

SBDN Conference Planning Guidance Document

for

**The Annual Southeastern Bat Diversity Network Meeting
and
The Colloquium on the Conservation of Mammals in the SE US**



Opening remarks at the 2020 meeting in Athens, GA (Photo by Luke Dodd)

Prepared by the SBDN Executive Committee

Last Revised May 21, 2020



SBDN Conference Planning Guidance Document

Introduction

This document is designed to provide information for potential future meeting hosts and to provide guidance for host committees during meeting planning and implementation. This document provides examples from past meetings and a general outline for the meeting format. Meeting details and overall scheduling decisions are made by the local host committee, with guidance from the SBDN Executive Committee. Each meeting is unique and local hosts are welcome to make the best decisions for what is provided based on the available venue, available funds, current interests, and abilities of the host committee. Links to past programs and information can be found at <https://sbdn.org/annual-meeting/>

Proposal to Host a Meeting

Potential future meeting hosts should provide a short summary of future meeting plans to the SBDN Executive Committee at least 1.5 years before the proposed meeting time, if possible. Proposals are welcome further in advance and several year's meeting locations can be secured at the same time. It is most important to have plans secured for next year's meeting so the dates and location can be announced during the current year's SBDN Business Meeting. Providing a summary of plans for hosting next year's meeting six months before the current year's meeting allows the executive committee time to discuss the plans, potential venue, and secure the location at least one year in advance.

The summary provided by the potential meeting host to the SBDN Executive Committee should include, but is not limited to:

- Proposed Meeting Location
- Proposed Meeting Dates
- Proposed Venue Details
- List of Proposed Local Host Committee Members
- Other details (overall schedule, planned trips or session ideas, etc.)

Typical Meeting Dates and Overall Schedule

Meetings are usually held on the second or third Thursday (SBDN) and Friday (Mammal Colloquium) in February. In recent years, hosts have encouraged participants to arrive on Wednesday and provided optional field trips in the afternoon and a welcome social in the evening.

Here is an example of a basic meeting schedule:

Wednesday

Afternoon – Registration Desk is Open, Optional Mammal Trivia is Open

Afternoon – Sponsor/Exhibitor Setup/Display

Afternoon – Optional Field Trips & Group Activities

Afternoon - SBDN Executive Committee Meeting (2 hours)

Evening – Welcome Social (Dinner typically not provided)



SBDN Conference Planning Guidance Document

THURSDAY

All Day - Registration Desk & Optional Mammal Trivia Open for Participants

Morning - Sponsor/Exhibitor Setup/Display

Morning - Various Working Group Meetings (See List of Potential Groups Below)

Morning - Possible Vendor Workshops

Afternoon - PLENARY SESSION

Afternoon - SBDN Business Meeting

Evening - Social (Prefer Dinner Provided, Drink Tickets if possible), Poster Session, Silent Auction (2-3 hours)

FRIDAY (Mammal Colloquium)

Morning - Registration Desk & Optional Mammal Trivia Open for Participants

All Day – Mammal Colloquium Oral Presentations (Concurrent Sessions)

Late Afternoon – Student Awards, Mammal Trivia Winners, Announcements, Close

Local Host Committee Members

- Local Chair or Co-Chairs
 - Responsible for Leading Planning Meetings & Communicating with EC
- EC Representative – Usually President-Elect
- Committee members from local bat working group, universities, agencies, etc.
- Immediate Past Meeting Chair (Optional Advisor)

Suggested Planning Committees and Responsibilities

Each committee should have a chair that is responsible for reporting back to the local host committee during meeting & conference calls. This list is designed to be exhaustive and these committees can be combined whenever possible.

Venue Coordination

This committee serves as the main point of contact between the venue and the local host committee.

Hotel Coordination

This committee sets up hotel room blocks and sets room limits with hotel(s). It is important for this committee to consider federal per diem rates when negotiating with hotel(s).

Food & Drink

This committee chooses the menus for meals (if provided), breaks and socials.

Budget Committee

This committee is responsible for setting an overall budget, coordinating with the SBDN treasurer, and tracking meeting income and expenditures.



SBDN Conference Planning Guidance Document

Meeting Schedule and Program Coordination

This committee puts together the early meeting announcement, designs the meeting schedule, and puts together a final program booklet that is provided to attendees at the meeting.

Abstract Submission and Abstract Booklet

This committee puts together the call for abstracts, selects poster and presentation abstracts, and puts together the abstract booklet that is provided to meeting attendees. This committee is also responsible for assigning moderators for each presentation session. Example abstract booklets can be found at <https://sbdn.org/annual-meeting/>.

Meeting Registration & Registration Table

This committee is responsible for putting together meeting registration materials, coordinating with the SBDN website committee for online registration, preparing registration packets for meeting attendees, and for setting up a schedule for staffing the registration table during the meeting.

Sponsorship & Exhibitor Coordination

This committee is responsible for completing the request for sponsors, coordinating with the SBDN treasurer to receive funds, collecting sponsor logos for use in meeting materials and on the website, and coordinating exhibitor communication and setup during the meeting.

Student Judging & Awards

This committee is responsible for coordinating with the SBDN Awards Committee to request volunteer student presentation & poster judges, coordinate distribution of judging packets, tally scores, and present awards during the closing session of the Mammal Colloquium.

Poster Session & Social Coordination

This committee is responsible for planning poster session, including letting presenters know the plan for setup/assigning boards, setting up poster easels (if necessary), planning the poster session social, and coordination with the Silent Auction committee to coordinate the silent auction during the poster session.

Silent Auction Coordination

This committee coordinates the call for silent auction items, collection of silent auction items, setup of silent auction, and coordinating with the Poster Session committee to complete the silent auction during the poster session.

Meeting Logo Design & T-Shirt Design

This committee is responsible for designing the logo for the meeting and developing an optional meeting shirt and optional meeting giveaways.



