From:	Greenberg, Marc
To:	(b) (6) [redacted]; William Benson
Cc:	Goodfellow, Bill; Greenberg, Marc; Greg Schiefer; Bruce Vigon; Jason F. Andersen
Subject:	SETAC GOMFTM - Abstract Package and Action Items for Moderators of Risk & Damage Assessment Panel & Session 1C
Date:	Friday, March 11, 2011 3:38:11 PM
Attachments:	Session 1C Abstracts.doc Abstracts All.doc Abstract Placements_list_3-11-2011_Master 1C.xls

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Gene and Bill,

Thanks to you both for agreeing to moderate the Session 1C on Risk and Damage Assessment during the upcoming SETAC Gulf of Mexico Focused Topic Meeting, April 26-28, 2011 in Pensacola, FL. Your session is scheduled to begin on Thursday, April 28 at 8:00 AM. This message contains important information regarding the panel, platform talks, and posters that were selected for your session. This is being provided to further your planning activities prior to the meeting.

****The action items for you are listed at the bottom of this message****

I have attached a number of files to this message to assist in the planning of the meeting logistics and your panel discussions:

1. **'Abstract Placements_list_3-9-2011_Master 1C.xls'** This spreadsheet contains a series of worksheet tabs including:

   - **'FTM MeetingTopicsDraft'**—General outline of the meeting structure, the sessions and key topics/questions that were identified by the meeting Steering Committee. This is not exhaustive by any means, and it may be helpful to get you started on planning for your panel discussions.

   - **'Panelists 1C'**—A list of the confirmed participants for the panel in your session.

   - **'New Schedule_03072011'**—The entire GOMFTM schedule. Note for your session the number of Talk slots (it varies by session based on the number of abstracts submitted). The panel discussions are generally scheduled to take approx. 90 minutes of your session time.

   - **Tabs labeled '1A-C' and '2A-D'**—These contain the abstract titles that the Steering Committee accepted for each session as platform talks and poster presentations. You will see that the number of platform talks selected for your session matches the number of slots shown on the schedule. *Please note that we have provided you not only your session's abstracts, but also those for all other sessions. This was done to give you an understanding of the content and subject matter across the entire meeting. You may find this useful to your planning of the panel discussions, and you may use these as you see fit.*

   - **'ALL Abs List'**—All abstract titles accepted to the program listed on a single worksheet.

2. **'Session 1C Abstracts.doc'** Microsoft Word file containing the full text of the abstracts accepted to your session.

3. **'Abstracts All.doc'** Microsoft Word file containing the full text of all abstracts accepted to the meeting program.

Your panel is still forming, and as soon as we secure the last few panelists, I will forward you their full contact information. As you know, the panel discussions and talks are expected to engage the audience. We hope the panel discussions will be interactive throughout by using a format that begins with brief 5-min presentations by each panelist followed by the panel discussion and audience participation. You have approximately 2 hours scheduled for your panel discussion, so this general format can be slightly modified. The platform talks are to be 20 min each (15 min presentation; 5 min Q&A).

Some suggestions from Steering Committee discussions during abstract review regarding potential additions to the panel: You may want to add either Steven Bartell (abstract 026) to represent industry. You should also look at abstract 051 and see what you think about that one—my opinion is that it is properly placed as a poster, but others thought you should look first and see if you'd be interested in having the author on the panel.

In coming days/weeks, Bill Goodfellow and I will be sending along more details on meeting logistics and specific responsibilities of Steering Committee members and Session Moderators such as you. I don't want you to get worried that we're going to dump a large amount of work on your plate...what we're thinking of is how to best document the proceedings. We want the moderators to be very observant during the meeting and take notes on the proceedings. There are daily summaries of the tracks and discussions on the schedule, and we're looking to the moderators to provide brief highlights here. We are also hoping that moderators will want to contribute to writing up the proceedings with us (Steering Committee) in an appropriate publication form (e.g., white paper, manuscript for submission to SETAC Integrated Environmental Assessment and Management Journal, Environmental Toxicology and Chemistry Journal, etc.). Again, we are working out the specific details and expectations on this as we move forward in the planning.

Once you've digested the information described above, please complete the following actions:

****Action item 1**** Please take a look at the schedule and structure of your specific session, and arrange the platform talks in the order that you think will work best for your session. Report this back to me and Bill Goodfellow **by COB Wednesday, March 16, 2011**.

****Action item 2**** Please get in touch with your panelists if you have not yet had an opportunity to do so. This will ensure that they see that progress has been made in planning the meeting, and hopefully they will work with you to build a great panel discussion. We encourage you to interact with your panelists in these weeks before the meeting. *[This one will apply to you soon…]*

****Action item 3**** Please remind your panelists to register for the meeting if they have not already done so. They are entitled to the discounted early bird members rate (you are, too). Just have them call the SETAC Office (850-469-1500) and ask for Laura McCaffrey or Terresa Daugherty and they'll set it up. *[This one will apply to you soon…]*

Again, on behalf of the Steering Committee, I'd like to thank you for your willingness to moderate this important session. Please also feel free to contact me and my Steering Committee Co-chair, Bill Goodfellow, with questions.

Sincerely,

Marc

Marc S. Greenberg, Ph.D.

Environmental Toxicologist

U.S. EPA - Environmental Response Team

2890 Woodbridge Ave., Bldg. 18

Edison, NJ 08837

+ 732 452 6413 (T)

+ 732 321 6724 (F)

greenberg.marc@epa.gov