



Society for Freshwater Science

Request for Proposals

Conference Management Services 2027-2031

The [Society for Freshwater Science](#) (SFS, the Society) is seeking a long-term partnership with a contractor to provide conference management services for its 2027 through 2031 annual meetings. If during the contract period, one or more joint meetings with other aquatic science societies are scheduled, the Society conference management services provider may not be selected to plan the joint meeting.

Services requested include:

- (1) Site selection and analysis.
- (2) Venue/contractor/subcontractor/vendor negotiation and contracting.
- (3) Conference budget preparation.
- (4) Logistical support for conference planning.
- (5) Establishment and maintenance of meeting website; as appropriate, integration with public-facing and/or membership website.
- (6) Event publicity, marketing, and promotion and attendee boosting activities.
- (7) Sponsor/exhibitor/advertiser recruitment and management.
- (8) Logistical support for scientific and professional program.
- (9) Logistical support for social/entertainment program including off-site events.
- (10) Pre-registration services.
- (11) On-site registration.
- (12) On-site venue, contractor/subcontractor/vendor, and/or virtual platform management.
- (13) Post-conference evaluation.
- (14) Financial management.

This RFP seeks proposals from qualified individuals/firms who share SFS's vision and values and are committed to implementing its [Annual Meeting Philosophy](#). Proposals should address all the services listed above. The search committee prefers all-inclusive costing covering all services described below (see Scope of Meeting Services A-N) through a per-meeting attendee fee exclusive of (a) sponsorship/exhibitorship contracting and management fees; and (b) staff travel costs. Proposals should be based on an anticipated attendance of 750 for in-person meetings. However, the proposal should outline contingencies, including costing for greater or less attendance and virtual attendance (both in the context of virtual-only and hybrid meetings).

Proposals should specifically describe the number of staff that will be involved and their specific duties. SFS reserves the right to contract the provider for all services

outlined in this RFP or selected elements. Questions should be addressed to the Society Executive Director, Andreas Leidolf (exec.director@freshwater-science.org; 435-757-7640).

SFS has the final and sole responsibility and authority for the conference including financial arrangements, and the provider will handle all negotiations, arrangements, and management as an agent for SFS. In this role, the provider will work closely with SFS staff and volunteers, as well as members of the Annual Meeting Committee (AMC) on all conference matters.

Proposal Requirements

A. Schedule

1. The deadline for receipt of proposals is March 15, 2024, at 23:59 p.m. MST.
2. Proposals will be reviewed by the Society Membership and Conference Management Services Task Force, Finance Committee, Council of Underrepresented Voices, and Board of Directors. Telephone interviews may be conducted with a short list of submitters as deemed necessary. A decision will be made within ca. 2 months of proposal submittal.
3. The Society will enter into fee negotiations with the selected provider. The provider and SFS will then work together to develop a specific partnership agreement for services.
4. Conference management services are expected to commence immediately once a contract is in place with site selection/analysis for the 2027 SFS Annual Meeting.

B. Statement of Qualifications (limited to 20 pages)

1. Staffing, including primary point of contact (account manager), and brief biosketches of key personnel that highlight their experience and their roles/assignments to this account.
2. Evidence of working with other non-profit (501(c)(3)) organizations or similar accounts.
3. Examples of experience working with other **scientific**, membership-based organizations necessitating provision of similar services as outlined below.
4. A 1-2 page statement summarizing qualifications, resources, and other characteristics that make the proposer uniquely suited for provision of the requested services (including softwares/apps used).
5. A statement on the proposer's commitment to the core values of diversity, equity, and inclusion.
6. Data privacy statement.

C. Cost Proposal

1. Proposers may prepare a cost proposal in line with their customary fee structure and billing practices.
2. Preference will be given to all-inclusive cost proposals based on a flat per-meeting attendee fee; and those employing tiered per-meeting attendee fee scales based on total number or registration category (e.g., student, developing country).
3. Proposers may specify separate fees as appropriate, e.g., “finder’s fees” for contracting sponsors or exhibitors, exhibitor/sponsor management fees, etc.
4. Proposers are encouraged to include caps they are willing to place on meeting-related expenses incurred by them and their staff and that are customarily included in the meeting budget (e.g., airfare, lodging, per diem).
5. The cost proposal is to be included as an Appendix to the Statement of Qualifications and will not count toward the 20-page limit.

