

Joint 8th FISC and 3rd FIHMC Organizing Committee

Colorado Room, lobby level,
Building 67, Bureau of Reclamation

January 14, 2004
Denver, CO

Minutes Draft 2/10/04

Call to order and introductions, meeting started at 8 am.

Attendees in Denver,

Paula Makar, John Gray, Jerry Bernard, Don Frevert, Marshall Flug,
Jim Robinson, Francisco Simoes, Steve Markstrom, Doug Glysson,
Christi Young

Attendees via phone,

Tom Donaldson, Jeff Rieker, Gary Barbato, Bill Charley, George Wilkins,
Larry Schmidt

Status of the Joint Conference.

Glysson gave a brief overview of where we stand with the conference and reviewed the organizational chart. Several key positions had not been filled. A Proceedings Coordinator position under the Joint Chair was formed and Francisco Simoes agreed to serve in that position. A revised organizational chart is attached to this summary. Gary Barbato agreed to serve as the field trip coordinator and George Wilkins tentatively agreed to serve as the joint AV/equipment coordinator. Larry Schmidt agreed to serve as the local contact for shipping.

Certificate of participation and or CEU's were discussed. It was suggested that at a later date, we investigate going through a university to get this accomplished.

Short courses, probably will be non-fed and feds putting them on. Need to know how many, length, Sunday or Thursday, charge per student, equipment requirements (we will not supply computers). Jim Robinson will get write-up to be placed in call for papers.

Status and needs of the FIHMC

Don Frevert gave general status of the Hydrology side of the conference. All of their key positions have been filled.

Status and needs of the FISC

Jerry Bernard gave a brief general status of the sedimentation side of the conference. The technical program chair, Jerry Webb, has been called up to active duty with the Army and

is serving in Iraq. He should be home in a couple of months. An AV coordinator is still needed for the Sediment side of the conference. Jerry discussed the Letter of Intent used for the 7thFISC, to prevent gin-milling of papers and no-shows. Marshall suggested requiring PowerPoint presentation to be submitted WITH paper, or paper would not be accepted? The committee will have to decide on this at some later date.

Status and needs of the Operation Section

Savings and checking accounts are separate for Sediment and Hydrology Subcommittees. Eventually all moneys will come and go from the SOS accounts. Doug and Paula will handle the money. Profit will be divided equally between the two subcommittees.

Marshall Flug, of USGS-BRD in Ft. Collins, noted that ASCE produced a CD with navigation, indexing, for a past conference. Cost is a consideration, and Marshall will investigate. Francisco will look into what the cost would be for hiring a proceedings contractor.

SOH needs to decide if they will prepare a CD with all of the 3 conferences on it. Last one was software, first one was hard copy. Other decision is what CD(s) will be done for the conference participants: 1 for the SED side, 1 for the HYD side? 1 combined for this conference? 1 for all of the SED conferences, 1 for all of the HYD conferences? Or possibly one for all conferences, if space permits?

Proceedings hard copies. Two-volume sets of printed proceedings were provided to the 7thFISC registrants, along with a CD-ROM that contained all of the proceedings from FISCS 1 through 7. The trend today is NOT to print hard copies. The possible decisions are as follow:

Alternatives	Consequences
a) Prepare a single CD-ROM of all 8thFISC and 3rdFIHMC	<ul style="list-style-type: none"> + Participants will have access to all papers in a searchable format, and can use with their laptops during the sessions. - Sufficient lead time is required to design and burn the CD-ROMS, including covers, cover format (jewel case, sleeve, etc.)
b) Prepare hard copies of Proceedings for registrants, in addition to CD-ROM(s).	<ul style="list-style-type: none"> - Additional time is required to design and print the hard copies (includes covers, etc.) - Copies would need to be in color, since the original files will allow color - Additional expense for printing + No additional mailing or handling costs except for getting copies sent to the conference
c) Prepare limited number of hard copies	<ul style="list-style-type: none"> - Time required to produce would be after

of Proceedings for libraries, posterity.	<p>the conference.</p> <ul style="list-style-type: none"> + Design, layout, and printing can be done after the conference, including all last-minute changes, and actual conference presentations (drop no-shows, e.g.)
d) Prepare separate CD-ROMs for the SED and HYD tracks.	<ul style="list-style-type: none"> - Registrants would have to work with two separate CD-ROMS and could not search across all papers for this conference. + 7thFISC CD and 2ndFIHMC CD could each be added to, rather than creating new CD-ROMS. - Two separate CDs may result in each having significantly different look and feel.
e) Prepare a single CD-ROM for all of the SED conference and all of the HYD conferences, including this one.	<ul style="list-style-type: none"> - Probably not enough file space on a single 700MByte CD-ROM for all of the proceedings. Would have to consider DVD technology (5 Gbytes+). - HYD conference(s) proceedings that are only available as hard copy will require scanning. Need clean copy for scanning and copies to sacrifice due to binding shearing.

