

## ANNUAL EDUCATIONAL CONFERENCE GUIDEBOOK

### Table of Contents:

The Goals of the AEC. . . . .	1	G. Marketing Committee Chair. . . . .	7
A. AEC Chair. . . . .	2	H. Logo/Bags/Goodies Committee Chair. . . . .	8
Select Conference Center		I. Students/Moderator Coordinator. . . . .	8
Budget		Moderator Coordination	
AEC Committee Meetings		J. Facilities Committee Chair. . . . .	9
Miscellaneous		K. Social Committee/Golf/Fun Run. . . . .	10
B. AEC Co-Chair. . . . .	4	L. Audio/Visual Committee Chair . . . . .	10
C. Speaker Committee Chair. . . . .	4	<b><u>Appendix of Handout Examples. . . . .</u></b>	<b>13</b>
Soliciting Speakers for the AEC		CEU Tracking Form	
Securing Speakers for the AEC		AEC Evaluation Form	
Speaker Accommodations		WSEHA Volunteer Form	
Coordination w/ Publications Chair		Local Activity Flyer with Map	
D. Registration Committee Chair. . . . .	6	Silent Auction Flyer	
E. Web Page Committee Chair. . . . .	6	Call For Papers Notification	
F. Publications Committee Chair. . . . .	7		
Brochure Publication			
Program Publication			
Distribution			

### The goals of the Annual Educational Conference (AEC) include:

- Providing a variety of educational opportunities to WSEHA members during the AEC,
- Identifying emerging environmental health issues that will require education and training,
- Establishing connections among environmental health professionals in all agencies and arenas, and
- Encouraging professional standards of practice.

## **A. AEC CHAIR:**

Responsible for overseeing AEC, including appointing committee chairs, ensuring coordination between committees, election and AEC budget.

### **Duties**

- Select Conference Center.
- Budgeting, including setting registration fees.
- Scheduling AEC Committee meetings.
- Ensure coordination between sub-committees and other WSEHA committees (such as the International Health Committee Silent Auction and the Awards Committee) that may have a role during the AEC.
- Keep sub-committees apprised of their responsibilities and on track.

## **SELECT CONFERENCE CENTER**

### **Conference Center Search**

1. Adequate size to accommodate 250 - 300 people.
2. Meeting rooms need to cover number of tracks planned for conference. Best to have additional room available so hotel staff can set-up lunch tables while sessions are going on.
3. Guest rooms needed: 100-150 (depending on location).

### **Negotiations with hotel \$\$**

1. Guest rooms. Ask for government rate. Learn what the government rate is in the area prior to negotiations (Chamber of Commerce may be able to help).
2. Meeting rooms. Generally should be no charge or reduced cost for meeting rooms based upon number of guest rooms filled.
3. "Comped" hotel rooms. Should get free guest rooms for a certain number rented out. For instance, one free room per 50 guest room nights rented. AEC Chair will have one of those rooms, which should be a suite. Executive Secretary will have one of these rooms. Any additional may be used for speakers.
4. Meals. Tax and tip included. Find out if tax is also included on tip, or if it is figured out beforehand. Just need to know so you can adequately figure the cost.
5. Substitutions: Can sometimes make substitutions. For interest, a dessert planned as part of a meal package may be able to be-used, as an afternoon snack. (Facilities committee).

## **BUDGET**

Even though anticipated attendance projections may show there is plenty, be aware that speakers will not pay that day's registration fee nor for at least one meal. AEC Budget is typically \$30,000 - \$32,500 for a two day conference. Ensure that costs and 12% profit as

recommended by WSEHA Board are fully covered by registration fees. Sample budgets attached.

- REQUIRE that all your sub-committee chairs provide an estimate of their costs prior to your setting registration fees.
- REQUIRE that all costs be submitted to you for approval before going to the treasurer.

### **Setting Registration Fees**

Once you have as many hard costs down as possible, and an anticipated number of attendees, you can figure registration fees. An example of how to figure each days' registration fees:

X = Food Costs (include break snacks/beverages) per attendee.

Y = Meeting Room Cost including A/V Costs

Z = Speaker Cost (travel, lodging, speaker fees, meals, etc.)

W = Miscellaneous Costs, which can include publications cost, Executive Secretary cost, committee travel, logo artist cost, bags, postage, prizes, A/V Coordinator out-of-pocket expenses, etc.

$$1 \text{ Day registration fee} = X + \frac{(Y + Z + W)}{\# \text{ of attendees}} + 12\%$$

When figuring AEC package costs, need to use this formula to ensure that all hard costs are covered. Coordination is needed between the WSEHA Executive Secretary (who takes and deposits registration fees), WSEHA Treasurer (who writes the checks), and AEC Chair (who authorizes the checks). It is recommended that the Executive Secretary periodically update income/expense statements so we know AEC budget status. Check-ins may include at end of Early Bird registration, two weeks before the AEC (or final AEC Committee meeting prior to AEC), and whenever large payments (such as venue deposits) are required.