Our Background

SFS is an international scientific organization whose purpose is to promote further understanding of freshwater ecosystems (rivers, streams, lakes, reservoirs, and estuaries) and ecosystems at the interface between aquatic and terrestrial habitats (wetlands, bogs, fens, riparian forests, and grasslands). The society fosters the exchange of scientific information among the membership, and with other professional societies, resource managers, policymakers, educators, and the public. Society members study genetics to community structure of freshwater organisms, freshwater ecosystem function, physical processes that affect freshwaters, and linkages between freshwater ecosystems and surrounding landscapes. Applied aspects of their science include habitat and water quality assessment, conservation, fisheries and invasive species management, integrated water resource management, and restoration.

History of SFS

The Society was founded as the Midwest Benthological Society by 13 charter members at Havana, Illinois, in the spring of 1953. The first annual meetings attracted the Midwest’s best benthic scientists, which led to rapid increases in membership and a diversification within the society. Later renamed the North American Benthological Society (NABS), and most recently the Society for Freshwater Science, the society has expanded from its early and ongoing specialization in stream insect ecology to include a range of disciplinary interests from genes to landscapes. SFS has also expanded from its core focus on lotic freshwater ecosystems to benthic habitats in wetlands, estuaries, and oceans, and to the riparian and shorelands.

The Society also hosts a journal, *Freshwater Science*, in partnership with the University of Chicago Press. The membership management services provider will work closely with UC Press, Society staff, and members of the SFS Editorial Board

to ensure members are well served whether they are receiving an electronic or hard copy version of the journal.

Current Society

Today SFS enjoys its status as a premier international organization of aquatic scientists interested in a wide range of various scientific endeavors including environmental impact assessments; ecology and taxonomy of microbes, algae, invertebrates, and fish; carbon and nutrient dynamics; watershed dynamics; hydrology and geomorphology; conservation and restoration. SFS encourages interdisciplinary exchange through its meetings and journal publications. The SFS membership varies year over year, ranging from 1,000 to 1,750 and averaging around 1,500 members—a large percentage of which are students. Additionally, SFS has 10 active regional Chapters, with many Society members choosing to add one or more Chapter memberships to their general Society membership. The SFS members derive largely from North America; however, approximately 15% of our membership is composed of individuals from around the globe, with representation from 40+ countries. The membership also crosses many employment sectors: academia, private consulting, and federal, state, provincial, and municipal governments.

SFS commitments to interdisciplinary, international, and inter-institutional exchange and mentorship of young scientists have positioned SFS as a leader in integrative aquatic science. The Society's well-attended annual meeting consistently draws participation from 750 to >1,000 members and non-members. In addition, the Society occasionally engages in joint meetings with one or more sister societies; and participates in the [Consortium of Aquatic Science Societies'](#) (CASS) [Joint Aquatic Sciences Meeting](#) (JASM) when held. The fact that most of the Society membership is North America-based means that, in practicality, most meetings are held in the U.S. or North America (see Attachment B). However, the Society recently held its first meeting outside of North America ([Freshwater Sciences 2023](#) joint meeting with the Australian and New Zealand Freshwater Science Societies in Brisbane, Australia) and plans to continue to incorporate occasional international meetings into its meeting calendar. In a post-Covid world, SFS is also interested in continuing to increase opportunities for virtual and/or hybrid meetings and meeting participation, and to further operationalize and implement its new [Annual Meeting Philosophy](#) for the 2027 Annual Meeting and beyond.

SFS Vision, Core Values, and Goals

Vision:

The Society for Freshwater Science (SFS) will be a vibrant, inclusive, and diverse community dedicated to advancing, applying and translating science for the health and vitality of freshwater ecosystems and the services they provide.

