From:	Greenberg, Marc
To:	Jacqueline Michel; Mary McDaniel; Tracy Collier; (b) (6) [redacted]; Calvin Walker; (b) (6) [redacted]; William Benson; Albert Venosa; Scott Stout; Debbie Payton; Chris Reddy; Paul Boehm; Francois Xavier MERLIN; steve.lehmann@noaa.gov
Cc:	Greenberg, Marc; Greg Schiefer; Goodfellow, Bill
Subject:	SETAC Gulf Oil Spill Focused Topic Meeting - Update and Action Item Review
Date:	Friday, March 18, 2011 5:06:16 PM
Attachments:	Abstract Placements_list_3-18-2011_Master_Update1_dist.xls
Importance:	High

Hello Session Moderators,

Thanks for your work thus far in assisting in the organization of the upcoming meeting. We've had to make this all happen in a relatively short amount of time, so your willingness to participate and your responsiveness to these tasks along the way are greatly appreciated.

I've attached below a spreadsheet that is similar to what I sent you on or about 3/12/2011 regarding abstract placement for your session. This version of the spreadsheet contains the meeting schedule as per your input on the order of platform talks. This is being forwarded to the SETAC Office for inclusion in the meeting program materials. With that task behind us, we'd like you to focus the very important communication and preparation with your panelists. We encourage you to interact with your panelists in these weeks before the meeting.

If you have not yet engaged your panelists via email or conference call, please do so at your earliest convenience. There is still plenty of time before the meeting, but we do not want to lose the interest of the many knowledgeable experts who have agreed to participate in the meeting. Simply sharing a brief outline, or the materials that we have distributed to you over the past month will likely spark some ideas and get folks thinking about what content they might want to bring to your panel discussion. For those of you who are already down the road on this--thanks.

If you have not sent me or Bill Goodfellow a brief personal biosketch, please do so early next week. We want to include a brief description of each moderators for the meeting program. We also suggest that you ask each of your panelists to provide you some biographical information so that you have some details for the introduction of your panel. It is your choice how you wish to proceed on that.

Lastly for now, 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.

If you have an questions, please don't hesitate to give me a call (coordinates below) or contact Bill Goodfellow (410-771-4950 x5121; bgoodfellow@eaest.com), my meeting steering committee co-chair.

Have a nice weekend.

Sincerely,
Marc

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