### **AEC COMMITTEE MEETINGS**

#### **Assuming an early May AEC date...**

1. July/August: Kick-off meeting at conference center site so Committee members can become familiar with the site and be introduced to conference center staff.
2. 1st or 2nd meeting: select sub-committee chairs. Theme for conference should also be selected at this time.
3. September – December: Monthly meetings may be required to get as much planning done and speakers in as possible.
4. October – November: Call for Papers goes out in October. solicit vendors/exhibitors.
5. Speakers are selected in December (ideally – may be extended into January).
6. January - AEC Date: Meeting frequency may be stretched out as necessary, but a final meeting 2-4 weeks prior to the AEC is necessary to finalize all details.

7. March – April: Pre-Approval for CEUs should be applied for after the preliminary agenda is developed and most speakers are confirmed (at least six weeks prior to the AEC). Organizations that provide CEUs for AEC participants include: WSBRS, NEHA, Washington Certification Services (for drinking water operators), Washington Department of Ecology (for wastewater operators), and SWANA (for solid waste professionals). Certificates of Attendance may also be made available for Public Health Nurses who wish to apply for continuing education contact hours from WSNA.
8. Post-AEC debrief meeting, to revise AEC guidance to reflect 'lessons learned' shortly after the AEC.

### **MISCELLANEOUS**

1. Coordinate introduction of keynote speaker with WSEHA President.
2. Coordinate presentation of awards/other matters with Awards Chair.

### **POLICIES**

1. Proposed Budget needs to be presented to WSEHA Board.
2. Hotel contract needs to be signed by both the WSEHA President (or designee, such as the WSEHA Treasurer) and the AEC Chair.

## **B. AEC CO-CHAIR:**

Responsibilities include stepping-in wherever AEC Chair sees a need, but the primary duty of the AEC Co-chair is to learn as much about running the AEC his/her up-coming role as AEC Chair.

### **Duties**

- Assist AEC Chair whenever required.
- Learn as much as possible about all sub-committee duties.
- Best to be a sub-committee chairperson on marketing, facilities or even speaker committee

## **C. SPEAKER COMMITTEE CHAIR:**

Responsible for collecting ideas and leads for possible speakers, securing those speakers and seeing that the speakers' needs are met.

### **Duties**

- Soliciting speakers and poster presenters for the AEC.
- Securing speakers and poster presenters for the AEC.
- Speaker accommodations for the AEC.
- Coordination on speaker bios with Publications Chair.

- Scheduling times for break-out sessions for presentation to AEC Committee. Breaks required between all sessions to ensure people can get to the next session.

### **SOLICITING SPEAKERS FOR THE AEC**

1. Works with AEC Committee Members and others to identify topics of interest to conference participants. Identify potential presenters, including soliciting of keynote speakers and presentations in line with selected theme for conference.
2. Preparation and distribution of call for papers, including coordination with Publications Chair and WEB page person.
3. Follow-up on possible speaker contacts from AEC Committee members.
4. Tracking and following up on speaker contacts received from any other source.
5. Presentation to AEC Committee list of speakers to choose from.

### **SECURING SPEAKERS FOR THE AEC**

1. Confirmation of speakers selected.
2. Including with confirmation letters a consent form asking if speaker's presentation may be distributed in Proceedings of Conference.
3. Notification of those not selected.

### **SPEAKER ACCOMMODATIONS**

1. Determine travel arrangements. Arrange for airport pick-up, if necessary.
2. Determine speaker expenses and report to AEC Chair.
3. Coordinate with Registration Committee as to speaker registrations.
4. Coordinate with Audio/Visual Committee as to speaker needs.

### **COORDINATION WITH PUBLICATIONS CHAIR**

1. Speaker bios are needed for the Program. Select a speaker subcommittee member to be responsible for putting these into electronic format to get to the Publications Chair (or if Publications has someone willing to do this, that would also work).
2. Make sure to include instructions on the Call for Papers form to limit length of speaker bios and include key information (professional qualifications, education, etc.).

### **POLICIES**

1. Keynote speaker receives reimbursement for travel, lodging and meals.
2. Presenters, other than the keynote speaker, normally pay regular registration fees. Only speakers who do not stay for other presentations should be exempt from paying fees.
3. If a speaker chooses to stay for additional AEC days, it will be at their cost.

4. Other speakers may be offered and receive reimbursement for travel and lodging expenses ONLY when the AEC Chair has approved this as presented by the Speaker Chair.

\*\*\*NOTE: This needs to apply for 'exceptional' speakers. Some ideas for control on this would be: only to out-of-state speakers; NEHA speakers that come highly recommended; nationally known experts in an emerging field. There should be some discretionary money for bringing in people other than the 'usual suspects.'\*\*\*

## **D. REGISTRATION COMMITTEE CHAIR:**

Responsibilities include coordination and confirmation of registrations in conjunction with the Executive Secretary.

