IAN seminar series guidance (updated 20140624)

The goal of the IAN seminar series is to provide concise, thought-provoking ideas relating to Chesapeake Bay science and management. Short presentations (15 minutes maximum length) are immediately followed by a lunchtime discussion of the topics raised by the presenter (45 minutes approximate length). The discussion is summarized and is posted along with a pdf version of the seminar slides. The seminars are captured on video and posted under a Creative Commons license so they can be freely shared.

Time and Venue

Seminars start at approximately 12 noon, scheduled for 1 hour (15 minute presentation plus 45 minute question/discussion time).

Seminars are held in the Joe Macknis Conference Room (Fish Shack) at the Chesapeake Bay Program Office, 410 Severn Avenue, Annapolis MD 21403, immediately following the STAR team meetings held on the fourth Thursday of each month.

http://ian.umces.edu/seminarseries/

Guidance

In preparation for the meeting, as soon as possible please provide the following information to the STAR staffer, currently Amanda Pruzinsky (apruzinsky@chesapeakebay.net):

- The STAR Meeting dates that the presenter is available. STAR Meetings are typically held on the fourth Thursday of every month and can be found on the Chesapeake Bay Program (CBP) calendar.
- The title of the presentation.
- The name, affiliation, and title of the presenter.
- Short biography for the presenter.
- Short summary of the presentation.
- A copy of the presentation, preferably at least 2 days before the meeting date.

Make sure the presenter knows:

- Any PowerPoints or presentation materials will be posted to the IAN website as a PDF.
- The presenter will be videotaped and the video will be posted to the IAN website.
- A summary of the discussion points will be posted with the video.
- The actual presentation will only last a maximum of 15 minutes.
- Presentations must be in person.

During the meeting, IAN employees will set up and make the lunch preparations. The presenter should arrive at least 15 minutes before the presentation start time.