From: Greenberg, Marc
To: Ringwood, Amy
Cc: schiefer@setac.org; Tracy Collier; Goodfellow, Bill
Subject: RE: Updates for panel 1A and Communication
Date: Monday, April 11, 2011 11:05:46 AM

Hi Amy,

I've spoken with Greg about your questions below. Glad you're preparing!

1. The poster guidelines on the meeting website contain the size guidelines (4' x 8'); http://gulfoilspill.setac.org/node/29. The content of the poster is whatever the panelist wants. If they want to put forward a standard detailed poster, that's fine. If they only want to put up their brief remarks from their 5-min slot, that, too, is fine. The only guidance on this I can give you is that the poster and their panel topic coverage should go hand-in-hand.

2. Good idea on the lunch group on Wed. It will likely need to be a "let's meet at the registration booth and we'll go somewhere from there." Maybe Greg can forward a list of nearby restaurants so you can plan this now.

3. What exactly are you now? Very valuable! We agreed that your presentation should be a PLATFORM to fill Marie's slot. You are a panel moderator. There is no reason that you can't join in on the discussions, but as moderator, you also have the role of 'steering' the conversation.

If this is not clear, give me a call.

Thanks,

Marc

Marc S. Greenberg, Ph.D.

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From: "Ringwood, Amy" <AHRingwo@uncc.edu>

To: Marc Greenberg/ERT/R2/USEPA/US@EPA, "Tracy Collier" <tracy.k.collier@noaa.gov>

Cc: <schiefer@setac.org>

Date: 04/11/2011 08:10 AM

Subject: RE: Updates for panel 1A and Communication

Tracy and Marc,

I am providing below a draft of an email that Tracy and I would like to send out today, so that we can set up phone calls with the panel members later this week. Any comments, suggestions, omissions??

Questions:

1) I think I asked this before (and sorry if I missed the answer), but what are we requesting for posters from panel members (size? content?)

2) I was wondering about trying to set up a group lunch for Wed. If I am reading the schedule correctly, it looks like our press briefing will be on Wed pm. That might also allow for a good general wrap-up from the panel and any discussions about paths forward.

3) Also, what exactly am I now? Am I am panel member and a moderator? Should I be preparing a 5 min talk? or do you just want to switch me to a platform to fill Marie's open slot and just be a moderator?.

Per Greg's email Marie has had to withdraw her talk, but hopefully will be able to remain as a panel member. We will follow up with her on that.

I had originally requested a platform; so just need to know if I am a panel member with poster and 5 min talk, and/or 20 min platform talk or poster???

Amy

Draft email to panel members -

Dear (Panel Member Name),

Thank you for contributing your time and expertise regarding important oil spill issues by serving as a Panel Member for the upcoming SETAC Focused Meeting on the Gulf Oil Spill. As Moderators of the Panel Sessions, we look forward to valuable, science-based discussions. Prior to each panel, a group of panel members will present a short 5 minute vignette, which may briefly highlight your work but primarily serves to identify important issues and help direct the questions/discussions. We also request your assistance in preparing summaries of these discussions, some of which will be presented in the Daily Summary Briefings and press conferences. Please Note: If members of the press request interviews with individual meeting presenters, panelists, moderators, or attendees, they will be required to do so through the SETAC staff and the meeting co-chairs, who will then schedule an interview time and place only if the proposed interviewee agrees. Discussions are currently underway regarding other written products and we look forward to pursuing those contributions.

Some items that we need for logistics are:

- a short biography that we can use as our basis for your introduction
- a 5 minute powerpoint presentation
- a poster (details??)
- travel plans and contact information

Please drop us an email to let us know a good time later this week for a brief phone conversation to address any questions you might have.

We look forward to working with you, and developing valuable directives for oil spill issues.

Amy H. Ringwood, PhD

UNC-Charlotte

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From: Greenberg.Marc@epamail.epa.gov [mailto:Greenberg.Marc@epamail.epa.gov]

Sent: Fri 4/8/2011 5:08 PM

To: Tracy Collier; Ringwood, Amy; Mary McDaniel

Cc: mmeredith@setac.org; schiefer@setac.org; Jason F. Andersen

Subject: Updates for panel 1A and Communication

Hold tight (or hold your nose) while the government works out the budget...If things get ugly and we get furloughed, I can be reached at

msgontravel@gmail.com

Some updates:

- Brett Thomas, EPA Region 4 has agreed to be on panel 1A. He will replace Mace Barron. He is knowledgeble on the dispersant issues and he was a key member of OSAT-2. He is an ecological risk assessor/toxicologist with Region 4, and his previous stint was working for a big oil company.

- Jon Rasucher, EPA Region 6 wants to be part of the Communications panel, but he is waiting for his management to give him the green light. Obviously this will not happen before Monday, when we know if us feds will still be at work. So, I'll let Mary know as soon as we hear. Mary knows Jon from EPA site work.

Email addresses for reaching out: thomas.brett@epa.gov, rauscher.jon@epa.gov

Tracy, Amy, and Mary. Please send Brett (Tracy/Amy) and Jon (Mary) a quick email letting them know your happy that they want to be on your panels and give them some details from what I've sent you in the past many weeks.

Thanks!

Marc

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-----Mimi Meredith <mmeredith@setac.org> wrote: -----

To: Marc Greenberg/ERT/R2/USEPA/US@EPA

From: Mimi Meredith <mmeredith@setac.org>

Date: 04/08/2011 04:45PM

Subject: Re: clarification needed on instructions to moderators

Marc, apologies for the delay in getting this out...

On 4/6/11 10:54 AM, "Greenberg.Marc@epamail.epa.gov" <Greenberg.Marc@epamail.epa.gov> wrote:

> A little confusion over some of the points we made on "During the session" section. So, I made some edits (excerpt with highlights below in bold for you to see the changes). The confusion was that it was not clear to a couple of moderators who had the 20-min presentations. So I made it clear. Panelists get very little time for remarks.
>
> Please re-send to moderators indicating that we provide some clarification on session function in the update. Thanks.

- During the session:

  - Open your session on time.

  - Introduce yourself.

  - Define the rationale, scope, and objectives of the session for the audience.

  - Describe the way in which the session will function:

- **Each session contains both panel discussion and platform presentations**

- **The general model for the panels is brief remarks/presentation by each panelist (5-min) followed by open discussion to engage the audience**

- **The platform presentations are 20-minute talks by each presenter (15-min talk; 5-min Q&A)**

- Availability and use of microphones for questions and discussions

- Encourage audience participation and describe rules (will be provided at the meeting)

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