SBDN Conference Planning Guidance Document

AV Support

This committee is responsible for coordinating with AV staff at the venue and SBDN AV volunteers (if any) to provide audio and visual capabilities during working group, meeting, and colloquium sessions. This committee will also provide guidance for all presenters on how to prepare their presentation and get it to AV staff.

Optional Mammal Trivia Challenge

This committee is responsible for developing trivia challenge questions, collecting specimens & other visual items, setting up the trivia challenge, collecting prizes, scoring responses, and presenting prizes during the closing session.

Optional Field Trip & Activities Coordination

This committee is responsible for planning and coordinating optional field trips and activities scheduled before or after the meeting.

Welcome Social Coordination

This committee is responsible for planning and coordinating the welcome social, and coordinating with the registration committee if pre-registration for the welcome social is needed.

Working Group Coordination

This committee is responsible for contacting working groups that are interested in meeting, securing meeting space, and scheduling working group meetings.

Plenary Session Planning

This committee is responsible for choosing plenary session topics, selecting plenary session speakers, setting the plenary session schedule, and coordinating with speakers for travel needs (reduced cost hotel rooms, etc.) if the budget allows.

Suggested General Planning Timeline

1.5 years in advance (or more)

- Submit proposal to host meeting to SBDN Executive Committee

After approval from SBDN EC to Host:

1.0– 1.5 years in advance (or more)

- Select host committee and chairs
- Begin quarterly host committee meetings / conference calls
- Sign contract with venue and reserve hotel room blocks

1 year in advance

- Announce location, dates and details for following year's meeting at SBDN Business Meeting

6 – 8 months in advance

- Send out a Meeting Save the Date on SBDN email listserv & post on meeting page on SBDN Website
- Begin monthly host committee planning meetings / conference calls.



SBDN Conference Planning Guidance Document

October/November before meeting

- **OPEN REGISTRATION!** Send out meeting announcement with registration information, hotel information, call for abstracts, etc. Include any necessary “extras” in the registration such as t-shirt orders, workshop registrations, flyers for field trips, welcome social fees, etc.

Early January

- Close Abstract Submission, Close Early Registration and Raise Registration Costs
- Finalize menus (confirm date with venue)

Late January

- Notify abstract submitters of status for presentations and posters
- Finalize abstract booklet & post online
- Finalize printing of t-shirts, bags, etc. (date specific to vendor)

Early February

- **CLOSE ONLINE REGISTRATION!**
- Give registration numbers to venue (due dates specific to venue)
- Finalize program, post online and get to printers (due dates specific to vendors)

Week Before the Meeting

- Email participants with last minute details and information on where to go for registration, policy for late-registrants, reminders of where/when to set up posters and turn in presentations, parking advice, map of local restaurants & attractions, Wednesday social details for early arrivals, where to drop off silent auction items, any useful information for 1st day field trips or workshops, and contact information for host committee
- Email pdf of program and post it online
- Email pdf of abstract booklet
- Finalize staffing schedule for registration table

Week of the Meeting

- Final committee meetings/conference calls
- Print and stuff registration packets and registration check-in sheets. Provide guidance to registration table volunteers for late payments, t-shirt orders, etc.
- Print name tags (DOUBLE SIDED) and place in SBDN sleeves & lanyards
- Make labeled boxes for lanyards to be returned and student judging forms to be dropped off at registration table
- Collect & organize t-shirts and other giveaways/awards
- Gather materials for Mammal Trivia
- Gather SBDN easels & posterboards (if needed)
- Work with venue to provide signage for guiding participants to meeting rooms
- Schedule AV check session before sessions begin

How to Choose the Right Venue

Interest in bat-related meetings has increased in recent years. This has led to an increased number of registrations. Registration numbers vary from year to year but in 2019, there were 225 registrants and in 2020, registration numbers were around 250.



SBDN Conference Planning Guidance Document

Meeting organizers should plan for registration around **200-250 participants**. Joint meeting organizers should plan for 250-350 participants.

Estimates for Space Requirements:

Main meeting room

- 250-300 min capacity
- Reserve for Wed – Friday
- Ideally this space could be split into two rooms for concurrent sessions, working group meetings, workshops, etc. If not, an additional two rooms with capacity for at least 150 are needed for working group meetings & for Friday's mammal colloquium.
- If the main meeting room will be split for concurrent sessions, be sure to consider an extra podium, AV capabilities, etc. for both spaces once the room is split. These will likely come as an additional cost from your venue.

Registration Desk

- Need space for several tables to hold registration packets, t-shirts, etc. and several people to staff the desk
- This can be located outside of the main meeting room or in a separate small room nearby.

Working Group Meeting Space

- Generally, 2 – 4 of the species working groups request official meeting space
- If the main meeting room splits into two rooms that would be the appropriate size for these working groups.
- Space for 50-100 people should be available for working group meetings Wed afternoon or Thursday morning.

Poster Session / Thursday Evening Social Space

- Need space for 250-300 people
- Space for 40 posters (plus or minus a few)
- Space for 3-4 tables of silent auction items
- Food service area (preferably with dinner provided)
- Beverage service area (some drinks provided if budget allows)

Exhibitor Table Space

- Need space for Exhibitor tables. 10 – 15 tables are typical
- Space can be inside main meeting space or in break area, but the space needs to be able to be locked each night so the vendors don't have to pack up their tables every day
- Exhibitors need to be accessible to participants.

Meeting Breaks

- Need space for food and beverage breaks for all meeting participants for Thurs and Friday

Workshop Space (Optional)

- Generally, at least one exhibitor requests workshop space
- If the main meeting room splits into two rooms that would be the appropriate size for these workshops
- Space for 50-100 people should be available for workshops normally held Wednesday afternoon



SBDN Conference Planning Guidance Document

Executive Committee Meeting Space

- The EC generally meets Wednesday afternoon and needs private space for 10 people

Mammal Trivia Space (Optional)

- Need table space for approx. 20 trivia items
- Tables should be available for participants through Friday morning

Welcome Social Space (Optional)

- Wednesday evening social
- Can be off site but should be walkable from hotel (if possible)
- Should expect 150-200 participants
- Can be a full meal (with or without pre-registration) or just drinks/snacks. Can reserve an entire private area, or have people sit in a large public area.