Core Values:

- *Promoting excellence in freshwater science:* SFS is dedicated to advancing freshwater science to understand fundamental properties of aquatic

- ecosystems, promoting interaction across the disciplinary breadth of freshwater science, and applying our science to improve freshwater policy and management.
- *Sustaining a supportive, cooperative, and open scientific community:* SFS is rooted in a welcoming and collaborative community committed to maintaining and growing that community through its publications, annual meetings, mentoring and training programs and associated activities.
 - *Advancing diversity, inclusivity and equity in freshwater science:* SFS recognizes the inherent value of diversity, inclusivity, and equity in freshwater science. SFS is dedicated to becoming a more diverse and equitable society through inclusion, where all scientists are welcomed and their voices heard, thus promoting diverse perspectives and representation in freshwater science.
 - *Developing and supporting freshwater scientists:* SFS is dedicated to the development of students and early career freshwater scientists and practitioners, and to supporting the continued development of all freshwater scientists throughout their careers.

Goals:

1. Elevate the Society by maintaining and improving the annual meeting, the flagship publication *Freshwater Science*, and the communication tools used for in-reach and outreach.
2. Translate and communicate freshwater science to policy makers, managers, and the general public.
3. Improve equity, inclusivity, representation and a sense of belonging at SFS meetings, welcoming all freshwater scientists.
4. Increase the diversity of the community of practitioners of freshwater science.
5. Increase membership, including regional and international participation, and promote the field of freshwater science globally.
6. Support the professional development of all members across all career stages through specific programs and actions.
7. Increase efforts to train the next generation of freshwater scientists by supporting graduate and undergraduate students and early career scientists.
8. Continually seek new and innovative ways to improve communication among and services to our members.

Scope of Conference Services

It is understood that, while the various duties and responsibilities described below are necessary, they may not be sufficient or exhaustive. It is the main responsibility of the provider to assure that the conference is planned and implemented in the best interest of SFS and serves the stated purpose of providing a positive, valuable, and enriching experience for its participants.

A. Site Selection and Analysis

1. Identify up to 5 candidate sites (as requested by the SFS Board of Directors) conducive to hosting the Society Annual Meeting. Specifications will be recent geographic history of Society annual meetings; accessibility and ease and cost of travel vis-à-vis SFS membership geographic footprint; capacity and availability of conference and lodging space; variety of lodging options and price points; affordability of conference space, lodging, A/V, catering, and expo services; destination incentives; site compatibility with SFS core values; and site attractivity for SFS member interests and activities.
2. Upon Society approval of candidate sites, issue a request for proposals, solicit booking incentives, and gather responses.
3. Analyze proposals, rank candidate sites, and present comprehensive analysis including rankings and pros and cons of each site to the Society in the form of a recommendation.

B. Venue, Contractor, Subcontractor, and Vendor Negotiation and Contracting

1. Negotiate conference venue contract in a manner favorable to SFS and that presents the least amount of liability and financial risk and that minimizes the need for and amount of deposits; execute contract as an agent of SFS or forward contract to the appropriate Society officer for execution; and facilitate payment of appropriate deposits in a timely manner.
2. As appropriate, identify hotel(s) and alternative low-cost lodging options (shared apartment-style or dormitory-style accommodations) at multiple price points in close proximity to conference venue; request proposals and negotiate room blocks in a manner favorable to SFS and presenting the least amount of liability and financial risk and that minimizes the need for and amount of deposits; paying special attention to contracted ROH room rates, availability of student and government rates, maximum room occupancy, attrition and cancellation clauses, release and rate validity dates, and complimentary rooms/meeting spaces, as well as commissions and rebates; execute contract as an agent of SFS or forward contract to the appropriate Society officer for execution; and facilitate payment of appropriate deposits in a timely manner.
3. As appropriate identify other vendors and subcontractors for provision of audiovisual, expo, and food and beverage services, social events and entertainment, transportation (airline, rail, ground transportation), and field trips; request proposals and negotiate contracts in a manner favorable to SFS and presenting the least amount of liability and financial risk and that

- minimizes the need for and amount of deposits; execute contract as an agent of SFS or forward contract to the appropriate Society officer for execution; and facilitate payment of appropriate deposits in a timely manner.
4. As appropriate, identify options for and providers of meeting cancellation insurance and make recommendations to SFS.
 5. Ground all RFPs and contract negotiations conducted on the Society's behalf in SFS core values and [Annual Meeting Philosophy](#).