### **Duties**

- Registration page for newsletter and brochure.
- Dissemination of brochure to WSEHA members.
- Coordination with speakers' committee on speaker registrations.
- Coordination for packet stuffing, meal cards, name tags, and any other items. Examples of other items that may be included in the registration packet are listed below and are included in the Appendix:
  - CEU tracking form
  - AEC evaluation form
  - WSEHA volunteer form
  - Local activity flyer with map
  - Silent Auction flyer

The Executive Secretary will take in registration fees send out registration confirmation letters to attendees and speakers, and order supplies (such as name tags, meal cards, copies of forms, etc.) at the direction of the Registration Committee Chair.

## **E. WEB PAGE COMMITTEE CHAIR:**

Responsibilities include web page publication and update.

### **Duties**

- Call for Papers.
- Topics selected.
- Final schedule.
- Follow-up after conference may include development of Proceedings of Conference.

## **F. PUBLICATIONS COMMITTEE CHAIR:**

Responsibilities include seeing that the brochure advertising the AEC and the program to be given out at the AEC are published in a timely and cost-effective manner.

### **Duties**

- Coordination with Speaker Committee and Web page committee on Call for Papers publication.
- Brochure publication.
- Program Publication.
- Distribution to AEC Committee.

## **BROCHURE PUBLICATION**

1. Coordination with Committee on speakers and topics selected.
2. Registration Page - coordination with Registration Committee and AEC Chair on final registration fees.
3. Brochure will be primarily available via the website. A small number of copies may be printed for the AEC if needed.

## **PROGRAM PUBLICATION**

1. Coordination with Speaker Chair on Speaker bios and session timing.
2. Work with Logo/Bags/Goodies Committee Chair for graphics on program cover.
2. Work with Printer on Layout of Program.

## **DISTRIBUTION**

Get adequate number of brochures to Marketing Chair, Registration for distribution to WSEHA members and other Committee Chairs as needed.

## **G. MARKETING COMMITTEE CHAIR:**

Recommend at least six month lead time for these activities. Contact the WSEHA Executive Secretary for exhibitor contact lists, example emails, and other information prior to beginning work.

### **Duties**

- Solicit exhibitors, sponsors, and establish relevant fees for AEC
- Responsible for coordinating advertising of AEC to agencies and people other than WSEHA members (which is done by Executive Secretary)
- Distribution of AEC information to non-WSEHA members

### **Policies**

1. Vendor fees may be used to fund the social activities of the AEC. The Marketing chair should coordinate with the Social Chair and AEC Chair to ensure that vendor fees adequately cover planned social activities.
2. Non-profit organizations such as Red Cross, Peace Corps, etc. are typically charged a reduced fee (at a minimum to cover costs such as table rental, meals, etc)

### **Planning Notes:**

1. Contact the current WSEHA Secretary, or prior Marketing Committee members, to get lists of organizations and contacts who have participated as exhibitors or sponsors at recent AEC events.
2. Work with the AEC Chair and Facility committee to ensure that the location selected for the next conference includes adequate space for exhibitor tables. Some considerations are to locate exhibit tables in a high traffic area for frequent interactions with conference attendees, and perhaps near food or break areas. Exhibitor area should include access to electrical outlets for each table and a good wireless internet connection.
3. Once the date and location for the upcoming AEC have been determined, send this information out to all recent exhibitors so they can put it on their planning calendars for the coming year, and include it their conference budgets. This should go out 10-12 months in advance if possible.
4. 8 months before conference, contact exhibitors from recent AEC by phone and email to encourage ongoing participation and support of WSEHA. If exhibitors are unable to attend, request donations of products or gift cards for the International Health Committee silent auction, and prizes for the exhibitor trivia game that will motivate conference attendees to interact with exhibitors.
5. Check with staff of local public health or state agencies who are familiar with the region where the conference will be held to get suggestions on local businesses who may be interested in participating as an exhibitor or sponsor.
6. One month prior to the AEC, send out an email to all exhibitors that includes details of the location, information about shipping packages and materials to the venue ahead of time, how to label the packages so they are properly identified for exhibitors to pick up, how to access the facility if large displays or heavy items need to be unloaded, and a contact person at the conference facility for further information.
7. Call or email exhibitors requesting several facts or pieces of interesting information or trivia about their products, services, or programs that can be used to create the trivia game questions.
8. Work with members of the AEC Social Committee to develop questions for the exhibitor trivia game. Schedule times on the conference program for the trivia game to occur, and prizes to be awarded. This may be on one or more days of the conference.

9. On the first day of the day of the conference, provide information to staff at the registration table about how to contact you if exhibitors have any questions or need help setting up. If possible, provide a map of the exhibitor table area with locations for each company or organization. Label each of the tables with this same information.
10. During the AEC, check in with each exhibitor to see if they have any questions, thank them for their support, and ask for feedback about how to improve our event.
11. Provide any feedback from exhibitors to the Planning committee during the "hot wash" debriefing session after the AEC.
12. Send updated information for all exhibitors, sponsors and donors to the WSEHA Secretary after the AEC so this information is available for future Marketing Committee members. Providing examples of email or correspondence to exhibitors may also be helpful.

