps with meeting registration.
2. Gets final count for banquet.
3. Gets to listen to some of the talks.

NEERS Secretary and Treasurer

1. Runs the Registration desk until lunch.
2. Keeps a running tally of the number of lunches (if provided) and banquets.

*Before the Banquet*

*Past-President and Student awards judges:*

1. Select winners of Ketchum, Dean, Rankin and Warren Awards.
2. Notifies President and Secretary-Treasurer (who prepares the checks).

*At the Banquet*

NEERS President:

Remember to thank the judges and sign the Certificates.

Awards the Certificates & checks to the students winning the Ketchum, Dean, Rankin and Warren awards.

*After the Meeting*

Local Committee:

1. Returns equipment
2. Supplies President with names of persons to receive thank-you notes.

NEERS President:

1. Sends thank-you notes.

NEERS Secretary and Treasurer:

Pays bills.  
 Updates NEERS membership database.  
 Prepares financial summary of meeting and distributes to Executive and Local Committees.

*Everyone*

RELAX—IT'S OVER!

Note: This timetable may be adjusted to accommodate particular dates. For example, people rarely mail abstracts before Labor Day.

NEERS Meeting Box

Pointers	Pencils
Extension cords	Scissors
Snake light for podium	Stapler
Push pins	Paper clips
Duct tape	Post-its
Masking tape	Markers
Pens	

***Example of how to estimate the Breakeven registration fee***

The trickiest thing to guess is the number of students that might attend. The cost of their banquets needs to be paid for by the other banquet attendees.

<b>NEERS Conference Expense Worksheet:</b> Note: Calculations are based on conference room price and morning and noon breaks that would accommodate 100 people but would be paid for by only 80 people, plus 10 unpaid student banquet tickets; banquet pricing is based on 50 people paying.				
<b>Item</b>	<b>Cost/per day plus additional charges</b>			<b>Total</b>
<b>TOTAL MEETING COSTS</b>				
Conference Room	\$250/day	x 2.5 days		\$ 625.00
Screen	25/day	x 2.5 days		62.50
				<b>\$ 687.50</b>
<b>Breaks</b>				
Morning	\$3.75/pp/ pd	x 100 attendees + 5% + 15% x 3 days		\$ 1,358.44
Afternoon	\$3.75/pp/	x 100 attendees + 5% + 15% x		\$ 905.62

	pd	2 days	
<b>Subtotal</b> Student banquet	\$13.95/p p	x 10 students = \$139.50 + 5% Mass. tax + 18% gratuity + \$10.00 (entertainment fee if applicable)	\$ 2,951.56 \$ 272.85
<b>TOTAL EXPENSE</b> <b>(for conference)</b>			\$ 3,224.41
<b>Breakeven</b> <b>Registration fee</b>	\$3,224/8 0 = \$40	Assume 100 people might come, but be able to pay for it all if only 80 actually come	<b>\$40.00</b>

## APPENDIX 1: STUDENT JUDGING

### *Judging assignment template*

#### NEERS JUDGING ASSIGNMENTS

Each judge evaluates 5 students using a standard scoring form. Each student is rated on specific criteria within broad categories of overall effectiveness, scientific content, and quality of presentation. The evaluation sheet is only a guide for the judges who make the final decision. The evaluation forms will be distributed to the students after the awards are decided.

Judges' scoring packets will be available at the registration desk. Immediately upon evaluation, judges return their forms to the Past-President for compilation. The judges will then caucus after the end of the session to determine the best presentation. The prizes will be awarded at the Banquet Friday evening. The last student paper isn't over until 5:00pm and the Pre-banquet social begins at 6:00 PM, so time is really tight – please be prompt in returning your scoring forms to the Past-President! .

Thank you for performing this important service.

Assignments by student:

Student Speaker	Judge 1	Judge 2	Judge 3
<b>MORNING SESSION</b>			
8:30 Altieri	Neubert	Roman	Boucher
8:50 Carmichael	Pirri	Pratt	Berounsky
9:10 Shriver	Roman	Pratt	Smith
9:30 Keats	Neubert	Pirri	Kremer
9:50 Fulweiler	Kremer	Smith	Leo
10:30 Gazda	Boucher	Berounsky	Leo
10:50 Gullo	Roman	Boucher	Pirri
11:10 Kim	Boucher	Pratt	Kremer
11:30 Taylor	Neubert	Pirri	Smith
11:50 Rutecki	Boucher	Berounsky	Kremer
<b>AFTERNOON SESSION</b>			
1:50 Evans	Neubert	Berounsky	Smith
2:10 Gaeckle	Roman	Pirri	Kremer
2:30 Burdick	Roman	Berounsky	Leo
4:20 Mullan	Neubert	Pratt	Leo
4:40 Saltonstall	Pratt	Smith	Leo