C. Budget Preparation

1. Provide a good-faith estimate of the conference budget and per-person costs that the SFS AMC can use to establish registration fees. The estimated budget should identify fixed costs (e.g., conference center rental) and include options for variable expenses (e.g., menu choices for events) that provide a range of cost projections. The SFS AMC will have final authority to select the options that best fit the SFS conference requirements.
2. Make expense commitments to the levels indicated in the approved budget as an agent of SFS and seek approval for expenditures that exceed these levels.
3. Regularly revise budget as contracts are executed and decisions on services and provisions are made.

D. Logistical Support for Conference Planning

1. Assist with organizing, calendaring, and hosting of, and attend and participate in, regular meetings of the AMC; maintain and disseminate minutes or notes of these meetings.
2. Provide a designated liaison to the AMC.
3. Develop a detailed schedule/timeline for the conference planning process and incorporate updates indicating completed tasks and work in progress prior to each meeting.
4. Meet or exceed all posted deadlines and conference budget objectives.
5. Proactively identify technology and other resources to improve activities during the conference, including but not limited to poster voting, session engagement with audience and evaluation.
6. Create and manage virtual conference platform if requested.
7. Plan, implement, and coordinate site visit in a manner favorable to SFS and that minimizes the cost to the Society or the conference budget.

E. Meeting Website

1. Create, maintain current, and archive post-conference a conference-specific meeting website that integrates, as appropriate, portals/modules for (a) submission of special session and workshop proposals; (b) abstract submission and archiving; (c) meeting registration; (d)

sponsor/exhibitor/advertiser registration; (e) room sharing and assignments; and (f) general meeting information (schedule, scientific and professional program, venue, plenary speakers, local arrangements, social program and entertainment).

F. Publicity, Marketing, Promotion and Attendee Boosting

1. Develop a comprehensive conference marketing strategy targeting potential attendees and their families, sponsors, exhibitors, advertisers, and partners.
2. Provide advertisements and media, including a conference logo, for use in Society publications and at Society meetings; advise Society on appropriate vehicles and venues for advertising and promotion of the conference, including promotional opportunities at other conferences or events or the prior Society Annual Meeting; and participate in such events on request and as appropriate.
3. Organize professional design and production of conference program and other marketing materials, including press releases and press kits, promotional items, and attendee gifts/swag.
4. Seek and propose for inclusion pre- and post-conference tour marketing opportunities and travel options for attendees and their families.
5. Promote and boost conference attendance through creative use of social media, including social media channels of the Society in coordination with the Society Communications and Media Specialist.

G. Sponsor, Exhibitor, and Advertiser Recruitment and Management

1. Develop comprehensive sponsorship and exhibitorship prospectus; solicit sponsors, exhibitors, and advertisers for the conference using contact lists provided by SFS; leverage the provider's own network and expertise to explore new opportunities for sponsorship/exhibitorship; ensure that all sponsors, exhibitors and advertising are appropriate to and compatible with the conference and Society mission, vision, and core values; and answer inquiries, provide pre-conference services, invoice and receive payment for contracted sponsors, exhibitors, and advertisers.
2. Arrange for material receiving and shipping at conference venue for exhibitors to use to handle their booth equipment and materials.
3. Provide an on-site Staff Exhibition Manager to coordinate the trade show/exhibition for the duration of the conference, oversee specific inquiries, respond to requests, liaise with exhibitors, and coordinate and facilitate, as appropriate, involvement of exhibitors and sponsors in the scientific and social program.
4. Manage all sponsorship and exhibitorship revenue, assure proper execution of sponsor/exhibitor benefits and entitlements, and engage with exhibitors on-site to insure a positive experience.

