From: Greenberg, Marc
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Subject: GOMFTM: Time Sensitive Task Message to Steering Committee - Contacting Candidate Participants - UPDATE
Date: Sunday, February 13, 2011 10:14:56 PM
Attachments: Oil FTM Meeting 02_13_2011 (v7 dist).xls

Dear Steering Committee Members,

I am attaching an updated spreadsheet that details where we are with the invitation process. We have a good start, but there are some holes that need to be filled. Most people have contacted their assigned primary candidate moderators and/or panelists. On the tab "Primary Assignments" you will see a listing of where we are with these invitations. Near the bottom of that tab, there is a tally on the status of each panel in terms of how may moderators/panelists have said yes or no, or have not yet responded. Please look this over and see that I have your report-outs correctly recorded. I ask that if you have not yet heard back from an invitee, please contact him/her again on Monday and get an answer. We will need to talk about the status of the invite list and make decisions about moving to the "Secondary Assignments" list to fill the holes in the sessions. We can discuss that on Tuesday's scheduled call (3 PM CDT).

I am still working away at putting together some initial guidance information for moderators from our earlier notes and scoping documents. Also note that the very detailed tab "Call List UPDATE 2_13" is cross referenced to the "Primary Assignments" tab. I am hoping to pull this together on Monday. I will do what I can by the call Tuesday.

Lastly, an important decision that was made on the 2/8/2011 conference call was that the numbered sessions 1A-C and 2A-D will have the following structure:

> Panel discussion for approx 90 min. Panelists will each provide short (5 min) presentations to set up the discussion session and interaction with the audience. The moderator(s) and panelists will work out the details on those brief presentations as we approach the FTM.
>
> The moderator(s) and invited panelists will be described in a paragraph description of the panel discussion (to be written primarily by the moderators).
>
> Remainder of the session to be filled with 'standard' session talks (20 min slots) that will be selected from the general abstract submissions
>
> We're still using the general layout on the "FTM Draft Schedule" tab in the spreadsheet, but the times will need to be tweaked a bit--this adjustment can be made after the abstract review and selection process;

Thanks,

Marc

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