Estimates for Numbers of Hotel Rooms Blocks Needed

Wed Night: 150-200

Thurs Night: 150-200

Friday Night: 50

A mix of double and single occupancy rooms should be negotiated. Federal per diem rates will be needed for many participants and should be available at at least one of the hotel options. If there is more than one hotel option, try to book as many rooms as possible at the hotel closest to the meeting. Booking about twice as many hotel rooms as needed each night minimizes online reservation issues, ensuring that participants reserving different combinations of rooms for differing nights have a continuity of options.

Preparing for Meeting Registration

Meeting Announcement

- Meeting hosts should work with SBDN website committee to setup registration online
- Should be sent out to SBDN email list and other list serves in October/early November
- Should include at a minimum, registration information, hotel information and call for abstracts.
- Example full meeting announcement in Appendix 1
- Registration choices should include those in the example registration form in Appendix 3

Registration Costs

- Registration costs will vary depending on cost of venue & catering expenses
- Example Registration costs from previous years are below
- Registration costs should be expected to increase slightly over time



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Year	Type	Early Cost	Late Cost
2020	Professional	\$125	\$175
	Student	\$65	\$85
2019	Professional	\$80	\$110
	Student	\$50	\$80
2018*	Professional	\$175	\$200
	Student	\$75	\$100
2017	Professional	\$80	\$110
	Student	\$50	\$80

*The cost for 2018 were higher because this was a joint meeting.

Call for Abstracts

- The call for abstracts should be included in the meeting announcement (See Appendix 1 for example)
- Provide details about what should be included in abstracts as well as information about poster setup

Meeting Shirt Orders

- Shirt pre-orders should be available online when registration opens
- Detailed information can be provided in the meeting announcement (Appendix 1)
- In recent years, shirt orders have been relatively low
- Plan to order an extra 10% of shirts to have available for purchase at the registration desk

Pre-Registration for optional Trips & Workshops

- Optional Trips and Workshops can be made available at any time
- Pre-registration should be handled by meeting hosts (google forms, etc)
- Trip and Workshop information should be provided on the website and through the SBDN listserv

Details for Hosting the Meeting

Registration Packets

- Registration packets should be fully assembled, labeled with participant names and alphabetized for ease of distribution during registration.
- Registration kits can include:
 - Full Meeting Program (examples at <https://sbdn.org/annual-meeting/>)
 - Venue maps and extra information
 - Maps identifying local restaurants & points interest
 - Judging Packets & Instructions
 - Stickers/Giveaways
 - Participant name tags (lanyards can be picked up with packets)



SBDN Conference Planning Guidance Document

- Name Tags can be printed as duplicates so two name tags are placed in each sleeve back to back. This allows for double sided name tags.
- If drink tickets are provided for the social (or other meal tickets, etc) they can be placed in between the two name tag labels.

Registration Table Schedule

- Registration Table should be available Wednesday afternoon, all day Thursday and Friday morning
- It is best if the registration table can be staffed by volunteers not from the host committee. Volunteers can be trained on site and given access to sessions with waived registrations costs, free t-shirts, etc.
- An example volunteer schedule table is below

Schedule Sign-Up Sheet				
Date:	Time	Person 1	Person 2	Person 3
Wednesday	3:00-6:00 PM	Name, Phone Number, Email	Name, Phone Number, Email	Name, Phone Number, Email
Thursday	7:00-10:00 AM	Name, Phone Number, Email	Name, Phone Number, Email	Name, Phone Number, Email
	10:00 AM-1:00 PM	Name, Phone Number, Email	Name, Phone Number, Email	Name, Phone Number, Email
	1:00-4:00 PM	Name, Phone Number, Email	Name, Phone Number, Email	Name, Phone Number, Email
	4:00-6:00 PM	Name, Phone Number, Email	Name, Phone Number, Email	
Friday	7:00-9:00 AM	Name, Phone Number, Email	Name, Phone Number, Email	Name, Phone Number, Email
	9:00-11:00 AM	Name, Phone Number, Email	Name, Phone Number, Email	



Meals & Breaks Details

- Food and drink are usually the highest expenses for meetings
- Lunches are generally not provided during meetings in more urban areas
- Remote meetings (parks, etc) with no walking options must provide all meals
- No food or drinks need to be provided on Wednesday. The social can be paid for by attendees if food & drink is provided or ordered individually
- Thursday & Friday should have coffee available when registration opens in the morning through the first break
- If funds are available, snacks and drinks should be provided during the morning and afternoon breaks.
- Adequate time should be given for participants leaving the meeting venue for lunch (2 hours is suggested)
- If funds are available, providing a meal (can be heavy appetizers, not necessary to have a sit down meal) can increase participation in the poster session and silent auction.
 - If planning to provide meals, it is advised that you take into account food allergies or dietary restrictions as a part of the registration process so you know what needs to meet.
- If funds are available and the venue allows, providing some drink tickets during the social is appropriate. Cash bar can be available after drink tickets are used.

AV Needs and Available Support

- Screens, computers, projectors, slide advancer clickers (optional), microphone & speakers should be available in all rooms for workshops, working group meetings, plenary session, SBDN business meeting and the mammal colloquium.
- Some venues may provide AV support and hosts can choose to use provided support from the venue or-
 - Bat Conservation and Management has provided AV support (computers, projectors, screens, speakers & presentation organization) during meetings in exchange for comped registration, comped hotels, and complimentary vendor space inside the main meeting room.