H. Logistical Support for Scientific and Professional Program

1. Plan and execute “Call for Special Sessions,” “Call for Workshops,” and “Call for Abstracts;” manage submission process; and coordinate and facilitate review of proposals and review, scoring, and sorting of abstracts received by the appropriate subcommittees of the AMC through direct database access or provision of complete, organized, topically sorted electronic files and dissemination of score summaries as appropriate.
2. Provide a program template, including daily schedules, room layouts, and room capacities, for placing abstracts in sessions to the relevant AMC subcommittee.
3. Notify submitters of the acceptance/rejection of their special session/workshop/abstract; the scheduling of their sessions, workshops, talks, or posters; and work with workshop leads on planning and budgeting of workshops.
4. Create speaker, sponsor, and presenter training documentation and conduct live training sessions for virtual components of the conference as needed or requested.
5. Manage and support submission and delivery of pre-recorded virtual content.
6. Plan and coordinate conference poster session.
7. Provide logistical support, as needed, for implementing all Society awards programs.
8. Assist with calls for volunteers, judges, session chairs, and conference mentors.
9. Communicate regularly and proactively with plenary speakers, award recipients, VIPs, invited guests, session chairs, judges, and student volunteers to assess, assist with, and organize/implement, where appropriate, audio-visual, accommodation, travel, registration, and other requirements; negotiate discounted travel and accommodations when possible; collect speaker biographies, headshots, and abstracts; and advise speakers of all arrangements made for them.
10. Design and produce a physical, short meeting program that includes a general schedule, sessions matrix, conference center floor plan, and social activities.
11. Export abstracts and transfer to Society Membership Management Services Provider for archiving.

I. Logistical Support for Social/Entertainment Program and Off-site Events

1. In collaboration with the AMC, develop a social/entertainment program for attendees and their families.
2. Source entertainment, catering, transportation, insurance, etc. for the social program and off-site events as needed; and assist with acquisition of required permits (e.g., Fun Run 5K).

3. Coordinate menu selection, negotiate pricing, and determine and submit final headcounts for all catered events.
4. In collaboration with the Society and designated volunteers, oversee and coordinate all social events, off-site events, field trips, and tours.

J. Pre-registration Services

1. Manage the online registration process for attendees, exhibitors, and sponsors; and to include conference registration, social events, workshops, field trips, tours, merchandise sales, and hotel accommodations (including the ability to select/match attendees for shared lodging), as appropriate; provide alternate forms of registration for attendees unable or unwilling to register online; including telephone registrations during regular business hours via a toll-free line and the ability leave voice messages and having calls returned the following business day; and downloadable/printable registration forms that can be submitted via physical mail.
2. Receive registration revenue via internet, fax, or mail; and via credit card (VISA, American Express, MasterCard, and Discover/Diners Club), check, and purchase order; send invoices for collection of purchase order payments.
3. Process all initial registrations, registration changes, cancellations, and refunds (minus penalties or service/processing fees), as per the conference terms and conditions; including for accommodation as appropriate and pre/post event workshops, field trips, and tours.
4. On request, provide electronic waiver or discount codes to the Society for distribution to audiences receiving complimentary or discounted registration; and incorporate the ability for processing these codes into the registration system.
5. Acknowledge registrations received with automated e-mail confirmations and electronic receipts.
6. Provide presenter/speaker documentation needed to obtain travel visas on request.
7. In coordination with the Society Membership Services Provider, verify registration categories selected and payments submitted match payer's membership status (member/non-member, student, emeritus); rectify/mitigate any discrepancies.
8. Maintain and update the registration database regularly and ensure that database information is appropriately backed up onto a secure server in a manner that adheres to all applicable Society privacy policies.
9. Provide regular, monthly updates to the AMC on actual registration numbers by category and registration revenue vis-à-vis projections.
10. Maintain regular email communication with all registered attendees in the lead-up to the conference.

11. Provide final headcounts and requirements to the appropriate contractor/subcontractor/vendor for the purpose of room assignments, and catering and A/V provisioning by the required deadline.
12. Operate a secretariat for all attendee inquiries in advance of and throughout the conference.
13. Design, produce, and supply on-site all conference materials, including programs, schedules, advertising materials, agendas, signage, etc.; ensure that production is of a professional, high quality; and provide or contract copy-editing capacity to ensure final documents are free of errors.

K. On-site Registration

1. Assemble attendee packages, including conference brochure, name badges/lanyards, event and drink tickets, swag, and sponsor materials as appropriate.
2. Make available a range of VIP and/or affinity name badge ribbons for pick-up/selection during on-site registration.
3. Provide sufficient, well-presented, professional staffing to ensure registration desk is staffed on all days and during regular hours of the conference.
4. Collect badge holders or lanyards for recycling or reuse at the end of the meeting.

