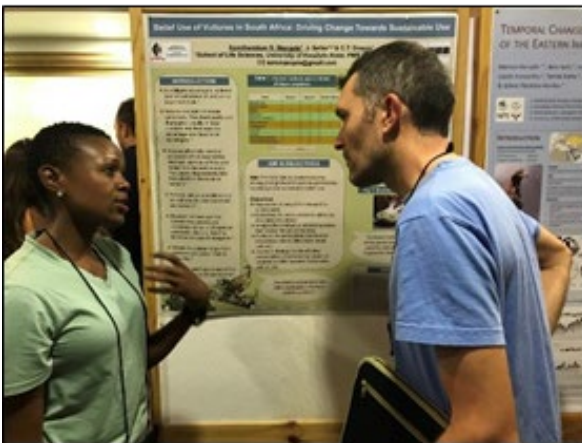


GUIDE TO PLANNING THE ANNUAL CONFERENCE OF THE RAPTOR RESEARCH FOUNDATION



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INTRODUCTION

The Raptor Research Foundation (RRF) holds a conference annually where participants present research findings and society business is conducted. The goals of RRF conferences are to: 1.) share and promote research on the biology, conservation, health and management of birds of prey; 2.) provide education opportunities through workshops and field trips; 3.) create professional networking opportunities; 4.) develop mentoring opportunities for students and early career researchers; and 5.) recognize award and grant recipients. RRF conferences traditionally occur in North America during the Northern Hemisphere's autumn season. The first RRF annual conference outside the United States was held in 1981 in Montreal, Canada. To promote attendance and enhance international membership, RRF endeavors to hold its annual conference in a variety of locations that are easily accessible by people from around the world. The first annual conference outside North America was held in 1989 in Vera Cruz, Mexico^a. In the 2000's, the RRF Board voted to hold future annual conferences outside North America on a regular basis, once every four years when practicable. The first of these international conferences was held in 2009 in Pitlochry, Scotland the second in 2013 in Bariloche, Argentina, and the third in 2018 in Kruger National Park, South Africa.

RRF conferences may be held jointly with other organizations. Examples include the 2004 conference in Bakersfield, California where RRF met with the California Hawking Club and 2007 when RRF met with the Hawk Migration Association of North America in Fogelsville, Pennsylvania. The RRF leadership strongly supports joint conferences with like-minded raptor organizations. Benefits include the opportunities for additional assistance with conference planning and enhanced networking opportunities for conference attendees.

RRF conferences are hosted by a Local Committee which is responsible for conference planning and implementation, with guidance from the RRF Conference Committee. Hosting an RRF conference is a challenging and rewarding experience that the Foundation relies on each year. This manual has been prepared to provide information for those considering hosting and to guide local committees through the process of hosting an RRF conference. Ideally, at least one person in a leadership role on the Local Committee has had the experience of attending an RRF conference. If not, RRF strongly encourages one or more persons involved in planning a conference attend at least one RRF conference prior to hosting their own; conference expenses may be paid with Board approval.

Questions regarding this document or other matters regarding hosting an RRF conference should be directed to the RRF Conference Committee Chair (contact information available at:

<https://www.raptorresearchfoundation.org/about/rrf-leadership/>).

^aBetween 1990 and 2000, RRF had a presence at international conferences in addition to the organization's annual conference. Some RRF members participated in these conferences; they were held in Badajoz, Spain (1995), Mikoluv, Czech Republic (1999), La Paz, Mexico (1999) and Eilat, Israel (2000).

CONFERENCE PLANNING TIMELINE AT A GLANCE

A group hoping to host an RRF conference needs to be particularly aware of the following significant events and dates. Details of each of these factors are presented later in this guide.

Event	Time before the conference begins
Submission of proposal to host a conference ^a	2-3 years
Selection of a conference center and/or hotel	2-3 years
Reservation of conference center and hotel rooms	1-2 years
Announcements of the meeting (e.g., on the RRF website)	1-2 years or as soon as the proposal is accepted

^a Proposal submitted through completion of *Application to Host the Annual Conference of the Raptor Research Foundation* ([Appendix A](#)).

PROPOSAL TO HOST AN RRF CONFERENCE

The first step in preparing to host an RRF conference is for the prospective host(s) to write a letter to the RRF President inviting the RRF to hold its annual conference in year X at a particular place and date. This letter of invitation should only be written after consultation between the prospective host(s) and the current RRF Conference Committee Chair. The letter should be accompanied by a completed proposal application ([Appendix A](#)). Assistance with completing the application is available through this conference guide and through communications with the RRF Conference Committee Chair. Essential information to provide in the application includes:

- Host/Co-host organizations
- Local Committee Chair(s)
- Conference Dates
- Symposium and/or workshop ideas
- Venue (conference meeting facility and sleeping rooms)
- Accessibility to the venue by air, etc.
- Conference income and expense estimates
- Profit/loss allocations between RRF and host organization(s)

All conferences must be approved by the RRF Board of Directors. A completed application provides the Board with enough information to accept the proposal as written; accept the proposal with revisions; or decline the proposal. Proposals should be submitted two, preferably three, years in advance of the conference dates anticipated. If the proposal is accepted, a written *Financial Agreement* ([Appendix A, Attachment 2](#)) is prepared by the RRF Conference Committee Chair in collaboration with the Local Committee

Chair. The Financial Agreement is signed by the RRF President and by host organization leadership. This agreement specifies the financial responsibilities of the host organization(s) and RRF (see CONFERENCE FINANCES, this guide).

CONFERENCE DATE

The September-November period is preferred by the RRF for its annual conference to reduce conflicts with North American breeding season field research activity, and because it generally does not overlap with other major North American ornithological conferences. Dates to avoid holding an RRF conference in North America include U.S. Thanksgiving, Canadian Thanksgiving and the Jewish holiday Rosh Hashanah. For conferences outside North America, organizers should be mindful of religious and other holidays in the host country and region beyond. An internet search will reveal religious and other holiday dates to be avoided anywhere in the world in a given year.

To avoid conflicts with other local events the Local Committee should check projected conference dates against the host city's calendar of events (e.g., home football games, major annual festivals). The timing of other ornithological or wildlife conferences should also be considered when choosing dates. On the other hand, a related conference, e.g., for a state ornithological society, falconers, or a raptor rehabilitator group, might increase RRF attendance if the two conferences are back-to-back in the same conference center or held jointly.

ORGANIZING AND CONDUCTING THE CONFERENCE

An overview of task assignments for RRF conferences is shown below under *Duties and Responsibilities* and also in the *Application to Host* ([Appendix A, Attachment 1](#)). The conference host(s) may hire a professional conference planning service or an individual to complete some of these tasks, with fees paid from the conference budget.

Local Committee

The size of the Local Committee will vary from conference to conference, depending upon the expected size of the conference, conference logistics, and the availability of local people to assist with planning. Typically, a committee of six to ten individuals is sufficient to undertake all essential tasks. The Local Committee will be chaired by one individual who is responsible for overseeing all activities and financial matters. A vice-chairperson should be aware of the chairperson's duties, the overall activity of the committee, and be able to sign checks in case the chairperson is indisposed.

RRF Conference Committee

RRF's Conference Committee is composed of a chair and additional committee members. The Chair coordinates with the Local Committee on behalf of the RRF Board of Directors to host the conference. The Chair facilitates signing contracts, board requests, schedules planning meetings, and overall is the lead representative for RRF to the Local Committee.

Division of Responsibilities

Tasks are shown by group. **PHO**: Potential Host Organization (reflects activity in preparation for submission of an *Application to Host the Annual Conference* (Appendix A); **RRFweb**: RRF website coordinator and other web content provider; **LC**: Local Committee; **EP**: Event Planner (an optional participant); **CC**: RRF Conference

Committee; **SC**: RRF Scientific Program Chair; **WC**: RRF Workshop Coordinator; **CoCC**: RRF Code of Conduct Committee.

Task	Group
Identify conference hotel and conference meeting facility (if separate from hotel)	PHO, LC
Develop line item budget, projecting expenses vs. revenues	PHO, LC, CC
Develop conference logo	LC
Maintain conference finances through all stages of the conference, including final report	LC
Negotiate, prepare and review of contracts for:	
Hotel ^a	EP, LC, CC
Conference Meeting Facility (if separate from Hotel)	EP, LC, CC
Conference planner (if needed)	LC, CC
Vendors (if needed)	LC
Field trip vendors (if needed)	LC
Find and make arrangements for Plenary Speaker(s)/Other special presentations	LC, CC
Develop and maintain a conference website (for info & online registration)	RRFweb
Handle credit card transactions over the web	EP
Provide information on the conference to RRF webmaster	LC, CC
Set registration fees, deadlines	LC, CC
Design/produce conference program/abstract book	LC, CC, SC
Recruit & schedule volunteers for registration desk at the conference	LC
Locate audio/visual equipment for use at the conference	LC
Schedule/put in place audio-visual equipment	LC
Recruit and schedule volunteers to run the AV equipment during presentations	LC
Have conference T-shirts designed and produced (optional)	LC
Arrange for purchase of special conference materials (mugs, hats, tote bags...)	LC
Publicize the conference	LC, CC
Secure Sponsorships	LC
Set fees: registration; banquet; evening, off-site evening social	LC, CC
Organize optional silent auction, art show	LC
Pre-register attendees, handle payments by web	EP
Register attendees, handle payments at the conference	LC, EP
Provide confirmation to registrants of their registration	LC, EP
Secure name tags for speakers, ribbons for Board members & officers	LC
Identify and schedule vendors	LC
Schedule/organize scientific sessions	SC
Schedule/organize special symposia/workshops	SC, LC, WC
Reserve meeting rooms for scientific sessions, special symposia, workshops	LC,CC,SC,WC
Schedule Board & Business meetings	LC, CC
Reserve meeting rooms for Board and business meetings	LC
Schedule/organize social events:	
Icebreaker/reception	LC
Poster session reception	LC
Evening social	LC
Banquet	LC
Coffee breaks between paper sessions	LC
Reserve meeting rooms for social events	LC
Schedule/organize field trips	LC
Respond to Code of Conduct Complaints	CoCC, LC
Order and pay for conference insurance	CC

Task	Group
Complete final report on conference to RRF	LC

^a Local Committee is encouraged to use the services of a professional experienced in negotiating hotel contracts (Event Planner), as better room rates are often the result (contact the Conference Committee Chair for further information).

CONFERENCE VENUE

RRF conferences need facilities for scientific presentations, both oral and poster; space for coffee breaks and vendor displays; space for registration and associated tables; and a room large enough to seat the entire number of registrants for the opening of the conference, keynote speakers, and symposia. It is highly desirable to choose a conference facility that has a variety of restaurants and other amenities within easy walking distance. Amenities benefit conference attendees and significant others who may travel with them.

Given the facility needs identified above, selecting an affordable venue becomes a challenge. Affordable pricing helps ensure wider participation in the conference, particularly among students, ECRRs, and retirees. Moreover, federal employees that attend RRF conferences have strict per diem rates that vary by city and year. These rates (available on the internet) should be taken into account when looking at venue options and negotiating venue contracts.

In the process of preparing the RRF *Application to Host*, working with the RRF Conference Committee, the prospective host(s) have the option to engage the services of an event planning company. Such companies can identify venues for consideration and, once a venue has been selected, assist in negotiating favorable contract terms at no cost to the prospective host or RRF.