\*\*\*Note: Vendors generally want to be in an area that is easily visited by those attending the AEC. They are interested in as much exposure of their product as possible, so it is best to try to accommodate this desire through a location near the food.\*\*\*

## **G. LOGO/BAGS/GOODIES COMMITTEE CHAIR:**

Responsibilities are self-explanatory!

### **Duties**

- Hire artist for logo.
- Coordinate with publications chair as to when logo needs to be complete.
- Canvas bags have been given out at many AEC's and seem to be well received. Other 'goodies' given out are limited only by this committee's imagination and budget constraints.

### **POLICIES**

Determine who will receive 'goodies' like the canvas bags. All attendees, those just attending all three days? Two days?

\*\*\*NOTE: Artist should do artwork only. Publications Chair can add wording in later.\*\*\*

## **I. STUDENTS/MODERATOR COORDINATOR:**

Student Coordinator: Provide liaison between students and AEC Committee and schedule which students will be assisting at what sessions. Outreach should be considered at colleges and universities in close proximity to the AEC venue.

Moderator Coordinator: Arrange and schedule moderators for each session.

### **Duties**

- Determine with AEC Committee if Student Papers are to be a breakout session topic. If so, coordinate with Speaker Committee chair.
- Clear direction needed to students as to what their duties are, which may include:
  - Running audio-visual equipment and lights for a speaker.
  - Packet stuffing
  - Staffing registration tables
  - Collecting meal tickets

### **POLICIES**

1. Student registration fee should remain low to encourage student attendance, thereby encouraging additional and continued membership in WSEHA.
2. Meals are to be provided to all students who are helping.

### **Moderator Coordination**

Moderators at each session help keep the sessions on time and running smoothly.

Arrange for moderators and schedule one in each session.

## **J. FACILITIES COMMITTEE CHAIR:**

Responsibilities include liaison with personnel of facility where AEC is held.

### **Duties**

- Following AEC Chair's initial contract with the hotel, need to turn over to one or two people on facility committee to act as liaisons with the hotel.
- Meet with hotel staff regarding:
  - Menu selection (take proposed menu to AEC committee for final choices)
  - Room arrangements and set-up (include vendor set-up)
  - Audio Visual needs and costs
- Once speakers are selected, coordinate with Speaker Committee Chair as to room assignments.
- Coordinate with Registration Committee number of meals anticipated for each meal and report to the hotel staff.

*** Note: Many conference centers may bargain. A dessert table may be eliminated at lunch and used for an afternoon snack. Don't be shy about asking.
---

Coffee Service: It is generally best to go with a break package. Paying for coffee by the gallon seems to run up the cost significantly.

A set of appetizers in the early evening is much cheaper than a sit down dinner and may be better for encouraging social networking.

Traffic Flow: Think about how people will change from room-to-room, where the vendors will be, and how meals will be served and try to create a smooth traffic pattern. Facilities committee should monitor and report problems to venue staff for prompt correction.

Meal Count: If the AEC ends at Friday lunch, plan for the meal count to be about 1/3 less than actual attendees for Friday. Many people leave without having lunch. This will help save money.

## **K. SOCIAL COMMITTEE/GOLF/FUN RUN:**

These activities can be as varied as possible, dependent solely upon the make-up of the committee.

### **Duties**

Coordination of evening events. Social activities need to be geared toward several different groups, old and young. Things that have worked well in past AEC's:

- Ice Cream social
- Talent Show
- Wednesday night off-site dinner
- Dance
- Softball game
- Film night

### **Golf/Fun Run Duties**

- Selection of golf course and fun run course.
- Establish green fees and coordinate with AEC Chair on cost for registration page.
- Purchase prizes.
- Presentation of golf trophies and fun run participant awards.

### **POLICIES**

1. Money for social events should come from vendor booth fees.
2. Golf Tournament needs to pay for itself.

## **L. AUDIO/VISUAL COMMITTEE CHAIR:**

Responsibilities include making sure the audio/visual needs of each speaker are met.

### **Duties**

- Coordinate with Speaker Committee Chair concerning audio/visual needs and ensure that these are provided, set up and operational prior to each session.
- Get a list of Departments that will loan equipment for use at the AEC. Any shortfall, coordinate with facilities to have hotel provide necessary equipment.

Equipment generally required per room:

- Microphone
- A/V cart
- Screen
- Laptop Computer and Powerpoint projector
- Extension cords

It is usually best to have one of these complete sets per room for the duration of the AEC so that it's not necessary to move equipment from place to place. 1-2 backup A/V carts should also be available to trade out quickly in case there are technical difficulties with the front line equipment.

Loan of WSDOH equipment needs to be coordinated with their IT unit. A few days before equipment is to leave, laptops need to be taken to IT to have identical passwords put on (password-1 has worked well in the past). WIFI must be enabled on all laptops!

The person collecting the A/V equipment should keep a master list (including tag numbers) of all equipment to ensure that a chain of custody is maintained with the loaning offices (and that they get the right equipment back in good repair). Mark all outside cases where equipment came from so it can be returned. The A/V Committee should also mark equipment inside the cases on Sunday so the same equipment goes back to the same cases.

