



Dear Colleagues,

The Midwest-Great Lakes Chapter of the Society for Ecological Restoration (MWGL SER) is soliciting meeting host proposals for future Annual Chapter Meeting to be held in 2021. The MWGL SER Chapter serves the seven states of Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota, and Iowa.

As of **September 2019 we have 283 members** and as expected the majority of our members hail from the seven states within our chapter boundary. However, our chapter roster regularly contains members who reside outside of our chapter boundaries. Our past eleven Annual Meetings have attracted between 98 to 233 attendees from 25 states (all seven chapter states and California, Colorado, Georgia, Kansas, Kentucky, Maryland, Mississippi, Missouri, Nebraska, New Jersey, New York, Nevada, Pennsylvania, South Dakota, Texas, Utah, Virginia, West Virginia), Ontario (Canada), Quebec (Canada), and Bogota (Colombia) for this three day event. The typical structure of our meeting included poster session/ sponsorship reception, keynote presentation, one to two plenary sessions, three to four concurrent oral presentation sessions, a business meeting, and offsite field trips. The dates of our past annual meetings have ranged from late March to early May as our members have indicated they prefer the Annual Meeting to be scheduled to avoid conflicts with their sampling or restoration work. Please see the Chapter webpage (<http://chapter.ser.org/midwestgreatlakes/>) for more information about our past and current activities.

We invite all interested parties to submit a meeting host proposal to our Annual Meeting Committee. The proposal should contain the following information:

1. willingness and capacity to serve as meeting host and to waive facility fees, provide needed audiovisual equipment for oral presentations, provide easels or similar support structure for poster presentations, assist with organizing offsite field trips, and onsite logistical support during the meeting.
2. willingness and capacity to assist with identifying a caterer for coffee breaks, a reception, and meals and to assist with obtaining estimates of catering costs
3. the dates that the facility is available for the meeting (i.e., proposed meeting dates)
4. facilities available for oral presentation sessions, poster session, plenary sessions, a dinner banquet, and the capacity of facilities
5. availability of onsite parking during the meeting for meeting attendees
6. availability of lodging and restaurants for meeting attendees and the range of costs
7. accessibility of your location and its proximity to airport, bus, or train venues
8. interest in organizing a plenary session and associated tour devoted to your organization
9. potential field trip sites and their proximity to your location
10. importance of your site to ecological restoration

The deadline for submitting a meeting host proposal is **March 6, 2020** and meeting host proposals should be submitted via email to the Annual Meeting Chair Rocky Smiley (smiley.54@osu.edu) and our Chapter President Steve Glass mwgl.ser@gmail.com

Meeting hosts receive the following top tier Sponsorship benefits: 1) a minimum of eight free meeting registrations, 2) exhibit space, 3) advertising with their institutional logos placed on the cover of the meeting program and the cover of the abstract book, and 4) a full page ad in the meeting program and the abstract book. Additionally, for those meeting hosts who are interested we will provide an opportunity to hold a plenary session and tour during the chapter meeting that will be devoted to highlighting their institution's ecological restoration work.

Additionally, below we list information on the resources that that the Midwest-Great Lakes SER Chapter will provide for logistics and other aspects related to organizing the Annual Meeting that may assist interested individuals with developing a meeting host proposal. The Chapter will lead in the formation of an Annual Meeting Committee that will provide leadership in the organization and development of the Annual Chapter meeting. Typically, the Annual Meeting Committee identifies the keynote speaker, develops the opening plenary session topic and identifies speakers, solicits workshop and symposia proposals, solicits contribute oral and poster presentations, develops the registration information and sets up the online webpage for receipt of registration funds, develops the Annual Meeting webpage, solicits sponsorship funds to support the meeting, develops the schedule and agenda for the meeting, conducts outreach for all annual meeting related events, compiles and develops the meeting program, and compiles and develops an abstract book. The Chapter provides funds for needed catering events and printing of the meeting program associated with the annual meeting through the funds obtained via registration and meeting sponsorships.

The Annual Meeting Committee also works closely with the Meeting Hosts, who in turn are responsible for providing the meeting facility, providing the needed audiovisual equipment, developing field trips, the meeting host plenary session and its associated tour, assisting with identifying caterers, providing information on lodging and transportation for meeting attendees, assisting with identifying potential meeting sponsors, assisting with resolving onsite logistical issues, and assisting with outreach related to the Annual Meeting. Typically, our Meeting Hosts to form a Local Organizing Committee consisting of a group of individuals associated with the institution working together to complete the Meeting Host tasks described above. We have found that Meeting Hosts, who form such committees greatly simplify the organization of the meeting. We have also found from past experience that having one or two representatives from the Local Organizing Committee serve on the Annual Meeting Committee facilitates communication between these two groups and helps us work together to develop excellent annual meeting.

Our chapter meetings are a great way to promote your organization and the ecological restoration work that you are doing. Please contact us if you have any questions regarding this matter.

Sincerely,

Dr. Rocky Smiley
Chairperson, Annual Meeting Committee & At-Large Representative
Midwest-Great Lakes Chapter of the Society for Ecological Restoration
Email: smiley.54@osu.edu

Steve Glass
President
Midwest-Great Lakes Chapter of the Society for Ecological Restoration
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