Presentation Rooms

For the scientific sessions, most RRF conferences need at least two, preferably three, lecture rooms for presenting oral papers. These rooms must accommodate at least 80-100 people each (or more if conference registration dictates), be close together, and be suitable for PowerPoint presentations, i.e., be capable of being sufficiently darkened.

Social Event Rooms

Social events will require a large room for the ice-breaker reception, the poster reception, and the banquet. Coffee breaks are often held in a lobby near the meeting rooms if the space is large enough.

Sleeping Rooms

Most RRF conferences will attract from 175-300 participants and most are held in hotels or hotel/conference centers. Having sleeping rooms and scientific and social sessions under the same roof has many logistical advantages. It can also have economic advantages for the Local Committee. Registrants should be encouraged to stay at the host hotel. Many hotels offer reduced rates on meeting rooms based on the number of sleeping rooms used by conference participants. Federal per diem limits for lodging should be considered when negotiating hotel contracts. The best solution, particularly for students, is to negotiate a flat rate for 1-4 people per sleeping room. This is best accomplished with the professional assistance of an event planner working closely with the Local Committee and Conference Committee. Often one or more sleeping rooms are made available at no charge (Complementary Rooms) by the hotel as certain thresholds are met for registrants staying overnight. If conference rates are offered, a contract between the primary host organization and the host hotel must be signed, specifying nightly rates for sleeping rooms, the number of

rooms to be made available at those rates, dates by which rooms must be reserved in order to obtain the conference rates, and the number of rooms needed to be reserved in order to acquire discounts on meeting rooms.

It may benefit some attendees to have information on campgrounds and some alternative hotels or motels in the vicinity. A communal bunkhouse for those with limited income (Early Career Raptor Researchers or retirees) is strongly encouraged as an alternative lodging option to be arranged by the Local Committee. However, it is usually in the best interest of both the Local Committee and conference participants to encourage participants to use the conference hotel for their housing provided that the reasonable room rates have been negotiated.

In some locations and venues, it may be necessary to reserve a block of sleeping rooms two years or more in advance to ensure adequate quantities of rooms are available for attendees and to ensure the desired dates are available. This is particularly true of tourist destination locales or cities that host a large number of conference and professional meetings. The local chamber of commerce or convention and visitor's bureau usually can provide a complete list of conference booking dates as well as information on peak tourist times. Local convention and visitors bureaus may also be able to assist the Local Committee with bids from appropriate hotels.

Most venues where RRF holds its conference set aside complementary rooms as determined by number of rooms occupied within the room block reserved for RRF. For example, the 2019 RRF conference was held at the Hilton Fort Collins; one complementary room was provided by the Hilton for every 40 rooms occupied. The Local Committee is expected to make arrangements with the venue for complementary rooms to be made available to individuals in RRF taking leadership roles in planning the conference in the following order: 1st room – RRF Conference Committee Chair; 2nd room; RRF Scientific Program Committee Chair; 3rd room Local Committee Chair (if needed) or RRF President.

Food and Beverage

The Local Committee is responsible for working with the venue to order food and beverage (F&B) for the conference events, including the icebreaker reception, poster session reception, coffee breaks between paper sessions and the banquet. This requires keeping close track of the number of people registered for these various social activities (available through the event registration software employed by RRF).

Most hotels will not allow outside F&B into the meeting space. This can always be requested but will most likely be turned down. Those that tend to allow outside F&B are limited service hotels (i.e., Hampton Inns, Courtyards); they have very limited meeting space and no restaurant/full-sized kitchen. The exception is bringing in outside beer or wine. Some hotels will allow this, but will usually charge a fee (corkage or tap-fee) per bottle/keg to do so.

Hotels sometimes allow group meetings held during a conference to order off the restaurant or room service menu where it is delivered to the meeting space. Board meetings are the best example of a situation where this hotel service might be requested.

If quick lunch options are unavailable near the venue, the venue may be able to provide a buffet lunch to facilitate an inexpensive and quick eating option. Lunch options should be thoroughly researched so attendees searching for food don't interfere with the presentation schedule.

Lactation Room

The hotel should provide a room for lactation or nursing for women or families near the main event rooms. Lactation rooms should be private, hygienic, and include access to an electric outlet and chair. This room supports attendees without easy access to a sleeping room to lactate. Use by multiple people can be accommodated with curtains, screens, or other privacy shields. A smaller space could be scheduled with a signup form for single occupants.

Contracts

The hotel contract will be reviewed by the RRF Legal Committee prior to signing by the RRF President. Local host committees are encouraged to review the hotel contract prior to signing.

CONFERENCE FINANCES

The main goal of RRF conferences is to conduct a quality meeting. That said, the Local Committee must demonstrate careful oversight of conference income and expenses. Every effort must be made to avoid financial losses. The financial goal is to keep costs low to participants, but to budget for income above expenses (e.g., \$5,000 USD). This provides a margin of error to avoid a loss from unforeseen circumstances (e.g., conference cancellation due to pandemic, severe weather, acts of terrorism).

During the application process for hosting an RRF conference, a Financial Agreement is negotiated and signed between RRF and the Host Organization(s) ([Appendix A](#), Attachment 2). This agreement identifies how profits or losses will be allocated after the conference.

Responsibilities of the Raptor Research Foundation

The RRF will provide a cash advance, typically \$1,500, from the RRF Treasurer to the Local Committee for expenses that are due before registration fees become available. RRF may provide larger cash advances to the Local Committee when necessary to reserve meeting space at the venue. Given the RRF annual budget review cycle and the need for Board approval of the annual budget, the Conference Committee Chair should be notified one year in advance of the necessity of cash advances exceeding \$2,000. Upon approval of the proposed budget, which must be done in close coordination with the RRF Conference Committee, the RRF Board will authorize the Local Committee to proceed with the planning and operation of the conference.

Responsibilities of the Local Committee

To ensure adequate conference budgeting, the Local Committee must present a revised budget to the RRF Conference Committee Chair six to nine months prior to the conference. As a starting point, the Local Committee should use as guidance the budget laid out by the host organization(s) in their completed copy of the *Application to Host*. Since this budget is established 2-3 years before the conference, line item income and expenses therein will likely require revision. The Local Committee is responsible for establishing and adhering to the budget, including setting registration and other fees, coordinating collection of fees with RRF, making all disbursements, and raising additional funds through sponsorships in support of the conference. The Local Committee will also keep a detailed and accurate account of all income and expenses, and include this in the conference report due six months after the conference.

The Local Committee should establish a checking account with a local bank that does not charge bookkeeping fees to non-profit organizations, if possible. Alternatively, a hosting organization may have its own in-house checking and credit card capability.

Registration Fees

A considerable portion of the conference income is from registration fees paid by participants; the RRF Conference Committee Chair should be consulted when registration fees are set. The Local Committee must set the fees with a balance between two things-providing a sufficient income, and keeping fees low enough so that they do not discourage attendance, especially by students. The cost of annual membership should be included in the registration fees for non-members seeking to register, when feasible. An example of when this may not be feasible is when RRF plans to meet with another society. If the price of membership cannot be added to the cost of registration for non-members the schedule of registration fees should allow RRF members to pay a lower rate than non-members which should encourage nonmembers to join RRF.

Students should be assessed a registration fee considerably less than the regular registration fee. Retired RRF members should also be assessed a reduced registration rate. Accompanying spouses or 'significant others' who will attend only social functions should be assessed at the per person rate that covers the cost of these functions.

Registration Fee Waivers. The Local Committee should provide registration fee waivers as identified below. In the conference budget, these exemptions from registration fees must be considered lost income and factored into the budget as expenses.

- Local Committee
- Volunteers, including those working the registration desk (see also the Gratis Registrations section, this guide)
- Life Members (RRF members who made payment on their life membership prior to 13 August 1996; see Appendix A, Attachment 3 for a list).
- Conference Committee Chair
- RRF Scientific Committee Chair
- RRF Board Members (maximum of 2, on an as-requested basis)

The Local Committee can encourage pre-registration by increasing the registration fees for all categories of participants as the conference time draws closer. RRF conferences traditionally use a three-stage registration fee schedule—early, mid, and late (for examples of timelines and fee structures, see the final reports from past RRF conferences: <https://www.raptorresearchfoundation.org/conferences/conference-planning/>).

All personal or financial data collected from registrants is confidential. It may not be used outside the planning of any RRF event. To maintain RRF in compliance with US and European privacy laws, local host personnel will be asked to sign a privacy agreement to acknowledge this requirement.

Registration deadlines for international conferences should be announced well in advance, much earlier than for conferences in North America. The Local Committee must consult with the Conference Committee as registration fees are set for attendees in the aforementioned categories.

Each year a few registrants cancel their plans to attend the RRF conference. The Local Committee should develop a refund policy for cancellations, setting a date after which no refunds are provided. The policy should be posted on the RRF website along with other conference information as registration begins.

Conference registration is provided by RRF using event registration software. The Local Committee will be expected to coordinate with the RRF designee for responsible for managing the event registration software to setup registration dates, costs, and reports. RRF will provide the Local Committee with access to reporting options within the software. Transaction fees for credit cards will amount to ~ 3.0%. The RRF Treasurer will send up to 3-4 bank transfers or checks to the Local Committee with money collected from registration fees.

It is up to the Local Committee to determine the fiscal deadlines for hotel and catering deposits and confirm a deposit schedule with the RRF Treasurer prior to the start of registration.

The Local Committee should allow registration fees to be paid by check or credit card. Some registrants will need to split charges between two payment methods (or separate credit cards) to separate payment for conference registration from other costs, such as banquet tickets or field trip fees. For international conferences, additional payment options for locals may be necessary. For example, in 2013 the Bariloche conference group collected registration fees separately for Argentine attendees to avoid certain logistical issues.

Conference Insurance

Appropriate insurance coverage is key successful RRF Conferences. RRF has a General Liability (GL) insurance policy. Renewed annually, the policy provides RRF conferences with financial protection from lawsuits. This policy covers bodily injury and property damage at RRF conferences. Conference events taking place away from the conference venue are also covered under the GL policy (e.g., field trips and off-site dinners).

Additional Insureds. RRF requires that the host organization(s) be covered under the RRF policy. It is the responsibility of the RRF Conference Committee, working with the RRF insurance agency, to add the host organization(s) to the policy as *additional insureds* (cost is about \$50 per organization). Both employees and volunteers for the host organization(s) will be covered under additional insured clauses in the RRF policy. The complete legal name and address of each additional insured must be provided to the Conference Committee Chair for submittal to the insurance agency.

Additional Auto Liability Coverage. At the same time the Conference Committee submits a request for additional insureds to be added to the GL policy, the RRF Conference Committee should request Hired and Non-owned Automobile Liability insurance be added to its GL policy. This extends coverage to vehicles RRF might rent/lease/borrow, including personally owned vehicles of volunteers, who may be acting on behalf of RRF. Further, RRF requires that passengers riding in non-professionally-driven vehicles sign liability waivers.

When professional companies are used to transport conference attendees, RRF can expect to be covered under the livery company's insurance policy. Most states require high liability limits for livery vehicles because injury or death could occur to all passengers (Paulet-Slater Agency, pers. comm.).

