

# Frequently Asked Questions About the IEP Workshop

Below are some frequently asked questions concerning the IEP Workshop. If you have additional questions, contact us at [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov). Visit the [IEP Annual Workshop](#) web page for the registration links and the program and abstract booklet.

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## GENERAL REGISTRATION

1. What is the difference between the in-person EventBrite workshop registration and the remote Zoom workshop registration?

The in-person EventBrite registration is only to sit in the auditorium to watch the live presentations. The remote Zoom registration is for those who cannot attend in-person. Separate registration for in-person is required since there is a limited seating capacity in the auditorium.

2. Why do I need to register to come in-person to see the free live workshop presentations?

The live presentations are being held in the California Natural Resources Agency building auditorium. The auditorium has a limited seating capacity (290 seats). We need people to register so we don't exceed the seating capacity of the room.

3. I want to attend in-person only 1 or 2 days of the 3 days of the workshop. How do I do that?

Go to the EventBrite registration page and register for each day you are interested in attending in-person. If you want to watch other days remotely, go to the remote Zoom registration page and register. A Zoom link will be emailed to you. The Zoom link will provide access for watching the live stream for all three days of the workshop. The Zoom link is specific to the registered user, so do not share with others.

4. I was not able to register to come in-person as all the EventBrite tickets were sold out. How can I still see the workshop?

Once the EventBrite tickets are "sold out" for each day of the workshop, only remote attendance will be available to watch the presentations. The remote Zoom registration link will remain open for the entire 3-days of the workshop. Once registered with Zoom, the link will be good for all three days of the workshop.

5. I registered through EventBrite to come in-person, but my plans have changed. I need to cancel my ticket. What do I do?

If your plans have changed and you need to cancel your in-person ticket, you can either use the link in your EventBrite ticket to cancel, or you can send an email to [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov) and we can cancel the ticket for you.

6. I did not register through EventBrite to attend the workshop in person. Can I come and register at the registration table on the day of the workshop?

No. We do not offer onsite registration. You are welcome to view the posters on the 2<sup>nd</sup> floor and watch the live stream of the presentations in the overflow

seating area if seats are available. Otherwise, you'll need to register for remote attendance and watch the presentations over Zoom.

## **PRESENTER AND POSTER AUTHOR REGISTRATION**

1. I am participating in the workshop as a session chair or a session presenter. Why am I not automatically registered for all three days of the in-person workshop?

Session chairs and session presenters are automatically registered for the specific day on which their session is occurring. The auditorium has limited seating capacity, so priority registration is given to those who are chairing or presenting at a session that day. If chairs and presenters want to attend in-person on another day as an audience member then they need to register using the EvenBrite registration system.

2. I am participating in the workshop as a poster presenter during the Poster Sessions. Why am I not automatically registered for all three days of the in-person workshop?

The EventBrite registration is for the auditorium only. The auditorium has limited seating capacity, so priority registration is given to those who are presenting or volunteering in the auditorium (i.e., session chairs, session presenters, and volunteers). Posters are located on the 2<sup>nd</sup> floor of the building. No reservations are needed to view the posters. There is an overflow seating area (~30 chairs) next to the posters (room 2-221 A), where participants can watch the live stream of auditorium presentations on a large screen. If poster authors want to attend the live presentations in the auditorium as an audience member, then they need to register using the EventBrite registration system.

3. I am scheduled to give a presentation or poster at the workshop, and I need to cancel due to unforeseen events. What do I do?

If you can no longer come to the workshop to present your talk or your poster, contact your session chair (for presenters) and the poster session chair(s) (for poster authors). Also, see if you can find an alternate person to present your live presentation or man your poster. If you cannot reach your chair, send an email to [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov).

4. I have been accepted as a session chair, or a presenter, or a poster author at the workshop. Where can I find more information on my role and the logistics of the session (i.e., presentation format, due dates, communication process, etc.)?

The IEP Program Support personnel and the IEP Organizing Chair will provide guidance to all session chairs prior to the workshop. A guidance document with detailed information will then be shared by the session chairs to their presenters. The poster session chair(s) will provide guidance to the

poster authors. Any additional questions (not covered through these communications) can be sent to [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov).

## REGISTRATION BADGES

1. What do I do with my registration badge once I am finished with the workshop?

For those attending the workshop in person, you are issued a registration badge on your first day of attendance. All registrants should wear their badge each day of the workshop. Once you are finished attending the workshop return your badge to the registration table. We reuse the badge holders each year.

## VOLUNTEERING

1. I'm volunteering in the auditorium one day during the workshop. Do I still need to register to attend in-person?

The IEP Workshop needs the assistance of volunteers to ensure the event runs smoothly. As a volunteer, you are automatically registered to attend the workshop in-person for the day you volunteer. If you want to attend the workshop in-person on another day as an audience member, then you need to register for those days using the EventBrite registration system.