Note that the 7thFISC CD is set up with the original table of contents as the links to contained papers. Note also that each paper has a navigation pane that allows jumping around in the CD, from conference to conference, session to session, paper to paper. The papers are password-protected PDF versions, with viewing, copying of text and graphics (very low resolution), and printing allowed.

6 concurrent sessions with 4 papers each session:

Monday = 48 papers
 Tuesday = 96 papers
 Wednesday = 72 papers
 Thursday = 48 papers
 TOTAL papers = 264

Need to standardize the citation for all proceedings papers, how to get the papers or CD, etc. NTIS publication? Francisco says that they sent an electronic copy of GSTARS plus a paper copy to NTIS, and NTIS is selling it. It was agreed that a label be placed on the cover of the CD as to how it should be referenced.

Paula requests the equipment and space requirements for both sides. Need a coordinator for the Exhibits. Doug says that he has someone. Need a computer AV equipment

coordinator to determine the needs, rent the equipment, and keep track of the equipment. Need someone to load and coordinate the presentation files (this will fall under the Proceeding coordinators purview). Laptop shuffling to LCD projectors will not be permitted. Paula also needs to eventually schedule agency people to work the registration desk. Potential resources are from the University of Nevada, which provided excellent support to the 7thFISC. Students got free registration for working the A/V support. NSF gave \$10,000 to support retirees and students at the last modeling conference.

Christi Young volunteered to coordinate the “prizes,” including shirts, bags, etc.

Review of Joint Conference time table.

Glysson distributed a time table for the planning of the conference. The table was reviewed and some changes made. A copy of the revised table is attached. Responsibilities for some of the items shown on the time table are noted on the attachment.

Setting of general Conference format

Glysson presented a general conference format, based on the format of the 7th FISC. He noted that for the most part, both conferences followed the same general format. He presented three options to handle the poster, exhibit, and demo sessions. The committee agreed to use an option that has the Exhibit Hall opening and reception on Sunday evening and the Exhibit Hall closing on Tuesday after the afternoon break, Poster displays and reception would be on Monday evening and continue until after the afternoon break on Tuesday, and the Demo/station dinner would take place on Wednesday. A copy of the agreed-upon schedule is attached to this summary.

Discussion and Selection of Joint Conference - theme and sub-themes

The group decided that the general theme for the Joint Conference will be “*Interdisciplinary Solutions for Watershed Sustainability.*” Each of the two groups will have to come up with sub-themes that reflect their interest and coordinate them with Francisco to be used in the call for papers.

Plans for development of Call for Papers

Need to decide to whom the original abstract will be returned to from the call for papers. Francisco will coordinate putting this together and Glysson and Makar will see to getting it printed. It should be in both hard copy and electronic formats.

Summary of Action items

1. Francisco will look into what the cost will be for hiring a proceedings contractor.
2. Marshall will look into the cost associated with getting ASCE to help produce the CD's
3. All committee members who have agency offices in the Reno area need to get Gary Barbato the name, phone number, and email address of a local contact that he can contact about potential field trips.
4. Glysson to contact USGS HIF Chief about getting coordinator for the exhibits.

5. Glysson and others are to look into the possibility of going directly from electronic format to microfilm for distribution to libraries.
6. Francisco will need to schedule a conference call for the two groups to decide on a format for the papers and presentations.
7. Glysson will contact the Hotel on several issues including hotel registration code, can the silver and gold combination room be locked, can we set up a wireless network in the hotel, cost of getting internet access
8. Glysson will invite, when the time is right, Bob Hirsch to give open address as Chair of the ACWI. We may want to ask Toni Johnson to give brief background on the ACWI.
9. Paula needs space and equipment requirements for both sides.
10. Someone in either the SOS or SOH should approach Doug James, SOH rep for the NSF, to see if they would be willing to give the \$10,000 for the support of retirees and students to attend the conference.
11. Committee needs to decide to whom the abstracts will be sent to when people are applying to get into the conference.
12. Each of the two groups will have to come up with sub-themes that reflect their interest and coordinate them with Francisco to be used in the call for papers.
13. The two groups will have to decide on a format for the opening session which will include the plenary session, key notes, agency types, etc.
14. As a group, we need to decide if we are going to offer a certificate of participation for the conferences and short courses and or CEU's, and if so, how are we going to do this.
15. Jim Robinson will get write up to be placed in call for papers and pre-announcement about short courses.

Next Joint meeting

Glysson hopes not to have to have a full face to face meeting of the organization committee until the pre-meeting at the Silver Legacy in March 2005. Most of the work for the joint committee will be done via email and conference calls.

Adjourned at noon.



Joint 8th FISC and 3rd FIHMC [Organizational Chart](#)