Liability Waivers – Liability waivers allow signees to legally acknowledge that they understand the risks they are taking. While the RRF GL insurance policy covers bodily injury, RRF requires that liability waivers be signed by all conference attendees or volunteers (sample waiver: Appendix A, Attachment 4).

Liquor Liability. Liquor Liability coverage is part of the RRF GL policy as long as RRF/the host(s) do not charge a fee for liquor that they provide. When alcohol is sold at the venue where the conference is held or away from the venue at off-site gatherings, the RRF Conference Committee should request a Certificate of Insurance from the vendor serving alcohol to ensure that they have Liquor Liability coverage of their own (required for licensing, but best to verify).

Event Cancellation Coverage. RRF has the option to add event cancellation coverage to its policy. The most likely situation where this additional coverage would be beneficial is when a conference is scheduled in a location where the probability of severe adverse weather is high (e.g., during hurricane season on the U.S. Gulf Coast). The cost of Event Cancellation Coverage insurance is in the \$1,000 range, according to the Paulet-Slater Agency.

Sponsors and Fund Raising

To hold a high-quality meeting while keeping registration fees at an affordable level, outside funding is essential. The Local Committee should approach local foundations, corporations, government agencies related to the environment, nature societies, and federations for support. Often, the host(s) may ask for funding or an in-kind contribution for a specific part of the conference.

In-kind contributions may take many forms. For example, the registration table at the conference is nearly always handled by local volunteers, often members of the host organization or a local non-profit (e.g., local Audubon Society chapter). An agency might agree to underwrite the printing for the conference program or a corporation might agree to fund a social event like the ice-breaker, poster reception, or the Friday night social event. A university might agree to donate the use of audiovisual equipment or use of vans for field trips; both are significant conference expenses. Applications for external funding should be made very early in the conference planning process because they often take a long time to process.

Sponsor contributions may be enhanced through creating incentives for contributing larger amounts of money. Local Committees can choose to offer potential sponsors the option of contributing within 'fixed' donation categories. Within each category, sponsors can be offered a different level of publicity, with the amount of publicity increasing with donation amount (see example, Appendix A, Attachment 5).

Selling items with the RRF logo can be another way to raise funds. T-shirts are always successful if the quantity ordered matches the number sold. Ball caps, coffee mugs, and tote or laptop bags are other possibilities.

Holding an auction and raffle at the banquet will usually be profitable if an adequate quantity of desirable items and/or services can be obtained by donation. Auctions can be silent or with an auctioneer. A good auctioneer can usually coax more money out of the audience than will a silent auction.

Profits and Return of Cash Advance

Within six months after the conference, the accounting books must be closed and the cash advance provided by the RRF and the agreed upon percentage of any revenue generated must be forwarded to the RRF Treasurer.

PUBLICITY

It is very important to publicize a conference early and widely to reach as many potential attendees as possible. As soon as possible after the Board has approved the conference, the event should be posted on the RRF website, by contacting the RRF Website Coordinator, and in announcements of news and events emailed monthly to the membership. Disseminating publicity for conferences is a group effort, involving coordination and collaboration between the Local Committee and the RRF Conference Committee. Empower your local committee to get the word out about the conference within their respective organizations and partition responsibilities within the group for contacting organizations about the conference. The role of the Local Committee in providing information on the conference is to announce the conference locally and regionally to non-members.

Print Publicity

- Press Releases - One month before the conference, local news media (newspapers, television, and radio stations) should be sent a press release. This should include the basic information related to the conference: who, when, where, and why. It should also invite local participation. Within one week of the conference, follow-up phone calls can better insure media coverage. Depending on the interest of local media, a press conference may be scheduled during the conference to allow the media to interview RRF personnel and raptor experts attending the conference.
- State and regional websites and newsletters of The Wildlife Society in the region where the conference will be held are also good outlets for news about the upcoming conference.

Electronic Publicity

Email announcements are sent to all RRF members with email address on file (see content example, Appendix A, Attachment 6). The first is sent 9-10 months before a conference, announcing basic conference information so that members can *Save the Date*. The first announcement should identify the host(s), conference dates, location, and venue. Subsequent emails present additional information, including a positive description of city where the conference will be held and important dates in the conference timeline (e.g., registration opening; abstract submission deadline; application deadlines for travel awards). Email message content is collaborative effort, involving the Local Committee, RRF Conference Committee, Scientific Program Committee and President; it is the responsibility of the RRF Conference Chair to see that emails are appropriately timed.

RRF Website

The RRF Website Coordinator maintains information on past and future RRF conferences on the RRF website. Conferences on the RRF website cover:

Conference Planning: RRF Conference Hosting Manual (this guide) and final conference reports.

Current Conference: registration and secure credit card payment; travel and lodging; field trips; special events; sponsors; scientific program; schedule; abstract submission. This information may be hosted directly on the RRF website or may be linked to another site with input and close oversight by RRF.

Upcoming Conferences: brief overviews of conferences scheduled more than one year from the current year.

Past Conferences: dates and locations; pdfs of Program Books, conferences reports.

Logos

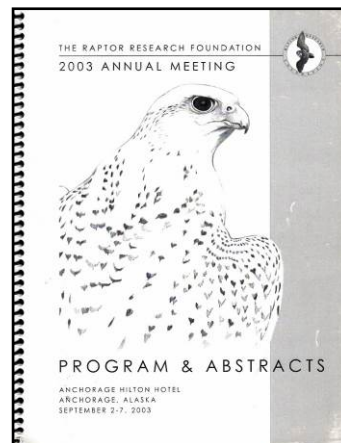
Electronic files of the RRF logos are available in .jpg, .ai, and .eps format on the RRF website <http://www.raptorresearchfoundation.org/about>. The Local Committee is encouraged to develop an event-specific logo to promote the conference. Examples of past logos are displayed in Appendix B. Logo design should consider appearance (readability, visual appeal) on printed programs and merchandise.

PROGRAM BOOK

The Local Committee will have primary responsibility for the Program Book. Expenses for production of the book include: labor costs for design and the incorporation of content various sources; and printing costs. Not everyone chooses to receive a printed copy. During the registration process, people should be given the option to purchase a printed copy or to receive a PDF copy at no charge. The Program Book must prominently display the RRF logo on the cover in addition to logos for hosting organizations. It's an excellent idea to display sponsor logos inside the book, near the front or on the back cover.

The Program Book contains a detailed schedule of scientific, social, and business sessions as well as abstracts of all papers to be presented. If concurrent scientific sessions are held, the schedule should be arranged so that concurrent sessions can be compared easily. The Program Book lists RRF personnel (which can be obtained from the RRF website), conference sponsors, vendors, conference organizers, and conference volunteers. The book also contains information useful to conference participants, such as the hotel floor plan and guide to local restaurants in walking distance from the hotel. For guidance, the Local Committee is encouraged to review program books from past conferences which are posted on the RRF website in pdf format.

<https://www.raptorresearchfoundation.org/conferences/conference-planning/>



CONFERENCE SCHEDULE

RRF conferences typically run from Tuesday through Sunday. There is some flexibility with this schedule, particularly for RRF conferences away from North America. With minor variation, the standard format for RRF conferences is:

ORDER	EVENTS
Day 1	Board meeting all day. Registration (late afternoon/early evening).
Day 2	Registration. Workshops. Field trips. Ice-breaker social event in evening.
Day 3	Plenary address, if scheduled. Scientific paper sessions all day. Symposia, if scheduled. Registration. Scientific poster session and social reception in evening
Day 4	Plenary address, if scheduled. Scientific sessions all day. Symposia, if scheduled. Registration. Social event including dinner meal in evening.

Day 5	Plenary address, if scheduled. Scientific paper sessions all day. Registration (a few hours in the morning) Business meeting (PM only). Banquet in evening.
Day 6	Field trips. (optional)

REGISTRATION

Pre-registration

Pre-registration is very important to the Local Committee for estimating the size and number of meeting rooms to reserve, and the quantities of programs, food, T-shirts, and other supplies to procure or reserve. Pre-registration also provides an important source of advance funds needed to prepare for the conference. It is to the advantage of the Local Committee to do whatever it can to encourage pre-registration. One way to do this is to provide a significant savings on the registration fee for early registration. The Local Committees typically sets a three-stage registration with the fees increasing at each deadline as the conference date approaches. Some attendees will always register at the last minute by mail or in person at the conference.

Setting registration fees should include a discounted rate for students, early professionals, and Retiree/Emeritus members (examples in the table below). Non-member registrants should have the cost of RRF membership added to their registration fee (i.e., if the student member cost is \$25, add that cost to the student member registration rate to determine the student non-member rate).

Table. Registration rates for the RRF conferences in 2019 in Fort Collins, Colorado and 2021 in Boise, Idaho. Registration rates in 2021 included the cost of an off-site dinner and the banquet^a. In 2019, these costs were not included in registration fees.

Registration Type	Early 2019, 2021	Mid 2019, 2021	Late 2019, 2021
Regular (Member)	\$220, \$347	\$250, \$377	\$305, \$432
Regular (Non-member)	\$263, \$387	\$293, \$417	\$348, \$472
Student (Member)	\$100, \$236	\$110, \$246	\$120, \$256
Student (Non-member)	\$125, \$256	\$135, \$268	\$145, \$278
Early Professional (Member)	\$100, \$264	\$110, \$274	\$120, \$284
Early Professional (Non-member)	\$130, \$291	\$140, \$301	\$150, \$311
Retire/Emeritus (Member)	\$150, \$279	\$170, \$299	\$190, \$319
Retiree/Emeritus (Non-member)	\$180, \$326	\$200, \$326	\$220, \$346

^a Due to the pandemic, RRF and the Local Committee decided to hold a virtual-only conference. Lower registration fees were set. Those who had already registered were refunded their money and had the opportunity to re-register at the new virtual pricing.

On-site Registration

While steadily increasing registration fees at regular intervals in the months leading up to the conference discourages on-site registration, for a variety of reasons some attendees wait until conference time to register. The registration process at the conference is very important because if it proceeds smoothly and quickly, a favorable tone is set for the conference. The registration desk should be in a prominent, easily accessible location with plenty of room for people and materials. Depending on the configuration of the conference center, the registration table may be set up in the lobby or share a room with the vendor displays. Day 1 is limited to the RRF Board meeting. Registration should begin in late afternoon of Day 1; this allows attendees to check in in advance of field trips and workshops scheduled for Day 2.

Registration should remain open throughout the conference, including a few hours the last morning of paper sessions. On full days, the desk should be open from 7:30 AM to 5:30 PM. A registration package should be prepared in advance for each person pre-registered containing name tag, name tag ribbon (if appropriate), tickets for special dinners and events, receipts, and RRF or sponsor promotional material if made available. The packet should also include a copy of the Program Book for those that chose to receive a printed copy during pre-registration. People who chose not to take this option should be provided an abbreviated (yet complete) conference schedule. Those who purchased Program Books may also want this handout, so it is a good idea print extra copies. Other information helpful to registrants includes: local maps and public transportation guides and locations of restaurants, banks, drug stores, and medical facilities. Often the city, hosting university, or even a government fish and wildlife department will supply materials at little or no cost for the registration materials. Additional packages should be prepared for walk-in registrants. The local committee should carefully consider how much material is needed for participants and be mindful of cost and waste.

The registration desk should have a calculator, receipt book, cash box with money for change, and a computer and printer as well as extra copies of programs to be sold, and copies of last minute changes in the program. A laptop with access to the online registration website is critical for processing credit card transactions. Internet/WIFI should always be available during the conference.