Assignments per judge:

Neubert	8:30 Altieri	9:30 Keats	11:30 Taylor	1:50 Evans	4:20 Mullan
Roman	8:30 Altieri	9:10 Shriver	10:50 Gullo	2:10 Gaeckle	2:30 Burdick
Leo	9:50 Fulweiler	10:30 Gazda	2:30 Burdick	4:20 Mullan	4:40

					Saltonstall
Pirri	8:50 Carmichael	9:30 Keats	10:50 Gullo	11:30 Taylor	2:10 Gaeckle
Pratt	8:50 Carmichael	9:10 Shriver	11:10 Kim	4:20 Mullan	4:40 Saltonstall
Berounsky	8:50 Carmichael	10:30 Gazda	11:50 Rutecki	1:50 Evans	2:30 Burdick
Kremer	9:30 Keats	9:50 Fulweiler	11:10 Kim	11:50 Rutecki	2:10 Gaeckle
Smith	9:10 Shriver	9:50 Fulweiler	11:30 Taylor	1:50 Evans	4:40 Saltonstall
Boucher	8:30 Altieri	10:30 Gazda	10:50 Gullo	11:10 Kim	11:50 Rutecki

## ***Judging Criteria***

Adopted Spring 2001

### SCORING CRITERIA FOR STUDENT PRESENTATIONS:

EVALUATION OF PRESENTATION FOR KETCHUM (graduate oral) OR RANKIN (undergraduate oral) OR DEAN (poster) PRIZE (circle one)

OF (student name) \_\_\_\_\_

AT \_\_\_\_\_ (time) \_\_\_\_\_ (date)

NEERS MEETING

EVALUATION:

5 = OUTSTANDING (Top 5% of student presentations)

4 = EXCELLENT (Top 10% of student presentations)

3 = VERY GOOD (Top 25% of student presentations)

2 = GOOD (Top 50% of student presentations)

1 = POOR (Below average)

0 = UNACCEPTABLE

### OVERALL EFFECTIVENESS

#### A. PRINTED ABSTRACT \_\_\_\_\_ (5 – 0)

Does the abstract concisely state the objectives and scope of the investigation, summarize what was done, and state the principal results and conclusions? Does it motivate interest? Does the presentation follow the abstract?

#### B. ORGANIZATION OF PRESENTATION \_\_\_\_\_ (5 – 0)

Is information presented in a logical sequence? Is the purpose of the study or hypothesis being tested clearly stated? Are the main points, conclusions, and interpretations developed and integrated in a logical fashion? Is there a clear take-home message? Does the presentation stay within the allotted time?

### SCIENTIFIC CONTENT

#### C. ORIGINALITY \_\_\_\_\_ (5 – 0)

Does the study show a high degree of originality and creativity? Is information presented that is new and of interest to other estuarine professionals? Is related work recognized where appropriate?

#### D. EXECUTION AND INTERPRETATION \_\_\_\_\_ (5 – 0)

Are the design and methods appropriate and adequate for the purpose of the study? Are statistical procedures (if any) used correctly? Are conclusions based on presented results?

E. CONTRIBUTION TO SCIENTIFIC DISCIPLINE \_\_\_\_\_(5 – 0)

Does the study make an important contribution to a branch of estuarine science?

QUALITY OF PRESENTATION

F. VERBAL COMMUNICATIONS \_\_\_\_\_(5 – 0)

Does the presenter speak clearly, with sufficient volume? Does the presenter display enthusiasm and interact well with the audience? Are posture, body language, and mannerisms appropriate? Is the presenter able to relay concepts to the audience? Does the presenter have a professional demeanor?

G. VISUAL AIDS/GRAPHICS \_\_\_\_\_(5 – 0)

Are slides or transparencies (oral presentations), or graphics and layout (poster presentations), clear, readable, and comprehensible, with the appropriate degree of complexity? Are they relevant and effective?

H. UNDERSTANDING OF SUBJECT \_\_\_\_\_(5 – 0)

Is the presenter able to answer questions during discussion, and deal effectively with those questions to which s/he doesn't know the answer? Does the presenter display knowledge and understanding of the study topic? Is the student the person primarily responsible for the work?

*COMMENTS:*

TOTAL SCORE = \_\_\_\_\_



**APPENDIX II. CONSTITUTION**

See Web Site for Constitution

**APPENDIX III. NEERS HISTORY**

See Web Site