From:	Greenberg, Marc
To:	Bruce Vigon
Cc:	Bill Goodfellow; jason@setac.org; laura.mccaffrey@setac.org; mmeredith@setac.org; Nikki Turman; Sabine Barrett; schiefer@setac.org; Greenberg, Marc
Subject:	Re: FW: Oil spill meeting survey
Date:	Sunday, May 15, 2011 12:38:26 PM
Attachments:	GOMFTM survey cvr ltr.doc

Bruce,

Here's some draft text for a letter to participants as front matter to the survey. I tried to keep the tone friendly and less formal. Feel free to edit.

> Dear Gulf Oil Spill SETAC Focused Topic Meeting Participant,
>
> The Meeting Steering Committee and SETAC Office want to thank you for making the meeting a great success. We are requesting that you take a few minutes to reflect upon your experience and provide feedback on the meeting via the attached survey (details below). Your responses will help us in scoping future SETAC activities related to the Gulf Oil Spill and will provide useful input on changes and improvements for future SETAC Focused Topic Meetings. We hope that you found the meeting to be both valuable and informative. Thanks again for your participation and we look forward to hearing from you.
>
> *Marc S. Greenberg*
> USEPA Environmental Response Team (ERT)
>
> *William L. Goodfellow, Jr.*
> EA Engineering, Science, and Technology, Inc.
>
> Meeting Co-Chairs

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

-----Bruce Vigon <bruce.vigon@setac.org> wrote: -----

> To: Marc Greenberg/ERT/R2/USEPA/US@EPA
> From: Bruce Vigon <bruce.vigon@setac.org>
> Date: 05/15/2011 06:56AM
> Cc: "Jason F. Andersen" <jason@setac.org>, Nikki Turman <nikki@setac.org>, Greg Schiefer <schiefer@setac.org>, Sabine Barrett <sabine.barrett@setac.org>, "Goodfellow, Bill" <bgoodfellow@eaest.com>, Laura McCaffrey <laura.mccaffrey@setac.org>, Mimi Meredith <mmeredith@setac.org>
> Subject: FW: Oil spill meeting survey
>
> Marc,

Could you prepare a few sentences to thank participants and request they fill out the survey. We can paste that into an email distribution list of the attendees with the survey link. It would be good to get this message and link out tomorrow (Monday) if possible.

Bruce

From: Nikki Turman
Sent: Sunday, May 15, 2011 3:17 AM
To: Goodfellow, Bill; Bruce Vigon; Sabine Barrett; Linda Fenner; Jason F. Andersen; Laura McCaffrey; Terresa Daugherty; Barbara Knight; Greg Schiefer; Mimi Meredith; Greenberg.Marc@epamail.epa.gov
Subject: RE: Oil spill meeting survey

Bill and Marc's questions have been added. Do you think it's too late to send out the survey? Who is going to send it out? Who is going to write the text for the message?

Nikki Turman Events Coordinator
SETAC North America | 1010 North 12th Avenue | Pensacola, Florida, 32501
T +1 (850) 469 1500 x111 | **F** +1 (850) 469 9778 | **E** nikki@setac.org | **W** www.setac.org

Submit your abstract by 1 June at boston.setac.org for the SETAC North America 32nd Annual Meeting, 13–17 November 2011, Boston, MA.

The Society of Environmental Toxicology and Chemistry (SETAC) is a not-for-profit, worldwide professional organization comprised of individuals and institutions dedicated to the study, analysis and solution of environmental problems, the management and regulation of natural resources, research and development and environmental education. Our mission is to support the development of principles and practices for protection, enhancement and management of sustainable environmental quality and ecosystem integrity.

From: Goodfellow, Bill [mailto:bgoodfellow@eaest.com]
Sent: Tuesday, May 10, 2011 9:30 AM
To: Nikki Turman; Bruce Vigon; Sabine Barrett; Linda Fenner; Jason F. Andersen; Laura McCaffrey; Terresa Daugherty; Barbara Knight; Greg Schiefer; Mimi Meredith; Greenberg.Marc@epamail.epa.gov
Subject: RE: Oil spill meeting survey

As a follow up to should we have another meeting we should ask

If a follow up meeting is arranged

I will definitely attend

Probably attend

Probably not attend

Definitely not attend

Or something like this.

Bill

From: Nikki Turman [mailto:nikki@setac.org]
Sent: Thursday, May 05, 2011 1:42 PM
To: Bruce Vigon; Sabine Barrett; Linda Fenner; Jason F. Andersen; Laura McCaffrey; Terresa Daugherty; Barbara Knight; Greg Schiefer; Mimi Meredith; Greenberg.Marc@epamail.epa.gov; Goodfellow, Bill
Subject: RE: Oil spill meeting survey

Ok, I've added that question.

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From: Bruce Vigon
Sent: Thursday, May 05, 2011 11:50 AM
To: Nikki Turman; Sabine Barrett; Linda Fenner; Jason F. Andersen; Laura McCaffrey; Terresa Daugherty; Barbara Knight; Greg Schiefer; Mimi Meredith; Greenberg.Marc@epamail.epa.gov; Goodfellow, Bill

Subject: RE: Oil spill meeting survey

Nikki,

This looks fine as an assessment of the meeting itself.

I wonder if it would be useful as well to ask participants whether and in what form they would most like to see information from these types of meetings published – e.g. proceedings, journals, summary articles, etc.

Bruce

From: Nikki Turman
Sent: Thursday, May 05, 2011 9:19 AM
To: Sabine Barrett; Linda Fenner; Bruce Vigon; Jason F. Andersen; Laura McCaffrey; Terresa Daugherty; Barbara Knight; Greg Schiefer; Mimi Meredith; Greenberg.Marc@epamail.epa.gov; Goodfellow, Bill
Subject: Oil spill meeting survey

Based on the questions that Sabine provided me, I've started to create the meeting survey. Please review and let me know of any edits or additions you would like as soon as possible. I think we need to get this out ASAP.

http://www.surveymonkey.com/s/oilspillmeeting

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