L. On-site Venue, Contractor, Subcontractor, and Vendor and/or Virtual Platform Management

1. Provide constant and proactive on-site support to all attendees, speakers, volunteers, sponsors, and exhibitors to optimize participant experience using appropriate registration, customer service, presenter management, exhibitor management, and volunteer staffing resources; be available to receive and act on complaints of service interruptions, malfunctions, or insufficiencies from conference attendees and Society staff and volunteers; troubleshoot issues and address last-minute requests quickly, nimbly, and efficiently.
2. Monitor all conference functions; maintain regular and proactive communication with the designated venue/virtual platform POC, all contractors/subcontractors/vendors (especially catering and A/V) on site, and the designated Society representative throughout the conference.
3. Verify all signage, EOBs, catering and A/V arrangements, room layouts, etc. daily and in advance; verify all participant transport requirements to attend off-site events.
4. Manage speakers' preparation room in conjunction with the contracted A/V provider.
5. Plan, coordinate, and provision speaker, VIP, and invited guest gifts on request.

6. Provide a Staff Exhibition Manager for the duration of the conference to oversee the exhibit floor/trade show and coordinate setup, tear down and respond inquiries as needed.
7. Facilitate merchandise purchases; and provide and manage (mobile) payment processing for conference merchandise and auction items at the auction venue or the registration desk.

M. Post-Conference Management and Evaluation

1. Arrange for post-conference evaluation of attendee, exhibitor, and sponsor meeting experience; analyze and summarize results; and share with the Society in the form of a report.
2. Provide speaker/presenter documentation on request.
3. Issue Thank You letters to speakers, VIPs, and invited guests as appropriate.
4. Export abstracts and transfer to Society Membership Management Services Provider for archiving.

N. Financial Management

1. Receive and manage all conference funds including deposits, registration revenue, Society financial subsidies and support, sponsorship/exhibitorship /advertising revenue, etc., using a designated conference account denominated in U.S. dollars (USD).
2. In coordination with the Society Membership Services Provider, verify registration categories selected and payments submitted match payer's membership status (member/non-member, student, emeritus).
3. Verify accuracy of all contractor/subcontractor/vendor invoices received.
4. Ensure timely payment of and disburse payments to all contractors, subcontractors, and vendors for all deposits and invoices due.
5. Advise Society of applicable GST/sales tax obligations and opportunities, procedure, and timeline for exemption; and manage GST/sales tax compliance.
6. Provide monthly financial progress reports to the Society, and intermittent reporting on request.
7. Collect, manage, assure compliance with, and conduct reporting of local incentive funds pledged to the conference.
8. Submit a final conference financial statement and report within 90 days following the conclusion of the conference, including all relevant financial information, registration totals, hotel occupancy, and other relevant metrics or KPIs.

Attachment A—Generalized SFS Annual Meeting Schedule

** Refreshments or meal expected*

SATURDAY

8:00 a.m. – 5:00 p.m. Field Trips/Tours
6:00 p.m. Presidential Reception (self-catered and usually held at a complimentary hospitality suite at the main/HQ conference hotel)

SUNDAY

8:00 a.m. – 5:00 p.m. Workshops(*)
8:00 a.m. – 5:00 p.m. Childcare
8:00 a.m. – 5:00 p.m. Family Place
9:00 a.m. – 4:00 p.m. Board of Directors meeting* (B, L)
8:00 a.m. – 5:00 p.m. SFS Instars/NSF Emerge Orientation Workshop* (B, L)
1:30 p.m. – 7:00 p.m. Registration
5:00 p.m. – 7:00 p.m. Dinner on your own
6:30 p.m. – 8:00 p.m. Opening Plenary w/ Career Awards
8:00 p.m. – 10:00 p.m. Welcome Reception* (Heavy hors d'oeuvres, Cash Bar w/ Drink Tickets)

