From: Greenberg, Marc
To: "French-McCay Deborah"; "Gala Will"; sgerould@usgs.gov; "Goodfellow Bill"; charlie.henry@noaa.gov; "Hodson Peter"; murray@nwf.org; "Nikki Turman"; "Pardue John"; "Ringwood Amy"; "Schiefer Greg"; "Vigon Bruce"; (b) (6) [redacted]; George.Cobb@TIEHH.TTU.edu
Subject: GOMFTM: Time Sensitive Task Message to Steering Committee - Contacting Candidate Participants 1/2
Date: Thursday, February 3, 2011 6:11:10 PM
Attachments: Oil FTM Meeting 01_25_2011 (v6 dist).xls
Full contact Info.doc
Invitation Letter FORM.doc

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