For efficiency, packages for people who are pre-registered should be divided into alphabetical segments with a person assigned to distribute them. It is helpful to have a separate space in the registration area for those registering on conference days.

The registration area should also include a message center where news and information is posted (e.g., where banquet and field trip tickets may be purchased or exchanged). At the message center, information is available at a glance. In fact, posting the conference schedule on the message board will lead to fewer questions asked of volunteers at the registration desk. Early on during the conference, it is helpful to have a few 'locals' present to direct attendees to specific shops, restaurants, museums, parks, bird-watching trails, and natural or historic sites.



Liability Forms

All conference registrants and volunteers must sign a release of liability before the conference begins. The liability for covers all conference events including socials, workshops, and field trips. The form can be included in online registration and a paper form made available for onsite registrations. A sample form is available in Appendix A, Attachment 4.

Privacy Policy

RRF is committed to the value of privacy for our members and all conference attendees. RRF has a privacy policy to maintain compliance with U.S. and European privacy laws that may apply to persons interacting with RRF. Registrant information and financial data is considered private and confidential information. All persons, whether staff or volunteers, are restricted from sharing this information without permission of the individual.

Gratis Registrations

The RRF Conference Committee Chair and local host committee members receive a free registration to the conference. Volunteers associated with the local host committee typically can also be provided with free registration.

RRF requires that 5 gratis registrations be available for students and/or early career professionals (within 3 years of a diploma) in exchange for volunteering 6 hours to support the conference. Examples of volunteering opportunities include: working at the registration desk; loading presentation files onto laptops for the scientific program; monitoring the digital projector and lights during the scientific program; and driving vans for workshops. These volunteer positions are generally set aside for seasonal technicians, brand new graduate students, and even sometimes undergrads. People who are young, often have never attended a conference before, and don't have positions or grants that pay for them to attend. If these volunteers work a large amount of hours they won't be able to experience the conference, which is the main point of this volunteer program.

Guest Registrants

Guests are welcome at RRF conferences. Additional tickets should be purchased for guests attending social events or field trips. Guests are unable to purchase workshop tickets. Guests planning to attend presentations are to register for their own regular registration and are no longer considered guests of

another attendee. The registration form should include a field to ask for the names of any guest attending. Name tags should be provided to all guests.

Refunds

Refunds on registrations incur credit card fees as they are considered transactions. Few refunds are processed in a normal year and our refund policy has been standardized to the following:

RRF's cancellation policy

- 100% refund if requested more than 60 days prior to an event
- 50% refund may be applied to cancellations 30-60 days prior to the event
- 0% refunds within 30 days of the event.

Display Tables

The Local Committee must also work with RRF and the venue to ensure one or more tables are available for display of RRF materials, such as information from the Membership Committee or the Legacy Program. In years when RRF meets jointly with another ornithological society, their needs for display tables should also be taken into account.



Name Tags

Name tags for conference registrants are very important and should be easily readable at distances of 4-6 ft. (1.2-1.8 m). Stick-on tags should not be used because they are not suitable for prolonged use, nor should tags using safety pins be used. The best tag has an acetate pouch for the label and a lanyard for attachment. The conference name and logo are not needed on the name tag but if used, should not take away from the size of the text used for names. Formatting the first name in 48 size font (actual size below) or larger is ideal for easy name recognition.

First Name

First and Last Name

Affiliation

Name Tag Ribbons

RRF Directors, officers, and committee chairs as well as Local Committee members should be easily identifiable by different colored ribbons attached to the name tag as listed below. These can be found online from different vendors and range from \$0.10-0.30 USD each. Ribbons typically have an adhesive that attaches them to the bottom of the name tag.

Ribbons for “Moderator” or “Presenter” etc. should be discouraged as they detract from the ribbons that identify RRF and Local Committee personnel.

- Board of Director (12 ea.)
- President
- Vice-President
- Secretary
- Treasurer
- Past President
- President Elect
- Committee Chair (12 ea.)
- Editor (2 ea.)
- Local Committee or Host or Conference Staff
- Sponsor (*optional*)



Meals

The registration packet should contain a list of restaurants in the area, their addresses and phone numbers, and a map showing the distance from the eateries to the conference site. A useful service to conference attendees is for the Local Committee to collect menus of restaurants close to the conference site and have them available in the registration or coffee break area.

If there are not enough restaurants in walking distance that can accommodate 100-400 people for lunch and dinner meals, the Local Committee should consider catering those meals for an additional fee. The hotel restaurant is typically unable to serve all conference participants at lunch unless they set up a buffet.

SCIENTIFIC PROGRAM

Conference announcements 9-12 months before the conference include a Call for Papers, which is a request for abstracts of oral and poster presentations announced by the RRF Scientific Program Committee.

Abstracts for oral and poster presentations are submitted online to the Scientific Program Chair, who organizes them into the scientific program by topic. This process is done in consultation with the RRF Conference Committee and Local Committee. Once the schedule is finalized, the RRF Scientific Program Chair

forwards the program schedule and the abstracts to the Local Committee for inclusion in the Program Book a minimum of one month before the conference. Several months before the conference, the RRF Scientific Program Chair will email oral and poster presenters a notification of acceptance of their presentation, which includes when and where their presentation is scheduled and suggestions for producing and presenting a high quality oral or poster presentation. Because most participants will need to organize travel and lodging, acceptance letters should be sent as early as possible.

Oral Presentations

A large proportion of people who register for an RRF conference apply to make an oral presentation. At least two concurrent paper sessions are necessary to accommodate the number of papers submitted. It is important for the Local Committee to schedule rooms for concurrent sessions close enough together so that attendees can easily change sessions quickly. Placing papers of a similar theme together in the same session will help to minimize movement between presentation rooms. Also, placing widely divergent topics concurrently should be encouraged for the sake of attendees' ease in selecting which sessions to attend.

A list of papers to be presented and the times of presentation should be posted prominently outside the lecture room for each session.

Plenary speakers are allotted 45-50 minutes for their presentations and an additional 10 minutes for questions. General session oral papers are typically 20 minutes long, including three minutes at the end for questions. Symposium speakers are allotted the same amount of time as general session speakers have. Ten-minute "speed talks" are sometimes included as oral presentations; these run concurrent with the 20-minute presentations. In years with exceptional demand for presentation slots, presentation time may be reduced to 15 minutes.

The Local Committee will provide a computer where presenters will pre-load their presentations into folders identified by room, date, and session. The Local Committee also will provide large volume high quality USB flash drives so that presentation folders can be moved from the pre-loading computer to the presentation room computers efficiently and reliably.

Session moderators are chosen by the RRF Scientific Program Chair from a list of individuals who have indicated their willingness to moderate a session during abstract submission. Moderators must be experienced individuals who can hold presenters to their allotted time slots; this is especially important when concurrent sessions are underway. Where possible, some early career researchers and lesser known researchers should be added as moderators so they may gain experience and to promote inclusiveness by RRF.

The RRF Scientific Chair should provide written instructions to moderators before the conference convenes. It is also advisable that the RRF Scientific Program Chair meet with all moderators at the beginning of the conference to review the schedule and procedures and



answer questions. Moreover, moderators should try to meet the speakers in his/her session to learn how to pronounce unfamiliar speaker names and to be informed of special needs. RRF or Local Committee stopwatches should be provided to each moderator. Each lecture room must have a podium with a light and laser pointer for the speakers. Room lighting should be low enough to see the slides but still provide enough light to read or take notes. Lights must be easily controlled so speaker needs can be met. In addition, the hotel should ensure doors to meeting rooms can open and shut quietly to avoid disturbing speakers.

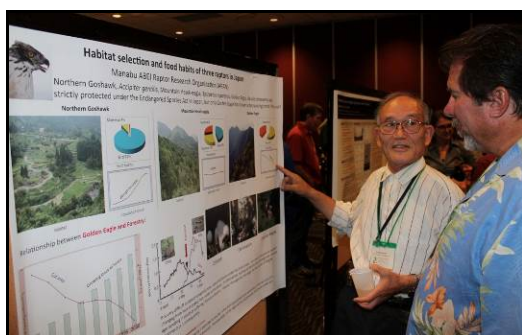
The Scientific Program Committee may ask the Local Committee to accommodate one or more international speakers who wish to make oral presentations via Skype or another like platform. Such requests should be accommodated only if the technological challenges can be worked out. These include the need for good, high-speed internet access at the presenter's site and at the conference venue. Moreover, it is preferable that papers with off-site presenters be grouped in a separate session or sessions to avoid technological glitches and their impact on the flow of the conference. Details for any such modified oral presentations must be worked out well in advance of the conference, in coordination with the Scientific Program Chair and Conference Committee Chair.

The Local Committee must determine the audiovisual requirements, not only for the general oral presentation sessions but also for workshops, symposia, business meetings, and banquet. It is necessary to have a digital projector, microphone, laser pointer, and laptop computer in every lecture room. Having at least one backup projector, laser pointer and laptop on hand is essential.

Projection screens must be large enough to allow attendees to see the slides easily from the back of the room. The screen needs to be positioned high enough for easy viewing over the heads of people seated in front.

The Local Committee will provide well-trained, two-person audiovisual crews for each session, one person to operate the projectors. The second person is to turn lights off and on and to monitor the door so that it remains closed when not in use and does not result in undue noise when opened and closed. This is often a good place to have student volunteers because they are also often technically competent.

Each lecture room should be set up so the entrance doors are at the back of the room, not at the front, to prevent unnecessary disturbance as people enter and leave the room during presentations. As necessary,



hotel staff should be asked to oil door hinges and locks. To the extent possible, aisles and chairs should be arranged to accommodate large numbers of participants entering and leaving when changing sessions.

Poster Presentations

Posters are an effective alternative to oral presentations at scientific conferences. The poster presentation room must be large enough to avoid crowding and close enough to the main sessions for attendees to visit

conveniently. Ideally, the posters should be available for viewing for the entire day on which the poster session is held and the entire day following. The formal poster session is held in the evening so that it does not conflict with the oral presentation sessions. The poster session is usually combined with a social event by serving appetizers and having a cash bar in the poster presentation room.

The size of the poster display boards is standardized across RRF conferences at 3' x 4' panels (91 x 122 cm) to be displayed vertically or horizontally at the discretion of the presenter. The Local Committee should plan to provide poster boards on-site and provide all the items necessary to mount the displays, (tacks, push pins, staple guns, tape, scissors, Velcro). Except for international RRF conferences where other alternatives in combination with English may be considered, all posters must be prepared in English. Poster presenters are required to attend their poster during an evening poster session scheduled by the Local Committee and communicated to the RRF Scientific Program Chair for dissemination to poster presenters.

Symposia

Symposia focusing on special topics are welcome additions to the scientific program at RRF conferences. These are half or full day sessions with formal oral presentations by invited presenters. Symposia may be initiated and organized by the Local Committee, by the RRF Scientific Program Chair, or by individuals not involved with organizing of the conference; however, all topics must be approved by the RRF Scientific Program Chair. Invitations to hold symposia are included in conference announcements 6-12 months before the conference is held.

If it is anticipated that symposium proceedings will be published, organizers are encouraged to seek financial support for publication in advance. Expectations for publication, including firm commitments of financial support and the possible need for page charge fees from authors, should be communicated to speakers in advance, particularly for invited speakers.

