From: Greenberg, Marc
To: Jacqui Michel
Cc: Bill Goodfellow; Peter Hodson; greg schiefer
Subject: Re: SETAC GoM Oil Spill Focused Topic Meeting - Moderator of Opening Panel Discussion
Date: Friday, March 4, 2011 3:27:26 PM

Jacqui,

Are you speaking next week at SOT? Also, I think you've indicated that even though you're scheduled to be out of the office until 4 May, you would be available and in Pensacola for the 26-28 April. Just making sure. You can understand!

Marc S. Greenberg, Ph.D.

Environmental Toxicologist

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From: Jacqui Michel <jmichel@researchplanning.com>

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

Cc: Bill Goodfellow <bgoodfellow@eaest.com>, greg schiefer <schiefer@setac.org>, Peter Hodson <peter.hodson@queensu.ca>

Date: 03/04/2011 03:03 PM

Subject: Re: SETAC GoM Oil Spill Focused Topic Meeting - Moderator of Opening Panel Discussion

All: thanks! Wow! You have been very busy.

I just sent out emails to the panel. BTW, Maki's email was not listed and is "Alan W (LLC) Maki" <(b) (6)[redacted]

Look to hear more guidance as you get there.

Jacqui

P.S. I will be out of the country from 25 March - 4 May, but should have regular email access. Will just be 9 hours ahead.

On Mar 4, 2011, at 2:27 PM, <Greenberg.Marc@epamail.epa.gov> wrote:

Dear Jacqui,

I'd like to thank you for agreeing to moderate the Opening Panel Discussion during the upcoming SETAC Gulf of Mexico Focused Topic Meeting. To get us started on planning the panel discussion, I've attached a spreadsheet with relevant information on the tentative meeting structure and schedule, the sessions and key topics/questions that were identified by the meeting Steering Committee (not exhaustive by any means), and a listing of the panelists that have agreed to participate on your panel, or from whom we are awaiting final word. A brief summary of your panel (also in spreadsheet) is pasted below.

<ATT60595.gif>

<ATT60596.gif>

The Opening Panel Discussion session is scheduled for approximately 1.75 hours on the morning of Tuesday April 26, 2011. We are anticipating the beginning at 0800 h with welcoming and introductory remarks by SETAC and the Steering Committee. This will be immediately followed by your panel from 0815-1000 h. The panel discussions are expected to engage the audience—we hope the Opening Panel Discussion will be interactive throughout by using a format that begins with brief 5 to10-min presentations by each panelist (no more than 1 hour of total presentation time) followed by discussion and audience participation.

In coming days/weeks, we will be sending along more information 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.

At this time, we encourage you to begin communicating with your panelists. Their full contact information is in the attached Word file.

If you have not yet registered for the meeting, please remember that as a moderator, you are entitled to the discounted early bird member's rate. Please call the SETAC North America Office (USA) (850-469-1500) and ask for Laura McCaffrey or Terresa Daugherty and they will set this up for you.

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 Bill Goodfellow with questions.

Sincerely,

Marc Greenberg & Bill Goodfellow,

Steering Committee Co-Chairs

Marc S. Greenberg, Ph.D.

Environmental Toxicologist

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