2023 IEP Annual Workshop
Planning Committee Dates & Deadlines

Workshop Dates: March 21-23, 2023
Workshop (proposed) Location: California Natural Resources Agency Auditorium (in-person)

Workshop Chairs:
Executive Lead Chair: Steve Culberson, IEP Lead Scientist
Program Support Chair: Christine Joab, IEP Program Support
Workshop Session Chairs: TBD
Poster Session Chair(s): TBD
Mentor Program Chair(s): TBD
Volunteer Coordinator Chair: TBD

Want to participate on the Planning Committee? Send an email to iep@wildlife.ca.gov

Meetings will be held using MS Teams. Appointments will be sent to participants.

Date	Item/Action	Responsible person
August 9, 2022 (Tues) **1 pm – 3 pm** **Kick-off Meeting**	Discuss roles & responsibilities, Review workshop principles	Workshop Chairs
August 23, 2022 (Tues) **1 pm – 3 pm** **COMMITTEE MEETING #1**	Introductions, Brainstorm session ideas, identify potential speakers, workshop chairs, and session facilitators	Workshop Chairs and Planning Committee
September 13, 2022 (Tues) **1 pm – 3 pm** **COMMITTEE MEETING #2**	Workshop agenda: First draft of sessions with potential speakers and session facilitators	Workshop Chairs and Planning Committee
October 4, 2022 (Tues) **1 pm – 3 pm** **COMMITTEE MEETING #3**	Workshop agenda: Finalize Sessions and facilitators, and continue working on speakers	Workshop Chairs and Planning Committee
Week of September 27, 2022	Share draft of sessions with IEP Coordinators and SMT by email	Christine Joab
Week of October 3, 2022	Begin contacting potential speakers	Session Chairs
October 18, 2022 (Tues) **1 pm – 3 pm** **COMMITTEE MEETING #4**	Workshop agenda: continue working on speakers and finalize session facilitators	Workshop Chairs and Planning Committee
Week of October 24, 2022	Share draft list of speakers with IEP Coordinators and SMT by email	Christine Joab

Week of October 24, 2022	Poster Call Opens – email blast Update website with call for posters	Poster Chair & Christine Joab
November 9, 2022	Share list of sessions at IEP Stakeholder Meeting	Steve Culberson & Christine Joab
November 15, 2022 (Tues) **COMMITTEE MEETING #5** **1 pm – 3 pm**	Workshop agenda: <u>Finalize Speakers</u>	Workshop Chairs and Planning Committee
Week of November 14, 2021	Update website with list of sessions and presenters	Christine Joab
Week of November 28, 2021	Email draft agenda to IEP Coordinators, SMT, and planning committee for edits	Christine Joab
December 8, 2021	Share list of sessions and speakers with IEP Directors	Steve Culberson & Christine Joab
December 6, 2022 **1 pm – 3 pm** **COMMITTEE MEETING #6**	Placeholder for meeting #6, if necessary, to wrap up any remaining issues	Workshop Chairs and Planning Committee
December 16, 2022	Draft presentation titles due from session speakers. Poster call closes.	Session Chairs
Week of January 9, 2023	Notify poster presenters of poster acceptance	Poster Session Chair
Week of January 9, 2023	Final presentation titles from presenters and posters.	Session Chairs & Christine Joab
Week of January 16, 2023	Email final draft of agenda with IEP Coordinators, SMT, and planning committee – last chance for edits	Christine Joab
Week of January 30, 2023	<u>Final agenda</u> developed	Christine Joab
Week of February 6, 2023	Share final agenda on IEP website	Christine Joab
Week of February 13, 2023	Public registration opens on website – email announcement sent	Christine Joab
Week of February 20, 2023	Brief pre-workshop conference call, if needed	ALL
TBD - Prior, during, after workshop	Ask poster authors for PDF & abstract to post on Poster Forum	Poster Session Chair & Christine Joab
March 21-23, 2023	IEP ANNUAL WORKSHOP at CNRA auditorium	ALL