From:	Greenberg, Marc
To:	WGala@chevron.com
Cc:	Bill Goodfellow
Bcc:	Greenberg, Marc
Subject:	RE: GOMFTM: Time Sensitive Task Message to Steering Committee - Contacting Candidate Participants 1/2
Date:	Friday, February 4, 2011 1:46:55 PM

Hi Will,

Thanks for the response. If there are requests for travel support, please report back to us about that and tell your contacts that you don't have any specifics now, but we will consider their needs and get back to them. FYI, Bill and I have suggested that granting each panelist or moderator the member registration fee could be one way to help reduce costs to non-member participants. We'll work through other cost savings options with Greg.

As for pre-conference work, I think moderators will need to communicate with their panelists (both invited and placed following abstract review) prior to the conference, and they should expect to communicate with the Steering Committee. I also think you're bringing up a very good point on something I've been thinking about lately. That is to provide some subject matter/issue guidance from the Steering Committee (I don't think we want tight reigns of control, but the moderators should know what our working group has envisioned for this meeting). To that end, I have culled together from our earlier organizational work the key questions and issues that we felt, as a Steering Committee, should/could be addressed during the FTM--note that you and Peter and a few others provided a great deal of input on this front. I plan to organize these further (bulk of the work is already done) and provide a package to the moderators at about the same time that we finalize the program following the abstract review (late Feb/early March). I would, of course, pass this package around to the Steering Committee first.

I will also be in NOLA for the Battelle Sediments Conference, so I hope we can find some time for some beignets, and perhaps a beverage!

Enjoy the slopes.

Marc

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-----"Gala, William (WGala)" <WGala@chevron.com> wrote: -----

> To: Marc Greenberg/ERT/R2/USEPA/US@EPA, “Goodfellow Bill” <bgoodfellow@eaest.com>
> From: "Gala, William (WGala)" <WGala@chevron.com>
> Date: 02/04/2011 01:24PM
> Subject: RE: GOMFTM: Time Sensitive Task Message to Steering Committee - Contacting Candidate Participants 1/2
>
> I will contact the folks on my call list next week. I will be at the Battelle Sediment Conference and traveling Monday so I do not know I will be able to get in touch with everyone by Wed.

Also, a large percentage of the folks on my call list work for small consulting companies, sole proprietorship (for themselves) or are retired. What am I to say if they request travel reimbursement and/or waiver of registration fee? Also, please reply with what is expected of the moderators and panelist – is there any pre-conference or post-conference work expected (more for the moderator likely)?

Love to do it today but I am heading for the slopes (interestingly we are in the midst of a bout of Spring skiing conditions in the Sierras) for some R&R with the family.

Will

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** Note: New address and new phone number **

From: Greenberg.Marc@epamail.epa.gov [mailto:Greenberg.Marc@epamail.epa.gov]
Sent: Thursday, February 03, 2011 3:16 PM
To: "French-McCay Deborah"; Gala, William (WGala); "Gerould Sarah"; "Goodfellow Bill"; "Henry Charlie"; "Hodson Peter"; "Murray Michael"; "Nikki Turman"; "Pardue John"; "Ringwood Amy"; "Schiefer Greg"; "Vigon Bruce"; Gene Mancini; George.Cobb@TIEHH.TTU.edu
Subject: GOMFTM: Time Sensitive Task Message to Steering Committee - Contacting Candidate Participants 1/2

Dear Steering Committee Members,

We are at a point in the planning process—actively contacting candidate participants—where we all need to be engaged in completing the task at hand in a timely manner. To facilitate this, you will find a number of items associated with this message: (1) a list of candidate moderators and session presenters and panelists that **you are responsible for contacting**; (2) a form invitation letter; (3) the spreadsheet that we've been updating; (4) full contact information for most of the candidate participants; (5) CVs or biographical information for as many candidates as could be found on the internet. Item (5) will be sent in a separate email.

We have prioritized the "Call List" into primary and secondary preferences within each subject from the spreadsheet that was distributed last week. The list below contains the primary preferred candidates only (note: if we need to go to the secondary preferences, we'll do that in a second round).

What Bill and I need you to do is contact/invite these people by next Wed, Feb 9. Please try to call them before resorting to email. Here are some items that you will want to mention during the call:

The session the person is invited to participate in as a moderator or presenter and panelist (use the Call List tab in the spreadsheet to match names with sessions)

The tentative day and time (morning or afternoon) of the session. This will be confirmed in early March.