Student Judging Information

- Registration forms should include space for registrants to elect if they are willing to judge student posters and presentations (see example Registration form in Appendix 3)
- Current or competing students are not permitted to be judges
- The SBDN Awards committee is responsible for pulling together judging forms, providing judging packets for registration packets, collecting completed forms, tallying scores and presenting awards.
- The current contact for judging for the awards committee is Nikki Castleberry (neotoma@uga.edu)



SBDN Conference Planning Guidance Document

Plenary Session Details

- Plenary session topics should be determined based on previous years topics, current topics of interest and available speakers
- Local Host committee should determine likely topics and get input from SBDN EC members
- Once topics are decided, potential speakers should be contacted
- Complimentary registration and hotel rooms can be provided if the speakers need financial assistance and the meeting budget allows

SBDN Business Meeting Details

- All attendees should be encouraged to attend the SBDN Business Meeting
- Meeting is normally scheduled for Thursday afternoon
- Meeting is normally scheduled for 1-1.5 hours.
- SBDN President is responsible for leading the meeting and developing the meeting agenda
- A sample agenda is included in Appendix 4

SBDN Working Group Contacts

- Send a message out to working groups after registration opens to see if they will need meeting space. Give a hard deadline for a reply so that you have adequate time for scheduling.
- New working groups are formed from time to time so you may have additional additions to the list below
- Contacts will change over time but 2020 contact list is below:

Eastern Spotted Skunk Working Group

Contact Andrew Edelman (aedelman@westga.edu)

SE States Bat Monitoring Working Group / aka NA Bat Support Group

Contact Trina Morris (katrina.morris@dnr.ga.gov)

NA Bat Working Group

(NA Bat contact Brian Reichert - breichert@usgs.gov)

CORA Working Group

contact Mary Kay Clark (mkcmoonlight@gmail.com)

MYLE Working Group

Contact Joy O'Keefe (joyokeefe@gmail.com) & Tim Carter (tccarter@bsu.edu)

MYGR Working Group

Contact Vona Kuczynska (iwona_kuczynska@fws.gov)

Flying Squirrel Working Group meeting

Contact Sue Cameron (susan_cameron@fws.gov)



SBDN Conference Planning Guidance Document

Other State Bat Working Group Meeting

May contact you for meeting space. Can provide suggestions for lunch meeting locations so they could informally meet during lunch one day or provide room space if needed. Not required.

Poster Session Details

- Numbers of poster submissions have been increasing in recent years
- SBDN has display boards and easels for around 40 posters, however supplies for poster display are provided by some venues
- Numbers of posters accepted is dependent on amount of display area and display equipment available at the meeting
- Adequate space for viewing and moving around posters is important
- If too many posters are submitted, poster presenters can be encouraged to switch to presentations
- The abstract committee is ultimately responsible for acceptance of poster abstracts

Mammal Colloquium Details

- Allow 15 minutes for oral presentations (about 12 minutes for the presentation and 3 minutes for questions and answers)
- Concurrent sessions are preferable to rejecting presentations or shortening break times
- Moderators for concurrent sessions MUST keep each session on time to ensure that participants can go between session rooms without missing portions of presentations. The use of flashing timers or even colored indicator papers held up are recommended to show presenters and keep them on-time.
- Strive to include all presentations submitted and schedule 30 minutes for break times to allow for adequate interaction of participants. It is also preferable that student presentations to be judged be scheduled for the morning sessions so there is time to tally judging scores in the afternoon/lunch break for the awards to be determined.

Sponsorship Information

- See Appendix 1 for an example Request for Sponsorship
- Suggested sponsor levels are below.
- Sponsorship costs should increase some over time and can be adjusted by the host committee
- To simplify the sponsorship and exhibitor payment structures, it is suggested that all sponsorship levels included the opportunity to exhibit.
 - Bronze = \$300
 - Copper = \$600
 - Silver = \$1,000
 - Gold = \$1,500
 - Platinum = \$2,000



SBDN Conference Planning Guidance Document

Expected Expenses and Incomes

- Meeting expenses will vary by venue and location
- Meeting hosts are expected to cover meeting expenses with a combination of registration funds and sponsorships collected
- Any activities that may put meetings over budget should be approved by the SBDN EC
- The table below is an example of estimated expenses and sponsorship income from the last several meetings (2018 Joint Meeting not included)

Year	Sponsorship	Expenses
2017	\$5,300	\$27,000
2019	\$15,700	\$21,000
2020	\$19,200	\$33,000



Appendix 1: Example Meeting Announcement Packet



25th Annual Meeting of the Southeastern Bat Diversity Network and 30th Annual Colloquium on the Conservation of Mammals in the Southeastern U.S.

**February 12-14, 2020
The Classic Center, Athens, Georgia**

MEETING ANNOUNCEMENT

We invite you to join us for the 25th Annual Meeting of the Southeastern Bat Diversity Network and 30th Colloquium on the Conservation of Mammals in the Southeastern United States to be held February 12-14, 2020 at The Classic Center in Athens, Georgia. The meetings will bring together biologists, private and public land managers, private consultation organizations, educational institutions, and citizen scientists from across the Southeast.

Registration: Register online at <https://sbdn.wpengine.com/2020-annual-meeting/>

Student: \$65 (\$85, after January 10); Professional: \$125 (\$175, after January 10)

Cost of registration this year includes Thursday night dinner during the Poster Session

Lodging (additional hotel info at <https://sbdn.wpengine.com/2020-annual-meeting/>):

RECOMMENDED: Hyatt Place/Athens Downtown; 412 N Thomas Street, Athens, GA.

Group Code: G-BT9G. Blocked room rates are \$149/night, parking rates are \$10/night

By Phone: Hyatt Reservation Phone #s are 1-800-233-1234 or 706-425-1800 then press "1"

Online: https://athensdowntown.place.hyatt.com/en/hotel/home.html?corp_id=g-bt9g

RECOMMENDED ALTERNATIVE: Holiday Inn; 197 E Broad Street, Athens, GA. 706-549-4433 (approximately 4-5 blocks/0.43-mile walk from the Classic Center)

<https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionCode=1&hotelCode=AHNGA&PMID=99801505&GPC=BDN&cn=no&viewfullsite=true>

Blocked room rates are \$105/night, free parking included with room. **Group Code: BDN.**

Program Overview: A tentative schedule is posted below.