RRF will not contribute to publication page charges for symposium papers published in *The Journal of Raptor Research*. However, sometimes other sources can be found to cover these costs. For example, in advance of the RRF conference in Fort Collins, Colorado in 2010, the US Geological Survey's Bird Banding Lab agreed to pay page charges for a raptor banding symposium. These papers appear in the March 2012 issue of *The Journal of Raptor Research*.

Plenary Speakers

RRF conferences typically feature one or more invited addresses by recognized authorities; these are usually people whose work is well known by the majority of the raptor research community. A plenary address is a fantastic way to start a day of scientific papers. Most plenary addresses are 45-50 minutes in length allowing 10-15 minutes for questions afterward. These events require a room in the conference center that can accommodate all conference registrants.

When plenary speakers are to be included in a conference, the Local Committee is responsible for extending invitations and making other arrangements. Decisions on the plenary speaker selections are to be made in consultation with the Conference Committee Chair. Plenary speaker costs to participate in the conference should be covered under the budget of the Local Committee; these include travel to and from the conference and lodging, meals, and registration fees. Some speakers have the option of having some or all of their expenses paid by their employer, rather than by the Local Committee; this of course helps keep conference expenses down. Also, plenary speakers may live in or near the host city, limiting travel costs and other expenses.

Workshops

Workshops are welcomed at RRF conferences and are effective means of providing training and new skillsets to conference attendees in an informal setting. Workshops are organized by RRF's Workshop Coordinator. Workshops are typically scheduled on Day 2 of the conference (RRF Board meeting on Day 1); these workshops are open to any conference registrant. The Local Committee is responsible for: communications with the RRF Workshop Coordinator on providing workshop rooms at the conference venue and off-site transportation when needed. A fee is charged to workshop registrants which can be used to offset costs for rooms, transportation, and supplies. A significant discount is made available to Early Career Raptor Researchers attending workshops.



BOARD MEETING

When: The first day of the conference (**Day 1**), typically from 8:00 AM to 5:00 PM

Attendance: Attendees comprised of Board Members (8-12 ea.), Officers (4 ea.), and some Committee Chairs (6 ea.).

Seating requirements: 15 chairs arranged around a meeting table with 5-10 chairs lined up along a wall.

Audiovisual requirements: A digital projector. There should be sufficient extension cords or power-bars to permit 10-15 laptop computers to be used at the meeting table. Internet connectivity should be provided for the meeting. The board often uses teleconference participation from non-attending board members through online meeting software. The internet signal and bandwidth should be strong enough for teleconferencing.



Refreshments and food: Ice water, coffee, a small selection of canned sodas, including diet sodas with and without caffeine. Beverages should be available in the meeting room by 7:45 AM. For mid-morning and mid-afternoon breaks, a small selection of fruits and pastries should be made available at 10 AM, and again at 3 PM. The meeting will break for lunch. Board members are typically responsible for lunch on their own.

MEMBER MEETING

RRF holds a member meeting during the conference to share information with members about the finances and activities of the organization. In past years this was referred to as the business meeting. The day of the member meeting, session moderators should remind attendees when and where the meeting will take place. The meeting must not be scheduled concurrently with any other activity and should be allotted 1 hour. The RRF President is responsible for planning and conducting the business meeting. The meeting includes reports from the President, Treasurer, Editor of *The Journal of Raptor Research*, and various committee chairs.

This member meeting is typically held in one of the rooms used for oral presentations. A laptop, microphone, projection screen, and digital projector must be available for use during the meeting. In the days leading up to the meeting, attendees should be strongly encouraged to attend this meeting.

When: Third full day of paper sessions (**Day 5**), typically one hour in the afternoon and before the evening banquet.

Attendance: Usually 50-75.

Seating requirements: "Theater" seating, with a podium at the front of the room.

Audiovisual requirements: A video projector (computer projector) and screen.

Refreshments and food: None.

Cost: None.

SOCIAL EVENTS

RRF Alcohol Policy

Alcoholic beverages, usually limited to beer and wine, are made available whenever they are deemed socially acceptable by the host organization(s) and host community. Moreover, the minimum age to be served in licensed premises will follow local (country, state) regulations. The cost of alcohol may not be included in registration fees. Individuals are to purchase alcohol at a cash bar staffed by licensed servers. At some conferences, self-serve alcohol has been provided to attendees free of charge by a conference sponsor. RRF and the host organization(s) are insured under the RRF General Liability (GL) insurance policy, as long as: 1) RRF and/or the host(s) do not charge a fee for alcohol, and 2) the host(s) is (are) covered as *additional insureds* under the RRF GL policy. For more on insurance coverage for alcohol use at conferences, see the Conference Insurance section of this guide.



Ice-breaker Reception

This reception is designed strictly for socializing and does not include entertainment.

When: Evening before the first full day of paper sessions (**Day 2**), typically 6:00 – 9:00 PM



Attendance: Minimum of 200.

Refreshments and food: Hors d'oeuvres, substantial enough to provide a light dinner, non-alcoholic beverages, and a cash bar.

Cost: Included in registration fees.

Poster Session Reception

This reception is held in conjunction with the evening poster session

When: Evening of the first full day of paper sessions (**Day 3**), typically 6:00 – 9:00 PM.

Attendance: Minimum of 200.

Refreshments and food: Hors d'oeuvres, substantial enough to provide a light dinner, non-alcoholic beverages, and a cash bar.

Cost: Included in registration fees.

Coffee Breaks

Coffee breaks are a very important part of the networking feature of RRF conferences. The conference schedule should include two 20-30 minute breaks, one mid-morning and the other mid-afternoon. The Local Committee should provide coffee, tea, juice, water, and soft drinks as well as pastries or cookies, and/or fruit for each break. Keeping coffee breaks 'green' is encouraged. Examples of this include requesting the venue not provide bottled water or disposable plates and cutlery. It is important to provide good quality and a sufficient quantity of food at coffee breaks.



Evening Social

The Evening Social is an evening event that takes place away from the conference venue, when practical. The Local Committee should try to hold an event with regional flavor. For example, in 2016 the conference in Cape May, New Jersey featured a cruise on the Cape May Canal and ocean. Likewise, region-specific entertainment is appropriate for this event. If the event is away from the conference center, transportation must be arranged for participants.

When: Evening of the second full day of paper sessions (**Day 4**), typically 6:00 – 9:00 PM.

Attendance: Usually 100 - 150

Refreshments and food: Plated dinners or buffet style, non-alcoholic beverages, and a cash bar.

Cost: Not included in registration fees; paid during registration process.



Banquet

The banquet serves to draw the conference to a close, entertain, and provide a forum for presenting awards. The Local Committee will need to work with the conference center, hotel, or caterer well in advance to set



the menu and establish details such as when a final count of attendees for the banquet is needed (midway through the conference).

Banquet formats vary according to conference location and the desires and imagination of the Local Committee. To encourage attendance, especially by students, the Local Committee is encouraged to keep down the cost of banquet tickets. Having a buffet dinner is an effective way to keep banquet ticket costs reasonable.

To encourage participation for the Award Ceremony for attendees not wanting to eat, arrange for table seating without food and therefore at no cost in the back of the room. Banquet entertainment should be light and brief, perhaps in the background, because the agenda can be quite full. The banquet is the final event of the conference and important for attendees to finish networking. The Local Committee will need to coordinate with the RRF President and the RRF Awards Committee Chair on the details and scheduling of the awards and any other business to be conducted at the banquet. The Local Committee should nominate one person to act as the “Master of Ceremonies” for the evening.



When: Evening of the third full day of paper sessions (**Day 5**), typically 6:00 – 7:00 PM is social hour, and 7:00 – 9:00 PM is dinner.

Attendance: Usually 150-175.

Refreshments and food: Plated dinners or buffet style, non-alcoholic beverages, and a cash bar.

Cost: May be a separate cost or included in registration cost; paid during registration process.

A typical banquet agenda may include: speeches or presentations by the Local Committee Chair, Conference Committee Chair, President, Award Committee (Committee Chair award presentation and President's Award presentations), and other special event or presentation (photographs, videos, artistic events).

Banquet Agenda

6:00-7:00 (60 min) Cash Bar

7:00-7:10 (10 min) Welcome, thank you –Local Committee Chair

7:15 Dinner served.

7:45 Award Presentations (15 min) Presented by RRF's Award Committee: Tom Cade Award; Fran and Frederick Hamerstrom Award; William C. Andersen Award; Stephen R. Tully Memorial Grant; James R. Koplin Travel Award; Leslie Brown Memorial Grant; Oscar Beingolea Grant, and Dean Amadon Grant

8:00 Award Presentations (5 min) Presented by RRF's President: President's Award

8:05 Conference Host Recognition (2.5 min) Presented by RRF Conference Committee Chair

8:15 Next Year's RRF Conference Promotion (5 min) Presented by future Local Committee.

8:20 Concluding remarks – RRF President

OTHER EVENTS

Field Trips

Field trips are important components of RRF conferences. While raptors are typically the focus of field trips, other local species and habitats may be of interest to conference attendees. Field trips should be well described on the website. Field trip registrants need to know whether walking is required, and, if so, the degree of difficulty involved; what special clothing might be needed (e.g., hiking boots; rain gear), and whether lunch will be provided. Field trips are to be scheduled the day before paper sessions begin. Field trips may also be scheduled on the day following paper sessions.



Raptor Art Show

A show featuring raptor art is often part of RRF conferences. If an art show is planned, a secure room must be available for this event. Materials for displaying art must be provided (e.g., wall mounts, easels, and stands). Art shows may also be hosted offsite by a nearby art studio or university.

Film and Video Night

A session for films, videos, and slide shows about raptors is often held on one evening of the conference. Depending on how many are submitted, these presentations are shown continually in rotation so that people can drop in and out. An alternative to the film night is to have the films and slide shows run throughout the day in a special viewing room.

TRANSPORTATION

An international airport should be located relatively close to the conference location, as most conference participants will travel to the conference by airplane. The RRF website, through information provided by the



Local Committee, should provide information on the nearest airport and all airlines that serve it. Information on ground transportation (shuttles and rental cars) between the airport and the conference should also be provided. If bus and passenger railroad stations are reasonably close to the conference venue, their locations should also be provided.

VENDORS

RRF conferences permit vendors an opportunity to offer products, equipment, books, photos, and wildlife art of interest to raptor biologists. A sample Vendor Application and Terms and Conditions form are provided in Appendix A, Attachment 8. Vendor exhibit space must be in a room that is secure when the conference is not in session. Ideally, the vendor room will be very convenient to the meeting rooms so that conference participants can browse the exhibits between sessions and at coffee breaks.

Rental of table space for vendors is a source of income for RRF and should be negotiated carefully. Higher rental rates should be charged for commercial than for non-profit vendors. Vendor charges have ranged from \$50 per booth or table for non-commercial to \$400 per booth or table for commercial vendors at recent conferences. Vendors that also serve as sponsors should get a table or booth at a discount, prorated according to donation amount that includes no charge for larger amounts. In addition, vendors should have the option to advertise in the Program Book, factoring in whether they are sponsors and the size of the advertisement. Vendor fliers may be included in the registration packets at no charge.

If vendors plan to participate in conference activities, they should be required to pay partial or full registration fees, depending on the extent of their participation.