At the end of conference, laptops should be checked for DVDs/CDs before putting back in cases. Laptops will have all conference presentations deleted.

The person collecting the A/V equipment will also generally be transporting easels (for poster sessions and/or bulletin boards). The same chain of custody procedures applied to A/V equipment should also be done for these items.

Have people label their equipment so that it can be returned when the AEC is over. When people bring their equipment in, it can be stored in a room generally used for AEC supplies.

Power Point Projectors: Best to have speakers put their presentations on a disc rather than bring their computer in. Not all computers are compatible with all Power Point projectors. This also eliminates the need to re-set the equipment.

**APPENDIX – EXAMPLES OF AEC HANDOUTS**

**CEU Tracking Form**

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION  
2013 Annual Education Conference • 6-7 May 2013  
Great Wolf Lodge • Grand Mound, Washington

**CEU Tracking Form**

Name \_\_\_\_\_

RS# \_\_\_\_\_ Other # (specify) \_\_\_\_\_

**Monday, May 6** Stamp session(s) attended

8:00 – 9:30 a.m.	<b>Plenary Session</b>	1.0 contact hour
Session A	Welcome and Introductions	
	Opening Remarks	
	Agenda for Change & Environmental Public Health ③	
10:00 – 10:50 a.m.	<b>Concurrent Session One</b>	0.83 contact hour
Session 1D	Friendly Water for the World Program in Africa	
Session 1E	Making Open Water Safer: Designated Swim Area Guidelines for Washington State	
Session 1F	Healthy Homes Initiative and Protecting Public Health in Washington State	
Session 1G	Nitrates in Lower Yakima Valley and GWMA – Developing a Community Based Approach for Challenging Groundwater Issues ①	
11:00 – 11:50 a.m.	<b>Concurrent Session Two</b>	0.83 contact hour
Session 2D	Toxic Cyanobacteria in Washington State	
Session 2E	Cold Water Submersions and Implications for Washington Waters	
Session 2F	Healthy Homes – Beginning a Program Presentation	
Session 2G	Waterborne Disease Outbreak Investigations – Lessons Learned in Washington State ②	
1:00 – 1:50 p.m.	<b>Concurrent Session Three</b>	0.83 contact hour
Session 3D	Penn Cove Oil Spill Response	
Session 3E	Evaluating Safety Vacuum Release Systems in Pools and Spas	
Session 3F	Environmental Public Health and Safety in School Building Design and Siting	
Session 3G	Overview of Recent Exempt Well Issues and Water Use in Washington State ③	

CEU Tracking Form Page 1 of 4

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION  
2013 Annual Education Conference • 6-7 May 2013  
Great Wolf Lodge • Grand Mound, Washington

2:00 – 2:50 p.m.	<b>Concurrent Session Four</b>	0.83 contact hour
Session 4D	Introduction to Using Social Media in Environmental Health ③	
Session 4E	Wading into Reclaimed Water Use: A New "Stream" Water Feature in Olympia ③	
Session 4F	School Inspection & The School Program – the Tacoma Experience	
Session 4G	Well Siting ①	
3:10 – 4:00 p.m.	<b>Concurrent Session Five</b>	0.83 contact hour
Session 5D	Risk Communications & Media Relations ① ③	
Session 5E	Inspection and Maintenance Issues with Water Park Features	
Session 5F	Wildfire Smoke and Air Quality	
Session 5G	Panel Discussion: Funding Opportunities for Communities ① ③	
4:10 – 5:00 p.m.	<b>Concurrent Session Six</b>	0.83 contact hour
Session 6D	Fish Consumption Rates – Why They Matter ③	
Session 6E	Tour of the Great Wolf Lodge Water Park	
Session 6F	Addressing the Built Environment: Changes in How We Do Our Work	
Session 6G	Source Water Protection Case Studies ①	

**Tuesday, May 7**

8:00 – 9:30 a.m.	<b>Concurrent Session Seven</b>	1.5 contact hours
Session 7D	Cultural Foods and Food Safety Challenges: Teriyaki, Sushi, Pies, and Ethnic Markets	
Session 7E	Composting Basics (60 minutes) and Anaerobic Digesters: Powerful Tools for Managing Pungent Resources (30 minutes)	②
	The Environmental Public Health Leader (Part 1)	
Session 7F	Pollution Identification and Correction (PIC) Guide (40 minutes)	③
Session 7G	Performing Shoreline Surveys Using PK Methodology (30 minutes)	④
	Henderson Inlet Risk-Based OSS Operation and Maintenance Program Review (20 minutes)	

CEU Tracking Form Page 2 of 4

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION  
2013 Annual Education Conference • 6-7 May 2013  
Great Wolf Lodge • Grand Mound, Washington