Plenary Session Topics: To celebrate the 30th anniversary of the Mammal Colloquium and the 25th anniversary of SBDN, a presentation on history of the organizations will kick-off the meeting. The Plenary Session will continue the history theme covering mammal field techniques through the ages. We will then move into the future and talk about new technology and techniques being used in our field. Planning is still underway!

Mammal Colloquium: We invite all interested parties with research topics involving mammals to present findings in either a poster (Thursday PM) or oral (Friday) presentation. We encourage students, professors, researchers, and policy makers to share their knowledge. Instructions for submitting abstracts and guidelines for poster presentations are provided in this meeting announcement.

Please send suggestions or questions about the meeting to sbdnmammtg2020@gmail.com



TENTATIVE SCHEDULE OF EVENTS

WEDNESDAY, FEBRUARY 12, 2020 – SBDN EC MEETING AND WELCOME SOCIAL

3:00 p.m.– 6:00 p.m. Registration

3:00 p.m.– 6:00 p.m. Sponsor/Exhibitor Setup/Display

3:00 p.m.– 5:00 p.m. Georgia Museum of Natural History Tour (Pre-registration Required)

Afternoon (Time TBD) Ice Skating at The Classic Center

3:00 p.m.– 5:00 p.m. SBDN Executive Committee Meeting

6:00 p.m.– 7:30 p.m. Bat Conservation and Management Bat Walk at Dudley Park

6:30 p.m.– 9:30 p.m. Welcome Social at Starland Pizza (Pre-Registration Required)

THURSDAY, FEBRUARY 13, 2020 - SBDN AND ASSOCIATED MEETINGS

7:00 a.m.-6:00 p.m. Registration

7:00 a.m.-12:30 p.m. Sponsor/Exhibitor Setup/Display

8:00 a.m.-12:00 a.m. Various Working Group Meetings (TBD)

8:00 a.m.-12:00 a.m. Possible Vendor Workshops (TBD)

12:00 p.m.-2:00 p.m. Lunch on your own

2:00 p.m.-3:30 p.m. PLENARY SESSION

3:30 p.m.-4:00 p.m. Break

4:00 p.m.-5:00 p.m. SBDN Business Meeting

5:00 p.m. – 6:00 p.m. Poster Setup

6:00 p.m.-10:00 p.m. Social (Dinner Provided), Poster Session, Silent Auction

FRIDAY, FEBRUARY 14, 2020 - COLLOQUIUM ON THE CONSERVATION OF MAMMALS

7:00 a.m.-11:00 a.m. Registration

8:00 a.m.-10:00 a.m. Oral Presentations (Concurrent A)

8:00 a.m.-10:00 a.m. Oral Presentations (Concurrent B)

10:00 a.m.-10:30 a.m. Break

10:30 a.m.-12:30 a.m. Oral Presentations (Concurrent A)

10:30 a.m.-12:30 a.m. Oral Presentations (Concurrent B)

12:00 p.m.-2:00 p.m. Lunch on your own

2:00 p.m.-4:00 p.m. Oral Presentations (Concurrent A)

2:00 p.m.-4:00 p.m. Oral Presentations (Concurrent B)

4:00 p.m.-4:30 p.m. Break

4:30 p.m.-5:00 p.m. Awards, Announcements, Close



CALL FOR ABSTRACTS

The Mammal Colloquium provides a forum for student and professional oral and poster presentations on any topic related to mammals. We invite interested parties to present findings in either a poster (Thursday) or oral (Friday) presentation. We encourage students, researchers, and policy-makers to share their knowledge. This is an excellent opportunity to present preliminary or final research findings before a large group of professional mammalogists that can provide feedback and insight into your studies and results. It is also a great opportunity for students to meet and interact with potential employers in both state and federal governments, academia, non-profit organizations, and environmental consulting companies. Please follow the instructions below for submitting abstracts and preparing poster presentations.

The deadline for abstract submittal is January 10, 2020.

Note: All oral and poster presenters must register for the meeting. Register online at <https://sbdn.org/annual-meeting/>.

STUDENT AWARDS

Awards will be given for Best Oral Bat Presentation, Best Oral Non-Bat Presentation, and Best Overall Poster Presentation. Student awards are given at the close of the meeting. To be eligible, indicate student status when you submit your abstract.

EXAMPLE ABSTRACT

Presentation Type: Poster

Presenter Status: Student

Presenter's E-mail: student@school.edu

HIGH-ELEVATION OBSERVATIONS OF LONG-TAILED WEASEL AND EASTERN CHIPMUNK IN THE SOUTHERN APPALACHIANS

A. M. Moser*, C. A. Diggins, and W. M. Ford

Department of Fish and Wildlife Conservation, Virginia Tech, Blacksburg, VA 24060 (AMM and CAD); Virginia Cooperative Fish and Wildlife Research Unit, USGS, Blacksburg, VA 24060 (WMF)

Observations of Long-tailed Weasel (*Mustela frenata*) are rare within the southern Appalachians, while observations of Eastern Chipmunk (*Tamias striatus*) in high-elevation spruce-fir forests are uncommon. We conducted camera trap surveys at Roan Mountain Highlands in Red Spruce (*Picea rubens*) – Fraser Fir (*Abies fraseri*) forest during summer 2016. During the survey, we observed a Long-tailed Weasel at 1893 m in elevation and an Eastern Chipmunk at 1703 m in elevation. These are the highest elevation records for both species in the eastern United States outside of Great Smoky Mountains National Park, and the highest elevation record for Long-tailed Weasel in North Carolina.



