



June 3rd, 2024

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 2025. The MWGL SER Chapter serves the seven states of Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota, and Iowa. As of April 2024, we had 510 members—the majority hail from the seven states within our chapter boundary. However, our chapter roster regularly contains members who reside across the globe.

Our Annual Meetings are known as excellent and exciting venues for highlighting the science and practice of ecological restoration. Our recent Annual Meetings have attracted around 200 attendees from over 29 states.

The typical structure of our meetings includes:

- a poster session/sponsor reception,
- a keynote presentation,
- one to two plenary sessions,
- one to two workshops,
- two to three symposia,
- three to four concurrent oral presentation sessions,
- a business meeting, and
- a number off site 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 fieldwork. Please see the Chapter webpage (<https://chapter.ser.org/midwestgreatlakes/>) for more information about our past and current activities.

This letter is a call for meeting host proposals. We invite all interested parties to submit a meeting host proposal to the SER Midwest-Great Lakes Chapter Board of Directors. The proposal should contain the following information:

1. A willingness to serve as meeting host including: a waiver of facility fees, provision of needed audiovisual equipment for oral presentations, easels or similar support structure for poster presentations, and assistance with organizing both off site field trips and onsite logistical support during the meeting.
2. A willingness to assist with identifying a caterer for coffee breaks, reception, and meals and to assist with obtaining estimates of catering costs.
3. Provide dates that the facility is available for the meeting i.e., proposed meeting dates.
4. Facilities and capacities available for oral presentation sessions, poster session, plenary sessions, and banquet facilities.
5. Availability of onsite parking for meeting attendees.
6. Availability of lodging and restaurants for meeting attendees along with a 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. The importance of your site/area to ecological restoration.

Meeting hosts receive the following top tier Sponsorship benefits:

- a minimum of eight free meeting registrations
- exhibit space
- advertising with their institutional logos placed on the cover of the meeting program and the cover of the abstract book
- a full-page ad in the meeting program and the abstract book
- 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.

The organization of the meeting will be a collaboration between the SER Midwest-Great Lakes Chapter and the Meeting Hosts. The Chapter's Annual Meeting Committee will provide leadership in the organization and development of the meeting. Typically, the Annual Meeting Committee handles the meeting content, scheduling, funding, marketing and registration. The Chapter will also provide 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 Meeting Hosts are typically 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 Annual Meeting outreach,
- assisting with resolving onsite logistical issues during the meeting, and
- coordination and communication with field trip leaders and field trip participants.

We encourage 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. One or two representatives from the Meeting Hosts would serve on the Annual Meeting Committee to facilitate communication between these two groups; this helps us work together to develop an excellent annual meeting.

Our chapter meetings are a great way to promote your institution and the ecological restoration work that you are doing. **Please submit your proposal via email to me** mark.krivchenia@gmail.com) **by August 2nd, 2024.** Please contact me if you have any questions regarding this matter.

Sincerely,

Mark Krivchenia
President
Midwest-Great Lakes Chapter of the Society for Ecological Restoration
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