



# Association for Women Geoscientists

1400 West 122<sup>nd</sup> Avenue, Suite 250 • Westminster, CO 80234 • awg@aipg.org

## AWG BOARD OF DIRECTORS and AWG FOUNDATION 2008 FALL MEETING

Holiday Inn Express Convention Center, 1810 Bell St, Houston, TX 77003

**713-652-9400**

<http://www.hiexpress.com/h/d/ex/1/en/hotel/houls?rpb=hotel&crUrl=/h/d/ex/1/en/hotelsearchresults>

Please read this entire document, even if you have read them in the past.

Please make room and flight reservations by Sept 1, 2008.

Use the group code "AWG" to get our room rate of \$130 (plus tax).

Please complete and return this form to Jean Hsieh at [hsiehjc@chevron.com](mailto:hsiehjc@chevron.com) (e-mail) by Sept 15<sup>th</sup>, 2008, even if you are not able to attend the Fall meeting. Then *Mail this form and payment to Cristie Valero at the AWG address in the header.* Send your airline and arrival airport info if you'd like to be connected for carpooling from the airport, and let us know if you need or have a roommate.

Name	Region/Position:	
Address:		
Phone:	Cell:	
e-mail:		
Roommate Needed?	Yes _____	No _____
Rooming with:		
Arrival Info (for carpooling and/or roommates):		
Departure Info:		
No. of Guests:		
Other Comments:		

The weather will likely be warm and humid! But indoors is often cool and overly air-conditioned! Continental breakfast will be served to delegates, officers, foundation members, and paid guests before the meeting both days. Lunch will be served in the meeting room. Meeting fees for meals are noted below.

Delegates / Excom	\$40	_____
Guest(s) (meals only)	\$20 per day (indicate # of days)	_____
	<b>TOTAL</b>	_____

## GUIDELINES FOR DELEGATES

**Attendance.** The delegate or alternate is expected to attend the AWG Board of Directors meeting. Delegates who are unable to attend the meeting should contact their alternates **immediately** or as soon as possible, and no later than **August 15, 2008**.

**Proposals for AWGF.** Proposals should be submitted to the foundation ASAP. Late proposals may be accepted but will be considered as last minute items. Proposal forms are available on the website (<http://www.awg.org/AWGFoundation/> at the bottom of the page).

### SCHEDULE OF EVENTS

**Executive Committee – Thursday, Oct 2.** The executive committee (excom) will meet on Thursday. Details will follow separately. If you have any items for discussion by the excom, please submit them in advance to [excom@awg.org](mailto:excom@awg.org).

**Board of Directors Meeting – Friday, Oct 3<sup>rd</sup> and Saturday Oct 4<sup>th</sup>.** The BOD meeting will be from 8 a.m. to 4 p.m. in the Conference Room at the Holiday Inn Express Downtown Convention Center in Houston. The fall meeting will be the regularly scheduled 2–days. Agenda items should be submitted to the about-to-be-President Jean Hsieh at [hsiehjc@chevron.com](mailto:hsiehjc@chevron.com). If you have any questions about the meeting, please contact Jean Hsieh.

### MEETING PREPARATION.

Prepare for the meeting a few weeks ahead of time. We want to be as efficient as possible.

- Please contact the incoming president Jean Hsieh ([hsiehjc@chevron.com](mailto:hsiehjc@chevron.com)) or the outgoing president, Jessica Moore Ali–Adeeb, ([jmadeeb@gmail.com](mailto:jmadeeb@gmail.com)) with any questions.
- Review your delegate manual (consisting of items available in Delegates area of web site, <http://www.awg.org/about/delegates/>).
- Contact your regional chapter presidents or officers, or send a global e–mail to your region through our regional aliases: [nc-region@awg.org](mailto:nc-region@awg.org), [pac-region@awg.org](mailto:pac-region@awg.org), [ne-region@awg.org](mailto:ne-region@awg.org), [se-region@awg.org](mailto:se-region@awg.org), [sc-region@awg.org](mailto:sc-region@awg.org), or [rky-region@awg.org](mailto:rky-region@awg.org). Ask them for updates on their activity for the past half year. Be sure to include a reminder to chapters that their Officer and Financial Reporting forms are due October 15th. The forms can be found at <http://www.awg.org/members/chapters.html>.

- Submit your delegate's report to Sara Welna at [sarawelna@gmail.com](mailto:sarawelna@gmail.com) or at [secretary@awg.org](mailto:secretary@awg.org) by **September 8th**. If you have not made a report in the past, please contact Sara, Jessica, or Jean. You may download a previous report at [http://www.awg.org/about/delegates/2006/Pacific\\_DELEGATE\\_REPORT\\_09-06%20Chp.pdf](http://www.awg.org/about/delegates/2006/Pacific_DELEGATE_REPORT_09-06%20Chp.pdf).

**Tools.** We will attempt to have outlets for laptops and a printer. You may bring a USB storage device for file sharing or have wireless capabilities for e-mail.

**Attire.** Attire typically ranges from casual to business casual. Wear something comfortable for you. You'll find a range of attire from dresses to jeans. Be comfortable and ready to work!

**Reimbursement.** Some of your travel and accommodations may be reimbursed, to a maximum of \$600. See the Travel Policy for more details, <http://www.awg.org/about/documents.html>. Please remember that we are a non-profit organization with limited funds. If you have other sources of funding such as employers or chapters, please use them first.

**Roommates.** For those of you who are new to the board, we usually share expenses with roommates. Please contact me at [hsiehjc@chevron.com](mailto:hsiehjc@chevron.com) to let me know try to put you in touch with someone else looking for a roommate. You may also contact any other board member directly to arrange for a roommate.

**Meals.** Early arrivals usually meet for dinner Thursday night before the meeting. Continental breakfast will be served to delegates, officers, foundation members, and paid guests before the meeting on both days. Lunch will be served in the meeting room on both days. We will plan on a group dinner on Saturday night. Stay tuned for details!

### ***Other Related Events:***

The AWG Breakfast and Awards Presentation

**\*\*Ticketed Event\*\*** Get your ticket when you register for GSA

Tuesday, October 6, 2008, from 6:30am-8:30am

Hilton Lanier, Grand Ballroom D

Associations of Women Soil Scientists and Women Geologists Social

No ticket necessary – just show up! (Cash Bar)

Tuesday, 10/7/2008, 6:30 PM – 8:30 PM

Hilton Americas, Houston Room 327

Visit the AWG Booth 550 in the Exhibits Hall

We look forward to seeing you at GSA!