INSTRUCTIONS FOR PREPARING AND SUBMITTING ABSTRACTS

Abstract submittal deadline is January 10, 2020. Abstracts should be <300 words and include the name, organization, and address of authors, title, study justification, objectives, brief methods, summarized results, and discussion of results. Underline the name of the author that will be presenting the paper. Indicate if the abstract is for an oral or poster presentation. Submit abstracts electronically in Microsoft Word format to scastle@uga.edu; include "Abstract" in the subject line.

All oral presentations must be on Microsoft PowerPoint, Apple Keynote, or Adobe PDF. If you are using PowerPoint, please be sure all photos, graphics, and videos are included in one folder with your presentation. Early submission of presentations via e-mail is strongly encouraged. Presentations brought to the meeting must be on a flash drive.

A total of 15 minutes will be allotted for oral presentations. Plan your talk to be 12-13 minutes to allow time for questions. Your presentation time will be specified in the meeting agenda that will be sent to registrants prior to the meeting.

Follow the format guidelines below when preparing your abstract. An example abstract is provided on the previous page.

- Title should be in all capital letters, bold and centered
- Include names and current addresses of authors after the title
- Italicize addresses of authors
- Underline the name of the presenter
- Indicate student presenters with an asterisk (*)
- Use 12-point Times New Roman font
- Use 1-inch margins on all sides
- Left justify only (everything except the title)

Follow the guidelines below for preparing posters

- Overall size should be no larger than 36 x 48 inches
- Should be readable from a distance of 2 m
- Title should be capitalized with lettering in 72-point font
- Authors and affiliations should be in upper- and lower-case in 42-point font
- Text lettering should be at least 18-point font
- Most posters should include the following sections: Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusions, Literature Cited
- Keep written text to a minimum. "Bullets" and short phrases are most effective



**2020 SBDN & SE Mammal Colloquium Meeting
Welcome Social
Wednesday, February 12th, 2020
6:30 to 9:30pm**

Starland Pizzeria & Pub (Upstairs)

<https://www.starlandpizza.com/>

145 E. Clayton St.

Athens, GA 30601



Location is within walking distance from the meeting venue and hotels!

Cost = \$15/person for food*

*Must pay in advance with meeting registration (Deadline is February 1st)

Food includes:

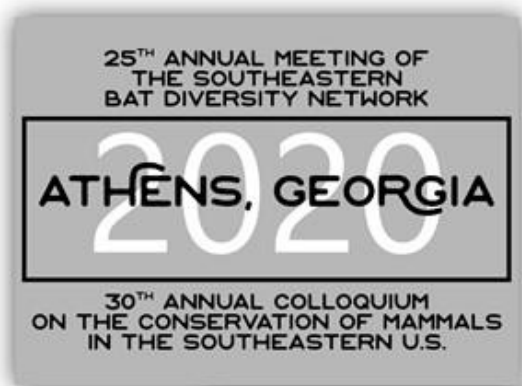
Pizza (Vegetarian options included, vegan upon request)

Focaccia

Salad

Dessert

Beverages will be available for purchase. Food will be available throughout the event so you can arrive anytime. Register online at <https://sbdn.wpengine.com/2020-annual-meeting/>



Order Your Meeting Shirt When You Register!

*Cooling performance long-sleeved
shirt with moisture wicking and
odor resistant fabric*

\$22.00



Product Specifications

	S	M	L	XL	2XL	3XL
BODY LENGTH	27.5	28.5	29.5	30.5	31.5	32.5
BODY WIDTH	20.5	21.5	23	24.5	26	27.5

Order online with registration

<https://sbdn.wpengine.com/2020-annual-meeting/>



Georgia Museum of Natural History

UNIVERSITY OF GEORGIA



WEDNESDAY, FEBRUARY 12TH FROM 3-5 PM

COME TOUR THE GEORGIA MUSEUM OF NATURAL HISTORY

The Georgia Museum of Natural History is “the” state natural history museum. It ranks as one of the top University based research collections in the US and has the 6th largest marine mammal collection and is in the top 10 globally. The mammal collections house over 75,000 specimens (over 1,500 marine mammals), the Herpetology Collections house approximately 60,000 specimens, and the Ichthyology collections house over 1 million fish.

The tour will be at the museums curatorial Annex where most of the Vertebrate research collections are housed. We will explore the mammal, fish, reptile and amphibian collections as well as a brief view of some fluid preserved invertebrates and the genetics collection. We are working to provide transportation from the conference center to the museum tour. We are limited in the number of people that we can offer this free tour too, so please sign up ASAP if you would like to attend!

Sign Up Form: <https://forms.gle/V7sktcXjVWmbiUwo8>

Contact with questions: Nikki Castleberry at neotoma@uga.edu or
Emilv Ferrall at emilv.ferrall@dnr.ga.gov



Donate Items for the Silent Auction

A silent auction will be held on Thursday, February 13th during the evening poster session and social. Last call for bids will be at the end of the poster session. Forms of payment accepted include cash, credit card, and check. Proceeds from the auction will fund our Student Travel Award Program (<http://sbdn.org/student-travel-award-program/>).

Donated items can be submitted at the registration desk during the meeting. For questions or to donate items in advance, contact Steve Samoray (ssamoray@copperheadconsulting.com).

2nd Annual Mammal Trivia Challenge

Back by popular demand! The 2nd annual Mammal Trivia Challenge will include trivia questions, museum oddities and other interesting museum finds. The challenge requires 2-person teams. All teams of two are welcome to participate, but professional-student pairs will be eligible to win prizes and other pairs (pro-pro or student-student) will be eligible for honorable mentions. Students and professionals looking to find a partner for the Challenge are encouraged to leave their contact information at the registration desk.

Ice Skating Session at The Classic Center

An ice-skating session will be available for participants during the afternoon of Wednesday, February 12th. Times and details will be provided closer to the event. Group discounts may be available. More information about Athens on Ice is available here <https://classiccenter.com/272/Athens-on-Ice>.

