



2027 IEP Workshop Planning Calendar

Planning Committee Meetings & Key Milestones

All meetings held virtually via Microsoft Teams on Thursdays from 1:00-3:00 p.m., unless noted. Dates/times may change based on planning needs.

To join the Planning Committee, email iep@wildlife.ca.gov and **Adam Nanninga (Organizing Lead)** at adam_nanninga@fws.gov.

Planning Committee Meetings (2026-2027)

Meeting #1 – September 3, 2026 (1:00–3:00 p.m.)

September 3, 2026 Meeting #1 Microsoft Teams meeting

[Join the meeting now](#)

Meeting ID: 222 644 089 320 365 **Passcode:** 7XR7hd3c

Phone: <tel:+19165350984>, [477142919](tel:+1477142919) United States, Fair Oaks

Phone conference ID: 477 142 919#

Agenda:

- Welcome & introductions
- Review of 2026-2027 planning calendar and logistics
 - Planning will be simplified due to the 2026 BDSC
- Workshop principles and Chair responsibilities
 - Volunteers sign up for Chair roles
- Call for abstracts (presentations & posters)
 - Develop scoring rubric
 - Oral program developed by Planning Committee
 - Poster program developed by Poster Chairs
 - Communicate between groups as needed for speaker placement

Meeting #2 – September 17, 2026 (1:00–3:00 p.m.)

Agenda:

- Finalize call-for-abstract form and scoring rubric
 - Send announcement and post form (~ September 17)
 - Abstract submission period: September 17-November 6 (~7 weeks)
- Chair assignments
 - Mentor Luncheon, Moderators, Posters, Volunteer, Early Career

- Plenary speaker discussion
- Workshop format review
 - Session times, breaks, lunch, poster session
 - Moderator responsibilities (introductions and session flow)
- Other items?

Meeting #3 – October 8, 2026 (1:00–3:00 p.m.)

Agenda:

- Updates from Chair groups
- Plenary speaker update
- Abstract review assignments
 - Oral program: Planning Committee
 - Poster program: Poster Chairs
- Continued workshop format discussion
- Other items?

Meeting #4 – November 5, 2026 (1:00–3:00 p.m.)

Agenda:

- Updates from chair groups
- Finalize plenary speaker
- Discuss abstract reviews and reviewer assignments
- Identify gaps or outstanding needs
- Other items?

Meeting #5 – November 19, 2026 (1:00–3:00 p.m.)

Agenda:

- Discuss abstract scores and recommendations
- Notify speakers of acceptance/rejection
- Poster Chairs notify poster authors of acceptance/rejection

Meeting #6 – December 3, 2026 (1:00–3:00 p.m.)

Agenda:

- Updates from Chair groups
- Review draft workshop program
- Identify gaps or outstanding needs

Meeting #7 – December 17, 2026* (1:00–3:00 p.m.)

Agenda:

- Updates from Chair groups
- Update on Program & Abstract Book
- Identify gaps or outstanding needs

**Note: Attendance and timing may vary depending on information needs*

Meeting #8 – January 7, 2027 (1:00–3:00 p.m.)

Agenda:

- Updates from Chair groups
 - Volunteer status
 - Finalize Mentor Luncheon participants (caterer needs ~30 days' notice)
- Program & Abstract Book updates
- Registration update

Main Activities & Deadlines (2026 & 2027)

Sep 17, 2026 – Abstract Call Announcement

- Call for Abstracts sent to IEP listservs

Nov 6–19, 2026 – Abstracts Reviewed Period

- Abstract due: 11:59 pm, November 6
- Reviewer assignments set during November 5 meeting
- Reviewers score submissions and share results
- Recommendations discussed at November 19 meeting

Dec 18–31, 2026 – Draft Program & Abstract Book

- Program Support drafts the Program & Abstract Book

Jan 4–15, 2027 – Planning Committee Review

- Committee verifies accuracy of:
 - Session titles and time slots
 - Speaker information (names, affiliation, titles, early career identification)
 - Poster information (names, affiliation, poster title, and early career identification)

Jan 18–22, 2027 – Speaker & Poster Author Review

- All speakers and poster authors confirm accuracy of their information

Jan 25–29, 2027 – Final Program & Abstract Book

- Program Support finalizes documents
- Program Support posts materials to IEP website
- Program Support sends announcements and registration reminders via list serves

Feb 1–19, 2027 – Registration Period

- IEP workshop registration open February 1–19 (3 weeks)
- First-come, first-served

Feb 22–26, 2027 – Badge Printing

- Program Support prints workshop badges
- No late registration accepted

March 1, 2027 – NASA Training (Shruti Khanna et al)

- NASA Training held in CNRA 2nd floor conference room (2-310)

March 1, 2027 – Poster Board Setup

- Poster boards installed by vendor in CNRA conference room 2-221 B/C

March 2-4, 2027 – IEP Workshop (Tue-Thu)

- Held in CNRA Auditorium and conference rooms 2-221 A-C