10:00 – 11:30 a.m.	<b>Concurrent Session Eight</b>	1.5 contact hours
Session 8D	Recent Washington State Foodborne Disease Outbreak Data 2010 – 2011 (40 minutes) and Lessons Learned from Recent Foodborne Outbreaks (50 minutes)	
	Primer on Regulation of Dairy Waste Management and CAPDs in Washington and Potential for Related Health Concerns (60 minutes) and Pulling the Needle – Twisting Solid Waste Code Enforcement (30 minutes) ②	
Session 8E	The Environmental Public Health Leader (Part 2) ③	
Session 8G	Animal Manure Pollution Identification and Correction (45 minutes) and Oakland Bay Clean Water District Model (45 minutes)	
1:00 – 1:50 p.m.	<b>Concurrent Session Nine</b>	0.83 contact hour
Session 9D	Cottage Food, Rapid Response Team, and More: WSDA Update	
Session 9E	Commonsense Rodents and Associated Zoonoses ②	
Session 9F	Response Environmental Health and Safety Professionals Are You Prepared to Respond to a Disaster or Incident? ① ④	
Session 9G	Getting a Handle on Boat Waste (40 minutes) and No Discharge Zone Petition Update (10 minutes)	
2:00 – 2:50 p.m.	<b>Concurrent Session Ten</b>	0.83 contact hour
Session 10D	Ways Outbreaks: The Epi. & The Food Connection	
Session 10E	What a Drag: Tick Surveillance in Washington (20 minutes) and Rabies in Washington: Past, Present, and Future. Why we still need to care! (30 minutes)	
Session 10F	Creating Partnerships between Health and Local Planning Agencies to Advance Health, Equitable Community Planning	
Session 10G	Septic System DIY Inspection Program ③	

CEU Tracking Form Page 3 of 4

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION  
2013 Annual Education Conference • 6-7 May 2013  
Great Wolf Lodge • Grand Mound, Washington

3:10 – 4:00 p.m.	<b>Concurrent Session Eleven</b>	0.83 contact hour
Session 11D	Water photolysis: The Benefits and Costs of Consuming Raw Oysters (20 minutes) and Marine Biotin in Washington (30 minutes)	
	Measuring Environmental Exposures in Washington State – The Washington Environmental Biomonitoring Survey	
Session 11E	Health Advisories & Emergencies: Dealing With the Press and Customers ①	
Session 11F	On-Site Sewage System Nitrogen Reduction Strategies ②	
4:10 – 5:00 p.m.	<b>Concurrent Session Twelve</b>	0.83 contact hour
Session 12D	Partnerships for Safer Produce (P6) – Panel	
Session 12E	We're Tired of Your Scrap! Success in Solid Waste Code Enforcement ②	
Session 12F	Expanded responsibilities for Washington's Large On-Site Program	
Session 12G	Direct in Situ Field Measured Water Quality Parameters ③	

Total contact hours \_\_\_\_\_  
(Total possible 12.3 contact hours)

Note:

- Session A is in Salon A
- All D sessions are in Salon D
- All E sessions are in Salon E
- All F sessions are in Salon F
- All G sessions are in Fallen Timbers Room
- AEC eligible for up to 1.22 CEUs from WSBRs

①. These sessions eligible for CEUs from Waterworks Certification Program (cite Course ID# A2093)  
②. These sessions eligible for CEUs from the Solid Waste Association of North America (SWANA)  
③. These sessions eligible for CEUs from Ecology Wastewater Operator Certification Program (cite course ID ECVSL3-563)

CEU Tracking Form Page 4 of 4

**AEC Evaluation Form**

WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION 2013 Annual Education Conference • 6-7 May 2013 Great Wolf Lodge • Grand Mound, Washington					
AEC Evaluation Form					
Facility / Food Service	Supenor	Good	Fair	Poor	
1. Registration					
2. Meeting Rooms					
3. Breaks / Networking					
4. Monday Lunch					
5. Monday evening social					
6. Tuesday Lunch & Awards					
7. Overall Food Choices					
8. Overall Food Quality					
9. Staff Service					
10. Other					
Comments:					
Technical Program					
Monday Sessions	Excel lent	Very Good	Good	Fair	Poor
A. Monday/Plenary					
Comments:					
(circle one)					
1. Concurrent Session 1	D	E	F	G	
2. Concurrent Session 2	D	E	F	G	
3. Concurrent Session 3	D	E	F	G	
4. Concurrent Session 4	D	E	F	G	
5. Concurrent Session 5	D	E	F	G	
6. Concurrent Session 6	D	E	F	G	
Comments:					

  

Tuesday Sessions (circle one)				
7. Concurrent Session 7	D	E	F	G
8. Concurrent Session 8	D	E	F	G
9. Concurrent Session 9	D	E	F	G
10. Concurrent Session 10	D	E	F	G
11. Concurrent Session 11	D	E	F	G
12. Concurrent Session 12	D	E	F	G
Comments:				

  

For the next AEC	
1. How often should the AEC be held? <input type="checkbox"/> annually <input type="checkbox"/> every two years	
2. How long should the AEC be? <input type="checkbox"/> 2 days <input type="checkbox"/> 2 1/2 days <input type="checkbox"/> 3 days	
3. Where should the next AEC be?	
4. Would you be willing to volunteer for the next AEC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Should we combine with the Joint Conference on Health (JCH)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Comments:	

Thanks for your response.