Bat Walk at Dudley Park

Bat Conservation and Management, Inc. will be offering a bat walk on Wednesday, February 12th beginning at 6:00 pm. The group will walk to Dudley Park, near the meeting venue (<https://www.accgov.com/dudley>) where several bat houses are located. Demonstrations may include bat detectors, borescopes, acoustic lures, beam break and various camera systems. More information will be provided closer to the event. ***Participants will be finished in time to attend the Wednesday night social.***



**25th Annual Meeting of the Southeastern Bat Diversity Network &
30th Annual Colloquium on the Conservation of Mammals in the Southeastern
U.S.**

February 12-14, 2020

The Classic Center, Athens, Georgia

REQUEST FOR SPONSORS

Dear Friends and Colleagues:

The 25th Meeting of the Southeastern Bat Diversity Network the 30th Annual Colloquium on the Conservation of Mammals in the Southeastern United States will be held February 13-14, 2020 in Athens, Georgia! We are expecting at least 150 participants. Attendees will include students, academics, consultants, agency personnel, non-governmental organizations, and other individuals researching and managing bats and other mammals throughout the southeastern United States.

This meeting serves as one of the primary mechanisms for communication of research, regulatory updates, and management information related to the conservation of bats and other mammals in the southeast. This will be a great opportunity to interact with researchers, consultants, agency personnel, students, and staff of non-governmental organizations who work on important conservation priorities for mammals in our region.

We are seeking sponsorship at a variety of financial levels as detailed on the following sponsor registration form. All sponsors are also given the opportunity to exhibit, if desired. We would like to invite your organization to consider serving as a meeting sponsor.

Please contact Host Committee members Laci Pattavina (Laci.Pattavina@dnr.ga.gov or 706-557-3228) or Trina Morris (Katrina.Morris@dnr.ga.gov or 706-557-3220) if you have any questions related to sponsorships.

We are excited to celebrate and collaborate with you at this milestone 25th and 30th anniversary meeting!

Sincerely,

2020 Meeting Host Committee:

Katrina Morris – Chair Katrina.Morris@dnr.ga.gov

Maggie Aduddell Hunt Maggie.Aduddellhunt@aecom.com

Nikki Castleberry Neotoma@uga.edu

Steven Castleberry scastle@warnell.uga.edu

Emily Ferrall Emily.Ferrall@dnr.ga.gov

Laci Pattavina Laci.Pattavina@dnr.ga.gov

Pete Pattavina Pete_Pattavina@fws.gov

Vanessa Kinney Terrell VKinney@uga.edu



SBDN Conference Planning Guidance Document

25th Annual Meeting of the Southeastern Bat Diversity Network & 30th Annual Colloquium on the Conservation of Mammals in the Southeastern U.S.

February 12-14, 2020

The Classic Center, Athens, Georgia

SPONSOR REGISTRATION

Affiliation: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Description	Benefits	Fee	Selection
Bronze	<ul style="list-style-type: none">• Includes 1 Registration• Logo on Program (1/10 page)	\$300	
Copper	<ul style="list-style-type: none">• Includes 2 Registrations• Logo on Program (1/10 page)• Acknowledgement (logo, link) on meeting website	\$600	
Silver	<ul style="list-style-type: none">• Includes up to 3 Registrations• Logo on Program (1/4 page)• Acknowledgement (logo, link) on meeting website	\$1000	
Gold	<ul style="list-style-type: none">• Includes up to 4 Registrations• Logo/ad on Program (1/2 page, you supply ad)• Acknowledgement (logo, link) on meeting website• Logo displayed at breaks and poster session	\$1500	
Platinum	<ul style="list-style-type: none">• Includes up to 5 Registrations• Logo/ad on Program (full page, you supply ad)• Acknowledgement (logo, link) on meeting website• Logo displayed at breaks and poster session• First Platinum level sponsor has the option of placing their ad on the back cover of the Program.	\$2000	

- All sponsors are eligible as exhibitors. **Would you like to be an exhibitor?** _____
 - Exhibitor spaces include a table and 2 chairs. If you require additional chairs, please indicate how many: _____
 - Does your exhibit require electricity? _____
- Individual registrations associated with your sponsorship must be filled out using the online registration form found on the SBDN website.
- **Sponsors must provide their own logo.** Please email logos to sbdnmammtg2020@gmail.com with subject line "Meeting Sponsor Logo" and any additional details.
- Make checks payable to **Southeastern Bat Diversity Network**. Mail this completed registration form and payment to:
Luke Dodd, Department of Biological Sciences,
Eastern Kentucky University, 3238 Science Building
521 Lancaster Avenue
Richmond, KY 40475



Appendix 2: Example Final Schedule of Events

SCHEDULE OF EVENTS

WEDNESDAY, FEBRUARY 12, 2020 – SBDN EC MEETING AND WELCOME SOCIAL

- 3:00 p.m.– 6:00 p.m. Registration, Willow Room
- 3:00 p.m.– 6:00 p.m. Sponsor/Exhibitor Setup/Display, Oconee Pre-Function Area
- 3:00 p.m.- 5:00 p.m. Wildlife Acoustics Workshop, Oconee Room 1
- 3:00 p.m.– 5:00 p.m. Georgia Museum of Natural History Tour (Pre-registration Req.)
- 3:00 p.m.– 5:00 p.m. SBDN Executive Committee Meeting, Cypress Room 2
- 5:00 p.m.– 6:30 p.m Ice Skating at The Classic Center, 440 Foundry Pavilion
- 6:00 p.m.– 7:30 p.m. Bat Conservation and Management Bat Walk at Dudley Park
- 6:30 p.m.– 9:30 p.m. Welcome Social at Starland Pizza (Pre-Registration Required)