The website address for the meeting http://gulfoilspill.setac.org/

Our request that the person submit an abstract for their presentation (to be done on the meeting webpage)

Note that registration is currently open for the meeting (to be done on the meeting webpage)

After the call, if the person agrees to participate you should follow by emailing the attached form invitation letter (you'll have to modify it for each person). It's a good idea to tell the invitee that you will be sending this follow-up email. You can also send this invitation if you cannot reach the individual by phone.

PLEASE confirm you receipt of this message by replying to me and Bill Goodfellow (bgoodfellow@eaest.com)

PLEASE let me and Bill know whether your contacts respond affirmatively or negatively as soon as you can, but no later than Wed, Feb 9.

Thank you for your immediate action on this critical task.

Sincerely,
Marc & Bill

Person	Role	Priority	Responsible
Todd Anderson	Panelist	Primary	**Cobb**
Rich Camilli	Panelist	Primary	**French-McCay**
Chris Reddy	**Moderator**	Primary	**French-McCay**
Bob Spies	**Moderator**	Primary	**Gala**
James R. (Jim) Clark	Panelists	Primary	**Gala**
Edward H. Owens	Panelist	Primary	**Gala**
Al Allen	Panelist	Primary	**Gala**
Scott A. Stout	**Moderator**	Primary	**Gala**
Wolfgang Konkel	Panelist	Primary	**Gala**
Mary McDaniels	**Moderator**	Primary	**Gala**
Tracy Collier	**Moderator**	Primary	**Gerould**
Kenneth Lee	Panelist	Primary	**Gerould**
Roger Prince	Panelist	Primary	**Goodfellow**
Marie BenKinney	Panelist	Primary	**Goodfellow**
Jim Oris	**Moderator**	Primary	**Goodfellow**
Victoria Broje	**Moderator**	Primary	**Goodfellow**
Roger Prince	Panelist	Primary	**Goodfellow**
Mace Barron	Panelist	Primary	**Greenberg**
Bob Haddad	Panelists	Primary	**Greenberg**
Al Venosa	**Moderator**	Primary	**Greenberg**
Bob Pond	Panelist	Primary	**Greenberg**
Paul Boehm	**Moderator**	Primary	**Greenberg**
Greg Wilson	Panelist	Primary	**Greenberg**
Al Venosa	Panelist	Primary	**Greenberg**

Al Venosa	Panelist	Primary	**Greenberg**
David P. Wright	Panelist	Primary	**Greenberg**
Rob Ricker	Panelist	Primary	**Henry**
John Stein	**Moderator**	Primary	**Henry**
Kurt A. Hansen	Panelist	Primary	**Henry**
Bill Lehr	**Moderator**	Primary	**Henry**
Charlie Henry	Panelist	Primary	**Henry**
Steve Lehmann	**Moderator**	Primary	**Henry**
Jaqui Michel	**Moderator**	Primary	**Hodson**
Lionel Camus	Panelists	Primary	**Hodson**
Jeffrey Short	Panelists	Primary	**Hodson**
Mark Reed	Panelist	Primary	**Hodson**
Bruce Hollebone	Panelist	Primary	**Hodson**
Francois Merlin	**Moderator**	Primary	**Hodson**
Peter Carragher	Panelist	Primary	**Mancini**
Steven Lewis	**Moderator**	Primary	**Mancini**
Robin Bullock	Panelists	Primary	**Mancini**
David Fritz	Panelist	Primary	**Mancini**
Mike Bronson	Panelist	Primary	**Mancini**
Mark Schleifstein	Panelist	Primary	**Murray**
John Flesher	Panelist	Primary	**Murray**
Irv Mendleson	Panelist	Primary	**Pardue**
Pooji Yapa	Panelist	Primary	**Pardue**
Terry Hazen	Panelist	Primary	**Pardue**
Joe Mullin	Panelist	Primary	**Pardue**
David S. Page	Panelist	Primary	**Ringwood**
Michael Ziccardi	Panelist	Primary	**Ringwood**
Mike Bolger	Panelist	Primary	**Ringwood**
Alan Maki	Panelist	Primary	**Schiefer**
Tom Parkerton	**Moderator**	Primary	**Schiefer**
Dale Perry	Panelist	Primary	**Schiefer**
Ann Heywood Walker	Panelist	Primary	**Schiefer**

[attachment "image001.gif" removed by Marc Greenberg/ERT/R2/USEPA/US]