2. I'm interested in volunteering in-person at the workshop, whom should I contact?

Anyone interested in volunteering should register using the online form found on the [IEP Annual Workshop](#) web page or send an to [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov).

3. What kind of volunteer opportunities are there in the IEP Workshop?

The IEP Workshop needs the assistance of several volunteers – from the planning of the workshop as part of the Planning Committee to the execution of the workshop (i.e., in-person volunteers). To participate in the planning of the workshop, watch for “planning committee calls”, which generally go out in the fall. To participate in person during the workshop, watch for “volunteer calls”, which generally go out in the winter & spring before the workshop. To receive these “calls”, you must subscribe to the IEP Annual Workshop listserv. To subscribe, visit our [IEP subscription](#) page.

In-person volunteer opportunities include manning the registration table, overseeing the overflow/poster session room, and assisting inside the auditorium as a mic-runner and timekeeper. At a minimum, volunteers are requested to work at least one day for a ½-day shift (morning or afternoon) with approval by their supervisors. Volunteers are not compensated for their time or costs and are responsible for providing their own transportation and parking to and from the workshop and for providing their own food.

## FOOD AND DRINK

1. Can I bring any food or drink (i.e., water or coffee cups/mugs/bottles) into the auditorium?

No. The Department of General Services, which owns the building, has a no food or drink policy for the auditorium. This policy is to protect the furniture and flooring from being stained due to spilled food and drink. Please consume all food and drink prior to entering the auditorium. Sealed containers (i.e., water bottles) are okay if you are not drinking from it inside the auditorium.

2. Where can I purchase food and drink during the workshop event?

This year a coffee/tea bar is being provided by a workshop sponsor. Attendees can also purchase additional food and drink at their own expense from the building's 1<sup>st</sup> floor food vendors, or from other food vendors in the surrounding area. See the [Area Guide](#) document for more information on surrounding food establishments.

## PARKING AND TRANSPORTATION

1. Where can I find more information about parking and transportation near the venue of the workshop?

See the [Area Guide](#) document for more information about parking and transportation options.

## ACCOMMODATION NEEDS

1. Is the venue handicap accessible?

Yes, there is a wheelchair ramp along P Street that leads into the building. The auditorium is located on the 1st floor of the building and a ramp is available that leads into the auditorium. An elevator is also available to assist guests to the 2nd floor for viewing posters. If you'll need elevator access, contact [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov) prior to the workshop.

2. I need the use of a hearing assistive device in the auditorium. How do I obtain one?

Assistive hearing devices are available for the auditorium. If you'll need one, contact [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov) prior to the workshop.

3. I need the use of a lactation room during the workshop event. Does the California Natural Resources Agency (CNRA) building have any rooms available? If so, how can I access it?

Yes, the CNRA building has a lactation room available on the 2nd floor. If you'll need access to the room during the workshop, contact [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov) prior to the workshop.

## **NETWORK OPPORTUNITIES**

1. I am new to the Interagency Ecological Program community. Are there any networking opportunities available at the workshop?

Yes. First, welcome to the IEP community! We are glad you are here. For those who are new to IEP and early in their career, the IEP offers an Early Career Scientist Luncheon on the first day of the workshop. Registration is required and it is a first-come, first-served process. If you missed it this year, make sure to subscribe to our IEP Workshop listserv so you receive notifications about it for next year.

Another networking opportunity at the workshop are the two poster sessions in the program. This is a great way to meet others working in the Bay-Delta and speak with them about their research and studies. Posters will be housed on the 2nd floor (rooms 2-221 B+C) for all three days of the workshop. View the Abstract Booklet to see which groups will be present.

## **WORKSHOP RECORDING**

1. I was not able to attend in-person or watch the workshop remotely. Were the presentations recorded? If so, where can I find them?

Yes, the workshop will be recorded. However, the recording will exclude the poster sessions and any regular session presentation where the presenter did not consent to have their live presentation recorded and included in the recording. Workshop posters and abstracts will be shown in the online IEP Poster Forum after the workshop concludes. The recording of the workshop will be housed on the [California Department of Fish and Wildlife's YouTube channel](#) once the closed captions have been reviewed and edited.

## **WORKSHOP SPONSORS**

1. I noticed there were sponsors who supported the coffee/tea bar and the Early Career Scientist Luncheon at the workshop. How can my company or agency be a sponsor of these or similar activities?

IEP does not have funds to support incidental workshop activities. We appreciate it when sponsors step forward to financially support an activity of interest at the workshop. These activities can include a coffee and tea bar in the lobby, the Early Career Scientist Luncheon, and the rental of poster boards for the Poster Session. If you are interested in sponsoring an activity at a future IEP Workshop, contact [iep@wildlife.ca.gov](mailto:iep@wildlife.ca.gov).