THURSDAY, FEBRUARY 13, 2020 - SBDN AND ASSOCIATED MEETINGS

- 7:00 a.m.-6:00 p.m. Registration, Willow Room
- 7:00 a.m.-6:00 p.m. Mammal Trivia Challenge, Willow Room
- 7:00 a.m.-12:30 p.m. Sponsor/Exhibitor Setup/Display, Oconee Pre-Function Area
- 8:00 a.m.-9:45 a.m. Spotted Skunk Working Group Meeting, Oconee Room 1
- 8:00 a.m.-9:45 a.m. Small-footed Bat Working Group Meeting, Oconee Room 2
- 9:45 a.m.- 10:15 a.m. Break, Oconee Pre-Function Area
- 10:15 a.m.-12:00 p.m. NA Bat Support Group Mtg, Oconee Room 2
- 12:00 p.m.-2:00 p.m. Lunch on your own
- 2:00 p.m.-3:30 p.m. PLENARY SESSION, Oconee Rooms 1 & 2
- 3:30 p.m.-4:00 p.m. Break, Oconee Pre-Function Area
- 4:00 p.m.-5:00 p.m. SBDN Business Meeting, Oconee Rooms 1 & 2
- 5:00 p.m. – 6:00 p.m. Poster Setup, Atrium
- 6:00 p.m.-10:00 p.m. Social (*Dinner Provided*), Poster Session & Silent Auction, Atrium



FRIDAY, FEBRUARY 14, 2020 - COLLOQUIUM ON THE CONSERVATION OF MAMMALS

7:00 a.m.-11:00 a.m. Registration, Willow Room

7:00 a.m.-12:00 p.m. Mammal Trivia Challenge, Willow Room

8:00 a.m.-10:00 a.m. Oral Presentations (Concurrent A, Oconee Room 1)

8:00 a.m.-10:00 a.m. Oral Presentations (Concurrent B, Oconee Room 2)

10:00 a.m.-10:30 a.m. Break, Oconee Pre-Function Area

10:30 a.m.-12:30 p.m. Oral Presentations (Concurrent A, Oconee Room 1)

10:30 a.m.-12:30 p.m. Oral Presentations (Concurrent B, Oconee Room 2)

12:00 p.m.-2:00 p.m. Lunch on your own

2:00 p.m.-3:00 p.m. Oral Presentations (Concurrent A, Oconee Room 1)

2:00 p.m.-3:00 p.m. Oral Presentations (Concurrent B, Oconee Room 2)

3:00 p.m.-3:30 p.m. Awards, Announcements, Close (Oconee Room 1)



SBDN Conference Planning Guidance Document

Appendix 3: Example Registration Form

-This is an example of the types of registration choices that should be included in the online registration form.

Registrant Information

Name (as it will appear on nametag): Click Here to Enter First and Last Name	
Affiliation: Click Here to Enter Affiliation	
Mailing Address: Click Here to Enter Mailing Address	
Email: Click Here to Enter Email	Phone #: Click Here to Enter Phone #

Dietary Restrictions (We will try to provide options for everyone but not all restrictions can be accommodated)

<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan
<input type="checkbox"/> Gluten-free	<input type="checkbox"/> Other: Click here to enter restrictions

Student Judging (Current Students are Not Eligible to Judge)

<input type="checkbox"/> Not Willing/Not Eligible to Judge	<input type="checkbox"/> Willing to Judge Posters Only
<input type="checkbox"/> Willing to Judge Posters or Presentations	<input type="checkbox"/> Willing to Judge Presentations Only

Meeting Registration (Late Registration Fees Apply beginning January 11th)

Professional	<input type="checkbox"/> Early (\$125)	<input type="checkbox"/> Late (\$175)	Cost: Enter Professional Fee Here
Student	<input type="checkbox"/> Early (\$65)	<input type="checkbox"/> Late (\$85)	Cost: Enter Student Fee Here

Welcome Social

Choose an item from the dropdown list	Cost: Enter \$15 here if attending
---------------------------------------	------------------------------------

Southeastern Bat Diversity Network (SBDN) Dues (Feb 2020 – Feb 2021)

<input type="checkbox"/> Professional (\$21)	<input type="checkbox"/> Student (\$11)	Cost: Enter Dues Fees Here
Optional Student Travel Donation		Cost: Enter Optional Donation Here

2020 Meeting Shirt Purchase (see flyer for more information)

Choose a Shirt Size from the Dropdown List	Cost: Enter Shirt Fee Here
Additional Shirts: Enter Additional Shirts and Sizes Here	Cost: Enter Additional Shirt Fees Here

Total Cost for Registration and Other Fees	Cost: Enter Total Amount Here
---	-------------------------------

Payment Type

<input type="checkbox"/> Credit Card (paid through SBDN website)	<input type="checkbox"/> Check (instructions below)
--	---

Credit card payments: Go to the SBDN website at www.sbdn.org and select 2020 Meeting Registration from the Currently Available For Purchase sidebar.

Check payments: make checks payable to Southeastern Bat Diversity Network and reference 2020 SBDN Mtg in memo line. Please mail completed registration form (if not submitted electronically) and a check for payment to:

Luke Dodd, ECU Dept of Biological Sciences
Science Building, Room 3238
Eastern Kentucky University
521 Lancaster Avenue
Richmond, KY 40475



Appendix 4: Example SBDN Business Meeting Agenda

SBDN Business Meeting
The Classic Center, Athens, Georgia
Oconee Rooms 1 & 2
Thursday, Feb. 13th, 2020
4:00 – 5:00 pm

Introductory Remarks	Steve Samoray, President
Tribute to Kathy Shelton	Becky Rosamond
NABCA Report	Trina Morris, Past-President
Treasurer's Report	Luke Dodd, Treasurer
Committee Reports	Committee Chairs
Presentation of Awards	Nikki Castleberry
2019 Bat Blitz Report	Lisa Gatens
2020 Bat Blitz	Allison Cochran
Future Meetings	Holly Ober, President-Elect
Other Business	Membership
Adjourn	