EARLY CAREER RAPTOR RESEARCH PROGRAM

Early Career Raptor Researchers (ECRRs) are students and early professionals (received an undergraduate or graduate degree in the previous three years). At each conference, the ECRR Committee aims to promote the participation of students and early career researchers by hosting a social to help foster interaction among generations of researchers and by offering financial support. The RRF Board may provide additional financial support to ECRR attendees through discounted registration fees and/or housing subsidies.

The ECRR committee endeavors to subsidize lodging for up to 20 ECRRs at a less expensive location near the conference venue (bunkhouse, hostel, or VRBO-type facility), when possible. This helps students with

expenses and provides a communal atmosphere for students to connect with each other during the conference, better enjoy themselves, and begin professional networking, with the long-term hope of retaining these students within RRF. The ECRR Committee would like to engage with the Local Committee early in the planning process so this option can be considered as part of the negotiations for the conference venue/hotel contract before such contract is finalized.

INCLUSIVITY

Access for the Disabled

RRF strives to provide reasonable accommodations at society conferences for all attendees to participate in social events, field trips, and scientific presentations including participants with disabilities. For example, conference organizers should consider providing real time AI captioning services, provide captions and transcripts for pre-recorded content, and AI translation services for English as a second language participants.

Additional information on ways to make an RRF conference more inclusive and accessible:

<https://www.nature.com/articles/s41559-021-01437-9.pdf>

<https://ieeemce.org/planning-basics/general-guidelines/accessibility-guidelines/>

<https://www.nature.com/articles/d41586-019-03852-2>

<https://www.scientificamerican.com/article/virtual-conferences-arent-as-accessible-as-you-might-think/>

Care for the Disabled

RRF registrants may have physical disabilities, especially the aging. Those with physical disabilities generally rely on others - a spouse, partner, relative, friend or hired assistant - to help them get around. The online registration form should include an option for the registrant to provide the caregiver's name, as a guest, so that a complementary nametag is made available to them. Caregivers must pay for meals offered during the conference at the guest rate.

Childcare

RRF conference registrants may have the responsibility of attending to childcare during the conference. In fact, decisions on whether to attend the conference at all may hinge on the availability of childcare assistance during the conference. Options to create a family-friendly environment include:

- Providing a shortlist of qualified short-term childcare providers on the website well before the conference and as a handout at the registration desk
- Hiring one or more childcare providers to make available on-site care day/evening
- Providing day/evening space, preferably near the conference area (e.g., hospitality suite), for use by nursing mothers and/or children accompanied by a parent or childcare provider.

Raptor education programs might also be made available for kids.

LIVE RAPTORS AT CONFERENCES

The RRF Board has developed a strict policy for the display of live raptors at RRF annual conferences. In brief, RRF will only allow live birds to be present at conferences if there are conservation/ education benefits. A request to have live birds at a conference workshop or any other event sponsored by RRF should be presented at least 3 months in advance to the RRF Board and Local Committee. The proposal will be discussed and questions or concerns should be answered in detail at least 2 months before the conference.



The RRF Board concluded that the use of live birds at conference venues requires oversight to reflect the RRF's overall mission of providing conservation benefits to raptors. The stress levels that birds of prey are put under during public display, particularly owls and some of the more nervous species of diurnal raptors, is something that should be considered before planning for live birds at a conference event. Although some species can be kept hooded during the time they are exposed to the public, this is not educational in terms of conservation or science. Handlers should carefully choose the right temperament species and individual bird to assist in training workshops. Educational displays of rehabilitated or falconry birds are not appropriate for conferences.

The Board has decided that in principle the use of live birds at RRF Conferences should be minimized to only specific and valuable use in a training workshop. The display of a bird or birds should be restricted to suitable workshops. Host organizations should check the local laws and have all permits necessary to use live and deceased birds and their parts in workshops. Below is a list of conditions.

- The bird(s) should only be used for the time of the designated workshop and then taken home.
- They should not be kept at the conference either in travel boxes, vehicles or hotel rooms for extended periods, but returned straight after use to their home addresses.
- They should only be used and handled for a limited period of one to two hours.
- They should not be brought to workshops until close to the time they are required.
- Species and individuals should not be used that are particularly susceptible to stress-related diseases or that are of a nervous disposition.
- Permanently disabled birds, wild or captive bred, should only be used in workshops if they have been habituated to close handling and close human presence.

CODE OF CONDUCT

RRF has a Code of Conduct Policy intended to ensure that that a safe, hospitable, and productive environment is provided for those attending RRF conferences, regardless of ethnicity, nationality, religion, disability, physical appearance, gender, age or sexual orientation. All conference registrants must acknowledge that they have read [RRF's Code of Conduct Policy](#) and that they agree to abide by stipulations therein.

RRF conferences are private events and RRF retains the right to deny entrance to anyone.

The Code of Conduct should be included prominently in the printed program book. RRF's Code of Conduct Committee will respond to conduct complaints. The Local Committee and registration desk should include cell phone numbers of Code of Conduct Committee members should they receive complaints.

POST CONFERENCE REPORT

A post conference report must be issued to the RRF President within six months of the conference and should contain information shown below. The conference report is an accounting of what the Local Committee did to pull off the successful event, but also provides tips for future organizers who frequently read past reports to learn how to host conferences, including specific information is helpful for comparing prices and ordering merchandise. For example, listing vendors and price per unit for merchandise or catering is helpful. For reference, copies of reports from past conferences are posted on the RRF website:

<http://www.raptorresearchfoundation.org/conferences/conference-planning/>

Reports are expected to include:

- Organizers
 - Host(s)
 - Local Committee members
 - Scientific Program Committee members
 - Conference Committee members
- Location and Venue
- Conference dates
- Sponsors
- Attendance/Registration
 - Number of attendees by category: RRF member; non-RRF member; Student; Single Day; Complementary
 - Registration fee schedule by early, mid and late registration
 - Registration numbers by early, mid and late registration
 - Conference Planning Service (if utilized)
- Publicity and Outreach
- Presentations: Special Presentations, Symposia, General Sessions
 - Deadline for submission of papers
 - Number of oral papers and poster presentations presented
- Social Events: Icebreaker Reception, Poster Session and Reception, Friday Evening Dinner Reception, Saturday Night Banquet
- Website
- Program Book
- Sales
 - T-shirts, tote bags, mugs, etc.
 - Silent Auction (optional)
 - Vendors
- Field Trips
- Financial Report
 - Detailed Expenses
 - Detailed Income
 - Profit/loss

- In-kind and donated services
- Suggestions for Future Conferences
- Report author names (include contact information)

ACKNOWLEDGEMENTS

The first RRF conference planning guide debuted in 2001 and was co-authored by Woody Peterson, Nany Lang and Carl Marti. That first guide was revised by the co-authors in 2003. The guide went 9 years without an update but then was revised in 2012 by Dan Varland, Libby Mojica and Kate Davis. Dan Varland and Libby Mojica revised the guide again in 2017 and have done so again for this 2021 version. Sandy Boyce reviewed this 5th edition to the guide, providing advice on topics, edits, and text revisions. Photos were provided by Kate Davis, Dan Varland, and the late Wayne Nelson.

Appendix A. Application to Host the Annual Conference of the Raptor Research Foundation

Reference materials helpful in completing this application include the guide for hosting an RRF conference and reports from previous RRF conferences. This information is available online at the RRF website: <http://www.raptorresearchfoundation.org/conferences/conference-planning/>

Please accompany this application with a cover letter explaining the benefits of an RRF conference in your area and include other information that you feel will support your application. *Please complete the application in italics.*

Host Organization:

Co-host Organizations:

Other societies to meet jointly with RRF:

Local Committee Chair(s) (name and affiliation):

Local Committee Members (name and affiliation):

Conference Dates (list using the information below for reference):

Standard events format for RRF conferences. Schedule may vary depending on site-specific needs.

ORDER	EVENTS
Day 1	Board meeting all day. Registration (late afternoon/early evening).
Day 2	Registration. Workshops. Field trips. Ice-breaker social event in evening.
Day 3	Plenary address, if scheduled. Scientific paper sessions all day. Symposia, if scheduled. Registration. Scientific poster session and social reception in evening.
Day 4	Plenary address, if scheduled. Scientific sessions all day. Symposia, if scheduled. Registration. Social event including dinner meal in evening.
Day 5	Plenary address, if scheduled. Scientific paper sessions all day. Registration (a few hours in the morning) Business meeting (PM only). Banquet in evening.
Day 6	Field trips. (optional)

Number of attendees estimated:

Symposia or workshops proposed:

Field trips proposed (include location, max number of participants and brief description of trip):

Possible venues for evening reception (see Day 4 above):

Venue (Conference Meeting Facility and Sleeping Rooms)

Name of Conference Meeting Facility:

Please indicate:

Facility description
Indicate number of rooms available for concurrent sessions, with seating for 80-100 per room: _____
One room can be made available with seating for 200-300 (Yes/No)
Banquet room with facilities to accommodate 200-250 (Yes/No)
Small room for Board meeting: seating for 15 around the table and an additional seating for an audience of 15 (Yes/No)
Small rooms for 4-5 workshops (Yes/No)

Name of nearest airport (and indicate whether international or regional):

Cost estimate of one-way shuttle service between venue and nearest airport:

Approximate travel time by vehicle from the nearest airport with regularly scheduled commercial service to the conference venue:

Does the conference meeting facility also include sleeping rooms? (Yes/no)

If no, identify name of hotel where rooms will be reserved for attendees:

Cost (nightly rate) for sleeping rooms:

Single occupancy:

Double occupancy:

Are these discounted rates?

If yes, what is the minimum number of sleeping rooms required to obtain the discounted rates?

Number of sleeping rooms available for the conference:

Distance between conference hotel and conference meeting facility:

Moderately priced hotels within 5 miles of the venue (name a few):

Hostels or other low-cost lodging options for Early Career Raptor Researchers:

Yes/No	Transportation options from the airport.
	Shuttle Service
	Taxi/other
	Bus
	Rental Car
	Train

Overview of local amenities within walking distance of conference venue (i.e., shops, bars, restaurants, birding, etc.):

Conference Revenue and Expenses

Will commercial services be employed?

If commercial planning is considered, please attach a detailed budget from at least one prospective service provider. Where possible, RRF encourages proposals from two service providers. The budget should itemize services and miscellaneous costs (e.g., bank charges, credit card fees).

Note: Successful applicants may not add or increase commercial conference services beyond those indicated in their proposal.