**WSEHA Volunteer Form**

**WSEHA Needs Your Help!**

Please consider being a WSEHA volunteer. Please indicate your interest below by checking the appropriate boxes and providing your contact information on the back.

- 2014 Annual Education Conference Chair** – This position is responsible for overseeing AEC, including appointing committee chairs, ensuring coordination between committees and AEC budget. Duties include: selecting the conference site, budgeting, including setting registration fees; scheduling AEC Committee meetings; and keeping sub-committees apprised of their responsibilities and on track.
- 2014 Annual Education Conference Co-Chair** - Responsibilities include stepping-in whenever AEC Chair sees a need, but the primary duty of the AEC Co-chair is to learn as much about running the AEC as the Chair up-coming role as AEC Chair.
- Annual Education Conference Committee Members** - This committee is responsible for planning WSEHA's Annual Educational Conference, which is held during the last week of April or first week of May. Location may vary from year to year. The committee meets on the average of once a month. The AEC Committee breaks into several sub-committees to work on different parts of the conference...
- Finance Committee Chair and Members** - This committee is concerned with the overall financial condition of the Association. It is responsible for providing advice and support to the Treasurer, devising ways and means of raising funds for the operation of the Association, preparing a yearly budget and ensuring that a review of financial records of the Association is conducted annually.
- Education Committee Chair and Members** - The responsibility of this committee is to develop ad-hoc educational conferences and workshops for the Association. These conferences and workshops aim to directly and indirectly benefit the members of the Association. The committee is responsible for designing or producing educational publications, and developing, promoting or conducting education programs.
- Publications Committee Chair** - The responsibility of this committee is to produce the WSEHA Newsletter. The newsletter is produced and distributed quarterly by members of the committee to WSEHA members and affiliates. The Publications Committee also works with the AEC Committee to produce the AEC brochure and program for the conference.
- International Health Committee Members** - The mission of the International Health Committee is to provide environmental health in the international setting in order to prevent death and disease commonly associated with poor environmental conditions.
- Membership and Benefits Committee Chair and Members** - This committee is responsible for conducting an annual membership drive to attract new members to the Association. It is also responsible for devising and implementing ways and means of increasing and sustaining the membership of the Association.
- Policy Committee Chair and Members** – The responsibility of this committee is to consider issues involving the basic policies and direction of the Association. This committee considers all policy resolutions made by the committee. This committee reviews all proposed changes to either the Articles of Incorporation or to the Constitution and Bylaws of the Association. It also drafts such amendments or revisions as may be requested by the Board or membership.

→ → → Please provide your contact information on the back. → → →

  

I would be willing to run for election as:

- Association President (3 yr. term)
- Association Secretary (2 yr. term)
- Association Treasurer (2 yr. term)
- Regional Vice President (2 yr. term or until next is elected)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number with Area Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE REGISTRATION DESK OR MAIL TO:

WSEHA  
103 SEA PINE LANE  
BELLINGHAM, WA 98225-9363

THANK-YOU!!

**Local Activity Flyer with Map**

**WASHINGTON ENVIRONMENTAL HEALTH ASSOCIATION  
2013 ANNUAL EDUCATIONAL CONFERENCE**

**PLACES TO GO, FOOD TO EAT, AND THINGS TO DO**

**CENTRALIA RESTAURANTS AND FAST FOOD *(just to name a few....)***

Arby's - 1206 Belmont Ave	Burger King - 818 Harrison Ave
Burger King - 713 Harrison Ave	Country Cousin - 1054 Harrison Ave
Centralia Del/BBQ - 708 Harrison Ave	Casa Ramos/Azteca - 929 Harrison Ave
Denny's - 1052 Harrison Ave	Dominoes - 1241 Harrison Ave
Dairy Queen - 701 Harrison Ave	Dairy Queen - 19715 Old Hwy 99
Jack In the Box - 1130 Harrison Ave	McDonald's - 1201 Lum Rd
Northwest Sausage/Deli - 5945 Prather Rd	Wing House Chinese - 513 Harrison Ave
Papa Pate's Pizza - 933 Harrison Ave	Pizza Hut/Wings - 705 Harrison Ave
Panda Inn Chinese - 806 Harrison Ave	Safeway Deli - 1129 Harrison Ave
Starbucks - 1161 Harrison Ave	Subway - 1112 View Ave
Taco Bell - 1120 Belmont Ave	Wendy's - 817 Harrison Ave

**RESTAURANT BARS AND PUBS *(@Historic Downtown Centralia)***  
(To get there...head East on Harrison Ave, this turns into Main St and crosses Tower Ave.)