MONDAY

7:00 a.m. – 8:30 a.m. Freshwater Science Editorial Board Meeting* (B)
7:00 a.m. – 8:30 a.m. Student Resources Committee Orientation (SRC)* (B)
7:30 a.m. – 4:00 p.m. Registration
8:00 a.m. – 5:00 p.m. Childcare
8:00 a.m. – 5:00 p.m. Family Place
8:30 a.m. – 12:00 p.m. Exhibit Set-up (alt. Sunday afternoon)
8:30 a.m. – 10:00 a.m. Plenary 1
9:00 a.m. – 12:00 p.m. Taxonomic Certification Program Test Session I
10:00 a.m. – 10:30 a.m. Coffee Break*
10:30 a.m. – 12:00 p.m. Concurrent Sessions
12:00 p.m. – 1:30 p.m. Lunch on your own
12:00 p.m. – 1:30 p.m. Committees Lunch* (L)
1:00 p.m. – 4:00 p.m. Taxonomic Certification Program Test Session II

1:30 p.m. – 3:00 p.m. Concurrent Sessions
3:00 p.m. – 3:30 p.m. Coffee Break*
3:30 p.m. – 5:00 p.m. Concurrent Sessions
5:30 p.m. – 7:00 p.m. Student-Mentor Mixer* (Snacks, Drink Tickets)
7:00 p.m. Dinner on your own

TUESDAY

7:30 a.m. – 4:00 p.m. Registration
8:00 a.m. – 5:00 p.m. Childcare
8:00 a.m. – 5:00 p.m. Family Place
8:30 a.m. – 10:00 a.m. Plenary 2 w/ Hynes Award
9:00 a.m. – 12:00 p.m. Taxonomic Certification Program Test Session I
10:00 a.m. – 10:30 a.m. Coffee Break*
10:30 a.m. – 12:00 p.m. Concurrent Sessions
12:00 p.m. – 1:30 p.m. Membership Business Lunch* (L)
1:30 p.m. – 3:00 p.m. Concurrent Sessions
3:00 p.m. – 3:30 p.m. Coffee Break*
3:30 p.m. – 5:00 p.m. Concurrent Sessions
5:30 p.m. – 7:00 p.m. Fun Run (5K)
5:30 p.m. – 7:00 p.m. Endowment Reception* (Heavy hors d'oeuvres, Cash Bar w/ Drink Tickets)
7:00 p.m. – 9:00 p.m. SRC Live Auction and Bingo
7:00 p.m. Dinner on your own

WEDNESDAY

7:30 a.m. – 4:00 p.m. Registration
8:00 a.m. – 5:00 p.m. Childcare
8:00 a.m. – 5:00 p.m. Family Place
8:30 a.m. – 10:00 a.m. Plenary 3 w/ SFS Fellows
8:30 a.m. - 12:00 p.m. Taxonomy Fair Set-up
10:00 a.m. – 10:30 a.m. Coffee Break*
10:30 a.m. – 12:00 p.m. Concurrent Sessions
12:00 p.m. – 1:30 p.m. Lunch on your own
12:00 p.m. – 1:30 p.m. Annual Meeting Committee Planning Lunch* (L)
12:00 p.m. – 1:30 p.m. SRC Lunch Workshop* (L)
1:30 p.m. – 3:00 p.m. Concurrent Sessions

3:00 p.m. – 5:00 p.m. Poster Session* (Heavy hors d'oeuvres, Cash Bar w/ Drink Tickets) *in concert with*
3:00 p.m. – 5:00 p.m. Taxonomy Fair
4:00 p.m. – 5:00 p.m. Chapter Information Session
6:30 p.m. – 10:00 p.m. Off-site Social Event* (D) w/ Jam Session and Band

THURSDAY

7:30 a.m. – 9:00 a.m. New Board of Directors Breakfast* (B)
7:30 a.m. – 4:00 p.m. Registration
8:00 a.m. – 5:00 p.m. Childcare
8:00 a.m. – 5:00 p.m. Family Place
8:30 a.m. – 10:00 a.m. Plenary 4
10:00 a.m. – 10:30 a.m. Coffee Break*
10:30 a.m. – 12:00 p.m. Concurrent Sessions
10:30 a.m. – 5:00 p.m. Exhibit Tear-down
12:00 p.m. – 1:30 p.m. Lunch on your own
1:30 p.m. – 3:00 p.m. Concurrent Sessions
3:00 p.m. – 3:30 p.m. Coffee Break*
3:30 p.m. – 5:00 p.m. Concurrent Sessions
5:00 p.m. – 7:00 p.m. Closing Mixer