Registration Fees

Anticipated Registration Fees: Registration fee typically covers admission to all scientific sessions, cost of program book, coffee breaks and two evening receptions (typically Wed. evening icebreaker & Thurs. evening poster session; as benchmarks for comparisons, refer to final conference reports from RRF conferences posted on the RRF website:

<http://www.raptorresearchfoundation.org/conferences/conference-planning/>

	Early (up to 2 mo. before conference)	Mid (2-1 mo. before conference)	Late (less than 1 mo. before)
Member			
Non-member			
Student/ECRR			
Retiree/Emeritus			

Estimate of Income and Expenses (Note: refer to Final Reports from past conferences in recent years for help with estimating costs; add rows or edit existing categories as necessary)

Income		
---------------	--	--

	Seed money from RRF	\$1,500
	Sponsor Income	
	Vendor Income	
	Registration fees	
	Friday Dinner (day may vary)	
	Saturday Banquet (day may vary)	
	Silent Auction (optional but recommended)	
	T-shirt sales (optional)	
	Field Trips (Note: difficult to estimate several years before the proposed conference; may leave blank)	
	Workshops	
Expenses		
	Repayment of RRF Seed Money	\$1,500
	Website Development and Maintenance	
	Credit Card Fees (at ~ 3% of registration fees)	
	Poster Boards	
	Name Badges	
	Audio Visual	
	Friday Night Dinner (include entertainment, if any)	
	Saturday Banquet (include entertainment, if any)	
	Venue: rooms reserved for all activities (scientific sessions, Board meeting, banquet...)	
	Conference Program Book (include cost of design, production and printing)	
	Commercial Conference Service fees	
	Coffee Breaks	
	Field Trips (Note: difficult to estimate several years before the proposed conference; may leave blank)	
	Workshops	
	Speaker Fees (up to 3 Plenary Speakers)	
	Items for registrants (mugs, conference bag, pens, etc.)	
	Profit or Loss Anticipated	

^aProgram books from past RRF conferences are posted on the RRF website:
<http://www.raptorresearchfoundation.org/conferences/past-conferences/>

Allocation of Profit or Loss (see Attachment 2 for guidance)

If profit, percent allocation to RRF _____; other _____

If loss, percent allocation to RRF _____; other _____

Attachment 1. Task Assignments, RRF Conferences

Tasks are shown by group. **PHO**: Potential Host Organization (reflects activity in preparation for submission of an *Application to Host the Annual Conference* (Appendix A); **RRFweb**: RRF website coordinator and other web content providers; **LC**: Local Committee; **EP**: Event Planner (an optional participant); **CC**: RRF Conference Committee (provided by RRF); **SC**: RRF Scientific Program Chair (provided by RRF); **WC**: RRF Workshop Coordinator; **CoCC**: RRF Code of Conduct Committee.

Task	Group
Identify conference hotel and conference meeting facility (if separate from hotel) ^a	PHO, LC
Develop line item budget, projecting expenses vs. revenues	PHO, LC, CC
Develop conference logo	LC
Maintain conference finances through all stages of the conference, including final report	LC
Negotiate, prepare and review of contracts for:	
Hotel ^a	EP, LC, CC
Conference Meeting Facility (if separate from Hotel)	EP, LC, CC
Conference planner (if needed)	LC, CC
Vendors (if needed)	LC
Field trip vendors (if needed)	LC
Find and make arrangements for Plenary Speaker(s)/Other special presentations	LC, CC
Develop and maintain a conference website (for info & online registration)	RRFweb
Handle credit card transactions over the web	EP
Provide information on the conference to RRF webmaster	LC, CC
Set registration fees, deadlines	LC, CC
Design/produce conference program/abstract book	LC, CC, SC
Recruit & schedule volunteers for registration desk at the conference	LC
Locate audio/visual equipment for use at the conference	LC
Schedule/put in place audio-visual equipment	LC
Recruit and schedule volunteers to run the AV equipment during presentations	LC
Have conference T-shirts designed and produced (optional)	LC
Arrange for purchase of special conference materials (mugs, hats, tote bags...)	LC
Publicize the conference	LC, CC
Secure Sponsorships	LC
Set fees: registration; banquet; evening, off-site evening social	LC, CC
Organize silent auction (optional)	LC
Pre-register attendees, handle payments by web	EP
Register attendees, handle payments at the conference	LC, EP
Provide confirmation to registrants of their registration	LC, EP
Secure name tags for speakers, ribbons for Board members & officers	LC
Identify and schedule vendors	LC
Schedule/organize scientific sessions	SC
Schedule/organize special symposia/workshops	SC, LC, WC
Reserve meeting rooms for scientific sessions, special symposia/workshops	LC, CC, SC, WC
Schedule Board & Business meetings	LC, CC
Reserve meeting rooms for Board and business meetings	LC
Schedule/organize social events:	
Icebreaker/reception	LC
Poster session reception	LC
Evening social	LC
Banquet	LC
Coffee breaks between paper sessions	LC
Reserve meeting rooms for social events	LC

Task	Group
Schedule/organize field trips	LC
Respond to Code of Conduct complaints	CoCC, LC
Order and pay for conference Insurance	CC
Complete final report on conference to RRF	LC

^a Local Committee is encouraged to use the services of a professional experienced in negotiating hotel contracts (Event Planner), as better room rates are often the result (contact the Conference Committee Chair for further information).

Attachment 2. Financial Agreement between RRF and Host Organization(s)

Template for
Financial Agreement
For the
___ Annual Meeting of the
Raptor Research Foundation
Hosted by _____
And Co-hosted by _____
On dates
At the venue
In location

WHEREAS on dates _____ is hosting the annual conference of the Raptor Research Foundation (RRF) in location and WHEREAS this conference shall be held at the _____, and WHEREAS the Treasurer of RRF shall provide \$_____ in start-up funds for the conference to _____,

\$_____ shall be returned to the RRF Treasurer within 6 months of completion of the conference, and

PROFITS incurred as a result of the meeting shall HEREBY be distributed in the following manner:

_____% to RRF and ____% to host organization(s) from:

REGISTRATION fees, VENDOR fees, CONFERENCE SPONSORSHIPS/DONATIONS, RAFFLE/AUCTION, and CONFERENCE-RELATED ITEMS such as T-SHIRTS.

If LOSSES are incurred rather than PROFITS from the conference, financial responsibility for these shall be allocated as follows: ____% RRF and ____% host organization(s).

Name	Date
President, Raptor Research Foundation	

Name	Date
Local Committee Member	

Attachment 3. Life Members Exempt from Registration Fees

David Bird

Peter Bloom

Karen Bollinger

Fred Gehlbach

Marjory Gibson

Fredrick Hectel

Judy Henckel

Augustine Jones

Eugene Majercowicz

Joel P. Mazelis

Rishad Naoroji

Julie Rehtin

Philip Schempf

Paul Springer

Tom Sproat

Carl Thelander

Attachment 4. Sample Release of Liability Form.

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Event Name: 2021 Raptor Research Foundation Joint Annual Conference with the Neotropical Raptor Network, 8-14th October 2021

THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY.

I will participate in the event listed above, including associated activities, venues, workshops, socials and field trips (together the "Event"). By signing this agreement (the "Release"), I hereby agree to release and discharge the Raptor Research Foundation and its owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (the "Releasees") from liability arising from negligence related to the Event, and I make this release on behalf of myself and my children, parents, heirs, assigns, personal representative and estate. I also agree as follows:

1. I acknowledge that the Event involves known and unanticipated risks which could result in physical or emotional injury, illness, disease, paralysis or permanent disability, death, and property damage. Risks may vary depending on the nature of the Event; such risks include, but are not limited to, death or serious injury; hearing loss; loss of vision; broken bones, bruises and other bodily injuries caused by falls; injuries or death related to transportation accidents; illness or death or injuries related to handling wildlife carcasses and specimens; medical conditions, illness or death from communicable diseases contracted from other humans; medical conditions resulting from physical activity, and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this Event is purely voluntary and I elect to participate despite the risks. In order to protect myself and other Event participants, I will follow all health and safety requirements related to the Event, including but not limited to safety equipment and practices, seat belts, mask-wearing and distancing. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this Event, or my use of Event-related equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury, illness, disease, or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury, illness, disease, or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume - and bear the costs of - all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so solely in the state of Idaho where Releasees' Event facilities are located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this Release, I agree that if I am hurt or my property is damaged during my participation in the Event, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. I state that I am legally competent to sign this affirmation and release. If I am signing on behalf of a minor, I am that minor's parent or legal guardian. Also, I understand that the Event might not be made available to me or that the cost to engage in the Event would be significantly greater if I were to choose not to sign this Release, and agree that the opportunity to participate at the stated cost in return for the execution of this Release is a reasonable bargain. I have read and understood this document and I agree to be bound by its terms.

Date

Signature



Sponsorship Opportunities

Raptor Research Foundation

Raptor Research Foundation (RRF) is devoted to research, public education, and conservation of birds of prey. The Foundation publishes *The Journal of Raptor Research*, the world's only peer-reviewed journal devoted exclusively to raptor biology. www.raptorresearchfoundation.org

HawkWatch International

Based in Salt Lake City, Utah, HawkWatch International (HWI) works to conserve our environment through education, long-term monitoring, and scientific research on raptors as indicators of ecosystem health. www.hawkwatch.org

The Conference

The 2017 Raptor Research Foundation annual conference will be held November 8-12, 2017 at the Sheraton downtown in Salt Lake City, UT and co-hosted by Raptor Research Foundation and HawkWatch International. The conference attracts ~300 attendees from around the world who present on the latest raptor research and data in an effort to share information and further conservation efforts. The conference also attracts ~100 students and budding biologists each year who participate in the Early Career Raptor Researchers workshops hosted by experts and lead biologists. The conference will consist of approximately 70 oral paper presentations, a poster session with approximately 40 poster displays, two social/networking events and a formal banquet, 4-5 Early Career Raptor Researchers workshops, and a full day of field trips to local birding and wildlife destinations. The 2017 conference will be held in Salt Lake City, co-hosted and organized by HWI.

Sponsor Levels and Benefits

PRESENTING SPONSOR <i>*includes vendor table</i>	\$10,000	<div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> Top logo placement in conference program book, website, registration desk, and throughout the conference venue Public recognition at keynote plenaries and banquet Full-page page ad in program book (sponsor to provide artwork) Promotional materials in registration bag (sponsor to provide) Conference registration for 6 people
AQUILA SPONSOR <i>*includes vendor table</i>	\$5,000	<div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> Prominent logo placement in conference program book, website, registration desk, and throughout the conference venue Public recognition at keynote plenaries and banquet 1/2 page ad in program book (sponsor to provide artwork) Promotional materials in registration bag (sponsor to provide) Conference registration for 3 people
BUTEO SPONSOR <i>*includes vendor table</i>	\$2,500	<div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> <div>ESR</div> Prominent logo placement in conference program book, website, registration desk, and throughout the conference venue Public recognition at keynote plenaries and banquet 1/4 page ad in program book (sponsor to provide artwork) Promotional materials in registration bag (sponsor to provide) Conference registration for 2 people
FALCO SPONSOR	\$1,000	<div>ESR</div> <div>ESR</div> <div>ESR</div> Logo placement in conference program book, website, registration desk, and throughout the conference venue Promotional materials in registration bag (sponsor to provide) Conference registration for 1 person
EDUCATION SPONSOR <i>(for education institutions only)</i>	\$1,000	<div>ESR</div> <div>ESR</div> Logo placement in conference program book, website, registration desk, and throughout the conference venue Student registration for 10 students (<i>*does not include ECRR workshops or other fee-based events</i>)
VENDOR TABLE	\$300	<div>ESR</div> <div>ESR</div> Vendor table, 6-foot with linen and 2 chairs (add'l tables for cost) Vendor name and description in program book

Attachment 6. Sample Email Announcement for Conference

Sample announcement emailed to the RRF membership through Event Registration Software

Dear <add first name of RRF member>,

There are only nine months until we will see you in Boise, Idaho for the 2020 Raptor Research Foundation Conference. We are very excited to announce some important dates for you to note so that you can participate in what we are hoping will be the largest RRF Conference ever. Please mark these dates on your calendar and keep an eye on your inbox as we will be sending information on submitting abstracts and travel award applications soon!



