2026 IEP Workshop Planning Calendar

Want to participate in the Planning Committee?

Send an email to iep@wildlife.ca.gov **and** Adam Nanninga (Workshop Organizing Lead) at adam_nanninga@fws.gov.

Meetings will be virtual (MS Teams) and held bi-weekly on Tuesdays (except in November) from 2:00 pm to 3:30 pm to develop the draft workshop program by mid-November.

Note: No meeting on September 2nd. The Nov. 11th meeting moved to Thursday, Nov. 13th, due to Veteran's Day. No meeting the week of Thanksgiving. The meeting length may be reduced to one-hour meetings based on status and planning needs.

July 1, 2025 Kickoff Meeting Microsoft Teams Need help?
Join the meeting now
Meeting ID: 280 277 594 941 8 **Passcode:** hp7eR2at
Phone: +1 916-535-0984,,507530076# United States, Fair Oaks
Find a local number **Phone conference ID**: 507 530 076#

Kickoff Meeting – July 1 (Time: 2:00 pm – 3:30 pm)

- Welcome & Introductions
- 2026 Calendar Timelines & Meeting Logistics
- Workshop Guiding Principles
- Volunteer Chair Positions, Roles & Responsibilities – Volunteer Signups
- Workshop Feedback - What the IEP community likes about the workshop
- Brainstorming Ideas

Committee Meeting #1 – July 22 (Time: 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from kickoff meeting
- Volunteer Chair signups
- Brainstorming ideas & workshop format
- Call for Abstracts discussion & timeline

Committee Meeting #2 – August 5 (Time: 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting

- Continue brainstorming ideas & workshop format
- Discuss abstract submission form, rubric for scoring, and the Call for Abstract announcement

Committee Meeting #3 – August 19 (Time: 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting
- Finalize abstract submission form and Call for Abstract announcement
- Continue brainstorming & workshop format
- Updates from Chairs
- Gaps or unfilled needs

Committee Meeting #4 – September 16 (Time: 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting
- Abstract review process discussion & development
- Updates from Chairs
- Gaps or unfilled needs

Committee Meeting #5 – September 30 (Time 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting
- Update on abstract submissions received
- Updates from Chairs
- Gaps or unfilled needs

Committee Meeting #6 – October 14 (Time 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting
- Review abstract submissions received; Assign submission reviewers
- Updates from Chairs
- Gaps or unfilled needs

Committee Meeting #7 – October 28 (Time: 2:00 pm – 3:30 pm)

- Welcome & brief introductions
- Recap items and decisions from last meeting

- Discuss session recommendations and program order
- Updates from Chairs
- Gaps or unfilled needs

Committee Meeting #8 – November 13* (Thu) (Time: 2:00 pm – 3:30 pm)

- *Meeting date moved to Thursday due to Veteran's Holiday*
- Welcome & brief introductions
- Planning Committee to approve draft program
  - Adam to notify all speakers - accepted or not accepted
  - Poster Session chairs to notify all poster authors - accepted or not accepted
- Updates from Chairs.
- Gaps, questions, or unfilled needs

Committee Meeting #9 – December 2 (Time: 2:00 pm – 3:30 pm)

- Updates from Chairs
- Update on Program and Abstract Book
- Update on Registration
- Gaps, questions, or unfilled needs

Committee Meeting #10 – January 6 (Time: 2:00 pm – 3:30 pm)

- Updates from Chairs
  - Finalize all volunteers
  - Finalize mentor luncheon participants
- Update on Program and Abstract Book
- Update on Registration

Main Activity Dates in 2025 & 2026

Mid Oct. 2025 – Abstracts Reviewed & Scored

- Abstract submissions due by mid-October (date TBD)
- Reviewers assigned
- Score submissions; bring recommendations to October 28 meeting

Nov 13, 2025 – Workshop Program Schedule Finalized

- Program schedule approved by Planning Committee

Dec 15 – Dec 31, 2025 – Program & Abstract Book Drafted

- IEP Program Support drafts Program and Abstract Book using information supplied by session chairs, speakers, and poster authors.

Jan 12 – Jan 15, 2026 – Planning Committee Review

- Planning Committee members review Program and Abstract for accuracy of:
    - Final session titles and time slots
    - Final speaker titles (speaker names, affiliation, talk title, early career identification)
    - Final poster titles (poster author names, affiliations, poster titles, early career identification)

Jan 16 – Jan 21, 2026 – Session Chairs, Speakers, & Poster Authors Review

- All Session Chairs, Session Speakers, and Poster Authors do a final review of their items in the Program and Abstract Book.

Jan 26 – Jan 30, 2026 Program & Abstract Book Finalized

- IEP Program Support finalizes the Program & Abstract Book; posts to the IEP website and sends announcements to IEP community.

Feb 2 – Mar 4, 2026 Workshop Registration Opens & Closes

- IEP Workshop registration opens February 2 and closes March 4.

Mar 9 – 11, 2026 – Print Badges, Programs & Abstract Books

- IEP Program Support printing badges. No late registration requests accepted.

Late Feb – Early Mar, 2026 (TBD) – Workshop Dry Run

- Dry run with IEP Program Support, CDFW IT, and DGS auditorium staff
- Session chairs & speakers invited to run through 'day of session' logistics

Mar 13, 2026 – Poster Board Setup by Vendor

- Poster boards setup in CNRA conference room 2-221 B-C.

Mar 16 – Mar 18, 2026 – IEP Workshop

- Workshop opens on Monday and closes on Wednesday.