FRIDAY

8:00 a.m. – 5:00 p.m. Field Trips/Tours

SATURDAY

8:00 a.m. – 5:00 p.m. Field Trips/Tours

Attachment B—SFS Annual Meeting Locations 1953-2025

- 2025 San Juan, PR, U.S.A.
- 2024 Philadelphia, PA, U.S.A.
- 2023 Brisbane, QLD, Australia (joint with AFSS and NZFSS)
- 2022 Grand Rapids, MI, U.S.A. (CASS JASM)
- 2021 Virtual
- 2020 Madison, WI, U.S.A. (joint with ASLO—*cancelled*)
- 2019 Salt Lake City, UT, U.S.A.
- 2018 Detroit, MI, U.S.A.
- 2017 Raleigh, NC, U.S.A.
- 2016 Sacramento, CA, U.S.A.
- 2015 Milwaukee, WI, U.S.A.
- 2014 Portland, OR, U.S.A. (CASS JASM)
- 2013 Jacksonville, FL, U.S.A.
- 2012 Louisville, KY, U.S.A.
- 2011 Providence, RI, U.S.A.
- 2010 Santa Fe, NM, U.S.A. (joint with ASLO)
- 2009 Grand Rapids, MI, U.S.A.
- 2008 Salt Lake City, UT, U.S.A.
- 2007 Columbia, SC, U.S.A.
- 2006 Anchorage, AK, U.S.A.
- 2005 New Orleans, LA, U.S.A. (joint with AGU)
- 2004 Vancouver, BC, Canada
- 2003 Athens, GA, U.S.A.
- 2002 Pittsburgh, PA, U.S.A.
- 2001 La Crosse, WI, U.S.A.
- 2000 Keystone, CO, U.S.A.
- 1999 Duluth, MN, U.S.A.
- 1998 Charlottetown, PEI, Canada
- 1997 San Marcos, TX, U.S.A.
- 1996 Kalispell, MT, U.S.A.
- 1995 Keystone, CO, U.S.A.
- 1994 Orlando, FL, U.S.A.

1993 Calgary, AB, Canada
1992 Louisville, KY, U.S.A.
1991 Santa Fe, NM, U.S.A.
1990 Blacksburg, VA, U.S.A.
1989 Guelph, ON, Canada
1988 Tuscaloosa, AL, U.S.A.
1987 Orono, ME, U.S.A.
1986 Lawrence, KS, U.S.A.
1985 Corvallis, OR, U.S.A.
1984 Raleigh, NC, U.S.A.
1983 La Crosse, WI, U.S.A.
1982 Ann Arbor, MI, U.S.A.
1981 Provo, UT, U.S.A.
1980 Savannah, GA, U.S.A.
1979 Erie, PA, U.S.A.
1978 Winnipeg, MB, Canada
1977 Roanoke, VA, U.S.A.
1976 La Crosse, WI, U.S.A.
1975 Springfield, IL, U.S.A.
1974 Cincinnati, OH, U.S.A.
1973 East Lansing, MI, U.S.A.
1972 Ames, IA, U.S.A.
1971 Notre Dame, IN, U.S.A.
1970 Winona, MN, U.S.A.
1969 Gilbertsville, KY, U.S.A.
1968 Madison, WI, U.S.A.
1967 Carbondale, IL, U.S.A.
1966 Mount Pleasant, MI, U.S.A.
1965 Columbia, MO, U.S.A.
1964 Put-In-Bay, OH, U.S.A.
1963 Murfreesboro, TN, U.S.A.
1962 Winona, MN, U.S.A.
1961 Whitewater, WI, U.S.A.

1960 Normal, IL, U.S.A.

1959 Hickory Corners, MI, U.S.A.

1958 Madison, WI, U.S.A.

1957 Urbana, IL, U.S.A.

1956 Hickory Corners, MI, U.S.A.

1955 Davenport, IA, U.S.A.

1954 Madison, WI, U.S.A.

1953 Havana, IL, U.S.A.