Registration

- 1 March - Registration opens
- 30 June - Early registration ends
- 30 August - Mid registration ends

Scientific Program

- 1 February – [general abstract submission opens](#)
- 29 February - early review abstract submission deadline (for international travelers who are applying for a travel award)
- 15 March - notification of early abstract acceptance
- 30 April - general abstract submission deadline
- 15 June - notification of general abstract acceptance

Awards

- 29 February - [Wings to Fly travel award deadline](#) for international applicants
- 30 April - [Andersen Award deadline](#)
- 30 April - [Wings to Fly travel award deadline](#) for domestic applicants
- 30 June - [Koplin Travel Award deadline](#)

Questions about the 2020 RRF conference should be emailed to rpf2020@peregrinefund.org

We look forward to seeing you in Boise this October!

Sincerely,

Sarah Schulwitz, The Peregrine Fund, Local Conference Committee Co-Chair
Rick Watson, The Peregrine Fund, Local Conference Committee Co-Chair
Dan Varland, Raptor Research Foundation, Conference Committee Chair

Vendor Application

Raptor Research Conference

November 8-12, 2017



VENDOR INFORMATION

Business/Organization _____

Contact Person: _____

Phone _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Website _____

Names for Exhibitor Badges

1 _____ 2 _____

3 _____ 4 _____

Products or services to be displayed and sold (must be nature/conservation related): _____

SELECTION

Item	Cost	Quantity	Total
<input type="checkbox"/> Standard 6' table and 2 chairs	\$300	_____	\$
<input type="checkbox"/> Additional table	\$50	_____	\$
<input type="checkbox"/> Power Outlet	\$50	_____	\$
<input type="checkbox"/> Friday Night Fiesta Dinner	\$45	_____	\$
<input type="checkbox"/> Saturday Night Banquet	\$60	_____	\$
Total Vendor Fee			\$ _____

Payment Terms: Please submit your check payment payable to "HawkWatch International" with your application; otherwise, you will be invoiced upon receipt with payment due by Oct 1. No refunds or cancellations. Space will be assigned on a first-come, first-served basis. **Read the below Terms and Conditions** and return completed registration form to: Raptor Research Conference c/o HawkWatch International, 2240 South 900 East, Salt Lake City, UT 84106. Reservations must be received by October 15, 2017 and will be confirmed via e-mail.

☐ I have read and agree to the Terms and Conditions

Authorized Exhibitor Signature _____ **Date** _____

Raptor Research Conference

November 8-12, 2017

Vendor Terms and Conditions



All vendor space is located inside the Sheraton Salt Lake City, 150 W 500 S, Salt Lake City, UT 84101. The vendor area is located in the lobby, directly outside the conference rooms.

The Raptor Research Foundation Conference is limited to vendors that have applied and paid for space directly through the local Conference host/event organizer, HawkWatch International, whether as vendors or sponsors. No other persons will be permitted to demonstrate products, solicit contributions, donations, or orders, or distribute advertising materials at the Sheraton Salt Lake City during the event.

Vendor space is limited to the display/sale of goods as described in the vendor application. Event organizers may remove anyone not complying with these terms with their registration fee forfeited. The event organizers have the right to determine eligibility of any organization or product.

Selection

The assignment and allocation of vendors is at the discretion of the event organizers. Event organizers reserve final judgement in space considerations. Vendors will receive a floor plan with their site location prior to the event.

Vendor Exhibit Areas

The Sheraton Salt Lake City has WiFi. All spaces will be numbered by the event organizers. Vendors must not encroach on adjoining exhibits or obstruct aisles. Standard space is 10' x 10', includes on 6' table and 2 chairs, and is free-standing (no post and drape). Your display cannot interfere or encroach with adjacent exhibits, passageways, or exit doors. Nothing may be pinned, taped, tacked, stapled, or nailed to any walls, doors, floors, or windows. No holes may be drilled, cored, or punched into any part of the building—interior or exterior. No smoking is allowed in the Sheraton Salt Lake City. If you have questions about your display, please contact Joseph Dane at jdane@hawkwatch.org or 801-484-6808.

Freight Handling, Shipping, & Delivery

Vendors are responsible for all shipping costs, delivery to event organizer, set up, removal, and return packaging of their display and materials.

For convenience, vendors may ship display and materials to the event organizer, HawkWatch International. Event organizer will transport boxes and leave on assigned vendor table Wednesday morning, before noon. Any vendor boxes or materials left past Sunday, November 12, 2017 will assess a daily handling and storage fee of \$50 per box by event organizer. Any exhibits, goods, materials, and supplies must be packed and labeled for return. Vendor name must be clearly marked on ALL shipment containers and shipped to: HawkWatch International, Attn: RRF Vendor, 2240 South 900 East, Salt Lake City, UT 84106

Set-up and Break down

Vendors are responsible for carry in and carry out of display, set-up, and break-down. All exhibits must be completed and ready for the public by 5:00pm on Wednesday, November 8, 2017. If a vendor is not set up by then and has not given notice to the event organizers, the event organizers reserve the right to utilize that space. NO breakdown during public hours. Vendors are responsible for having their table staffed and operational during conference hours.

Sale of Goods

The sale of any goods requires a tax identification number for Utah State Sales Tax (4.7%), or your organization's tax exemption certificate on display at your table. It is the vendor's responsibility to obtain these documents. Contact the Utah State Tax Commission at 800-662-4335 or apply online at <http://www.tax.utah.gov/sales#1> for a Utah Tax ID.

Limitation of Liability

Neither the event organizers nor the Sheraton Salt Lake City are responsible for any table left unattended. Vendors shall be solely responsible for any theft, loss, or damage to exhibitor materials and/or property, and for any personal injury, economic loss, or property damage or loss suffered by vendor or any person working their table. Vendor shall be solely responsible for any claims by their parties because of vendor display, vendor actions, or involvement, or any injury, economic loss, damage, or liability. Vendor agrees to make no claim whatsoever against HawkWatch International and/or the Raptor Research Foundation, City of Salt Lake, or the Sheraton Salt Lake City, including any of its employees, representatives, or agents, its offer for any such claims of liability, including but not limited to damage to Vendor's business by reason of failure to provide space or facilities, loss, theft, damage, or destruction of exhibit materials or other property, injury to vendor or others associated with vendor, disputes with other vendors, or decisions of event organizers.

Waiver

By submitting an application to the exhibit, I agree to all terms and conditions. I agree to make no claims against the City of Salt Lake, Sheraton Salt Lake City, Raptor Research Foundation, or HawkWatch International, its volunteers, staff, or members for loss, theft, damage, or destruction of any nature. I understand all fees are non-refundable in the event that I cancel or do not attend. I give permission to HawkWatch International to use my name, business name, and photographs taken of me and/or my display/work for advertising and publicity purposes.

Appendix B. Conference Logo Examples



Appendix C. Timelines for the 2021 and 2019 Raptor Research Foundation Conferences.

2021 RRF conference held October 8-14 in Boise, Idaho^a.

	Deadline	Time (months) before conference
Registration		
Registration opens	3/23	6.6
Early registration ends	6/30	3.3
Mid-registration ends	8/30	1.3
Late-registration	after 8/30	
Scientific Program		
Abstract submission opens	3/10	7.1
Abstract submission deadline	6/30	3.3
Abstract review deadline	7/31	2.3
Notify presenters of acceptance	within 1 month of abstract submittal	
	8/31	1.3
Notify presenters of final presentation date/format		
Program Book (note: these dates not finalized)		
1st Draft Compete	8/15	1.8
2nd draft complete	8/31	1.3
Final version complete (on or before)	9/15	0.8
Book to printer		
Awards		
Andersen Award deadline	6/30	
Koplin Travel Award deadline	6/30	
Venue		
Hold on sleeping rooms released (Hampton Inn)		

^a The 2021 conference was shifted to all-virtual in August. That development did not influence the deadlines presented here.

2019 RRF conference held November 5-10 in Fort Collins, Colorado. This information provided by Lisa Winta, Co-chair of the Local Committee. In providing this information, Lisa shared that planning would have benefited had many of these deadlines been set one month earlier than shown.

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Registration dates:

1 May – registration opens

15 Aug – Early registration ends

30 Sept – Mid-registration ends

Scientific Program dates:

1 May – symposia submission deadline

1 May – abstract submission opens

30 June – abstract submission deadline

30 June – Andersen Award deadline

30 June – Koplin Travel Grant deadline

1 August – notify presenters of acceptance

August 31 – Deadline for sponsors and vendor registration if they want to be included in the conference book. We can push it to September 15 if necessary to be included in book. We will still accept sponsors (up until November 4) and vendors (up until slots are full); they just may not be in conference book.

September 15 – Deadline for all symposia/abstract info for conference book

September 10th – ish – Mass email about mid-registration deadline coming soon

September 23 – First Draft of conference book from Linda

September 23 – email presenters who have not registered to notify them their presentation will be cancelled if they don't register by October 2nd.

September 23 – Oct 4 – Editing of conference book

October 1 Send “Know before you go” email to all who have registered about travel reminders and suggestions

October 1 – Final day for any major changes in room usage/menu's etc. with the Hilton

October 2 – Mid Registration ends

October 7 – Final revisions of conference book to Linda

October 14 – Conference book to Printer

October 15 – Art show deadline

October 16 – Hilton Hotel & Quality Inn reservation deadline

October 17 – Review reservation list with Hilton and Quality, confirm attendees are included in our room blocks. Assign comp rooms, confirm upgrades.

October 23 – Review all commitments to sponsors and vendors and make sure all signage, etc. is prepared.

October 24 –Assemble reception bags

October 28 - Pick up Program from Printer

October 28 – End of on-line registration for extra activities (social events, workshops, field trips). They can still register for the conference but they will have to register for extras on site.

October 29 –Send out final mass email to all registrants about travel reminders, Send out specific emails to workshop and field trip registrants. etc.

October 29 – 31 –Print Nametags/tickets/registration agenda's for each participant and assemble

October 31 – NOON Call in food numbers for Ice-Breaker, Poster, and Banquet to Hilton. Call in numbers for Friday Social to Agave Room.

November 4 – Confirm Final numbers for Banquet for Hilton

Conference Week – *Lisa will direct the moving parts at the Hilton Tuesday through Sunday*

Tuesday - November 5 –RMRP moves lots of stuff to Hilton, Board Meeting Work Session, On-site Registration opens – 2pm, ECRRs start checking in at Fernweh

Wednesday - November 6 – Board Meeting, Registration, Workshops, Field Trips, Posters can be set up starting at 3pm, Art show set up, Ice Breaker 6pm-8pm, Special Presentation 8pm

Thursday – November 7 – Registration, Plenary, Concurrent Sessions, Vendors load in 7am – 10am, Vendors, Art Show, Poster set up, ECRR reception 5pm – 6pm, Poster Session 6pm – 8pm

Friday – November 8 – Registration, Plenary, Concurrent Sessions, Vendors, Art Show, Poster take down by 5pm, Social Night at Agave room in The Rio 6pm – 8pm

Saturday – November 9 – Registration ends noon, Concurrent Sessions, Vendors end at 2pm, Art Show take down at 2pm, Business meeting, Cocktail hour followed by Banquet starting at 6pm

Sunday – November 10 – Field Trips depart am