

## Minnesota TWS and SAF Annual Meeting

### Agenda and Facility Needs

#### Day One (DECC)

- Space for sign-in table
- Space for poster displays (approx. 40) to be set up throughout the week
- Space for vendor displays (Possibly the same room as posters?)
- Refreshments, coffee and water and light snacks during breaks
- 9:00–12:00 DNR/FWS Coordination Meeting
  - One room for at least 100 people (theatre seating)
  - Projector and screen
- 9:00–11:30 MN TWS Board Meeting
  - Two rooms for 25 people each (Classroom)
  - Projector and screen
  - Microphone and speakers
  - Podium for presenters
  - If located away from main meeting area, provide coffee and water
- 1:00–4:30 Plenary Session (4-45 minute presentations, 5-10 minutes between)
  - Large conference room to hold 400 people (theatre seating)
  - Multiple projectors and screens, each operating off of one computer
  - Microphone and speakers
  - Stage and podium for plenary presenters
- 5:00–6:30 Student-Professional Meet & Greet (Preferably the same room as the posters)
  - Room for 250 people (Rounds)
  - Microphone and speakers
  - Large round tables with chairs where smaller individual groups can talk
  - Light snacks, coffee, and water
- 6:30–10:00 Welcome Reception and Fundraiser
  - Large conference room to hold 400 people (Rounds)
  - Microphone and speakers
  - Large round tables with chairs where smaller individual groups can talk
  - Large rectangular tables on periphery of room for placement of auction and raffle items
  - Easels for display of auction art
  - Complimentary beer (kegs) and cash bar
  - Large Hors-d'oeuvres

#### Day Two (DECC)

- Space for sign-in table
- Space for poster displays (approx. 40) to be set up throughout the week
- Space for vendor displays
- Refreshments, coffee and water and light snacks during breaks
- 8:00–12:00 Concurrent Sessions (3 presenters 30 min, 5 between, 30 min break, 3 presenters)
  - Four rooms, each for 100-125 people (classroom seating)
  - Projector and screen in each room
  - Microphone and speakers
  - Podium for presenters

1:00–3:30 Membership Meetings and Awards Ceremony

- 2 rooms, 1 for 150 people and 1 for 100 (classroom)
- Projector and screen
- Microphone and speakers
- Front table and chairs with podium for Board members

3:30–5:30 Student Quiz Bowl

- Room for 300 people (Theatre)
- Projector and screen
- Microphone and speakers
- 2 Front tables and chairs for 4 person teams with podium for host

5:30–7:00 Poster Session and Pre-banquet Mixer

- Space for posters and 300 people
- Microphone and speakers
- Space to display and view up to 30 posters on easels
- Cash bar that includes complimentary beer (kegs) and water

7:00–10:00 Banquet and Awards Ceremony

- Room for 350 people (rounds)
- Projector and screen
- Microphone and speakers
- Easels for display of art
- Cash bar that includes complimentary beer (kegs) for attendees
- Full dinner

Day Three (DECC)

Space for registration table

Refreshments, coffee and water and light snacks during breaks

6:30-7:30 Student Leaders Breakfast

- Room for 60 people (rounds)
- Breakfast buffet

8:00–12:00 Concurrent Sessions (3 presenters 30 min, 5 between, 30 min break, 3 presenters)

- Four rooms, each for 100-125 people (classroom seating)
- Projector and screen in each room
- Microphone and speakers
- Podium for presenters
- Announce the poster winners during break

1:00–4:00 Workshop

- Room for 100 people
- Projector and screen
- Microphone and speakers
- Podium for presenter