O' Blameys Irish Pub 221 - Tower Ave	Moltenamys Olympic Club - 112 Tower Ave
The Hub Bar and Grill - 110 Tower Ave	Tower Tavern - 114 S Tower Ave

**ATTRACTIONS AND ACTIVITIES**

Lucky Eagle Casino (8 miles) 12858 188 <sup>th</sup> Ave, Rochester (360) 273-2000	Riverside Golf Course (12 miles) 1451 NW Airport Rd, Chehalis (360) 748-8182
Centralia Antique District (6 miles) Historic Downtown Centralia Main St and Tower St. (Antique Row)	Moltenamys Olympic Club/Theater (6 miles) 112 N Tower Ave, Centralia (360) 736-5164
Centralia Factory Outlet Stores (5 miles) 1342 Lum Rd, Centralia (360) 736-3327	Wolf Haven International/Tours (20 miles) 3111 Offutt Lake Rd, Tenino (360) 264-4695

**DIRECTIONS FROM GREAT WOLF LODGE TO CENTRALIA, WA**

**Option 1: (4.7 miles)**  
Exit Great Wolf Lodge parking lot, turn LEFT and head South on Old Hwy 99 SW. Old Hwy 99 SW turns into Harrison Ave.

**Option 2: (6.7 miles)**  
Exit Great Wolf Lodge parking lot, turn RIGHT and head North on Old Hwy 99 SW. Turn RIGHT onto US-12. Merge onto I-5 South and EXIT 82 toward Factory Outlet Way. Turn LEFT or RIGHT on Harrison.

**Silent Auction Flyer**

**WSEHA INTERNATIONAL HEALTH COMMITTEE  
2004 AEC SILENT AUCTION**

**Located in the Cascade Room**  
*Thursday only*

*Come place your bids for a very worthwhile endeavor  
~ the completion of public health projects:*

- Water well for an Afghani girl's school
- Environmental Health Educator in Ecuador

*Bidding opens at 8:00 am Thursday –  
closes at 6:00 pm Thursday (Sharp!)*

*Top Bid Wins!! Winners will be announced Thursday evening  
at dinner (Top bidder can pick up items Thursday night)*

**Here is some of what you will see at this year's silent auction:**  
Alpaca wool sweaters from Ecuador, hand crocheted purses and handbags, jewelry, paintings, ceramic bowls, real vanilla extract from Mexico and so much more.

## **Call for Papers Notification**

---



**Washington State Environmental Health Association**  
**2013 Annual Educational Conference**  
**Monday, May 6 and Tuesday, May 7**  
**Great Wolf Lodge, Grand Mound, Washington**

### **CALL FOR PAPERS NOTIFICATION**

The Washington State Environmental Health Association is currently accepting presentation proposals for their 2013 Annual Educational Conference (AEC) at the Great Wolf Lodge in Grand Mound. We are very excited to have the AEC back after a long hiatus. A variety of environmental health topics will be provided at the conference.

#### **ORAL PRESENTATIONS:**

To submit a paper or proposal for presentation, complete the on-line submittal form by clicking this [link](#). You will need to provide as much information as possible including a presentation title, abstract and complete presenters/panelists information. Names of panelists need to be included so when assigning conference time slots presenters are not double-booked. Upon acceptance of your presentation, you will be asked to submit your presentation to the AEC Audio/Visual Coordinator for loading it prior to the conference. Only on-line submissions will be accepted; no faxed or mail-in proposals please.

#### **POSTER PRESENTATIONS:**

WSEHA will also be accepting poster presentations this year. Poster presentations will be submitted on-line using the same submittal form as the oral presentations. Size limit on posters is 48" X 60" and need to be hung no later than Monday, May 6 at 9:00 a.m. Authors of poster presentations do not need to be present at the conference; posters may be hung and represented by any registered conference attendee. Posters will need to be removed by close of the conference on Tuesday or they will be removed with no guarantee the poster will be returned to the author.

#### **VERIFYING YOUR SUBMISSION AND NOTIFICATION OF ACCEPTANCE:**

After entering your abstract, please verify your work and print a copy for your records. Results of acceptance will be e-mailed to the **Primary Presenter** by **Friday, January 11, 2013**. It is the responsibility of the primary presenter to notify any panelist of the results. If accepted, the primary presenter will be expected to work as the liaison between the Speaker Chair and any panelists. The primary presenter will be expected to keep the Speaker Chair informed of any changes made to the original proposal submitted. Abstract content cannot be edited once it's been accepted; only changes to panelists and title can be made.

#### **DEADLINE FOR SUBMITTING PRESENTATIONS:**

All presentations need to be submitted on-line **no later than Friday, December 7, 2012**.

---

#### **REGISTRATION REQUIREMENTS:**

WSEHA is a non-profit organization that receives no financial funding other than support through annual membership dues. All revenue made by the AEC goes towards conference and administrative expenses.

With this in mind, the AEC Planning Committee and WSEHA Board have established the following policy for presenter registration: To avoid raising registration fees, presenters who submit an oral presentation for the AEC (also known as the primary presenter) will need to pay the registration fee for the day they are scheduled to present, or for the entire conference if they plan to attend. Panelists will not be required to pay if they are only coming to present, then leaving.

#### **AEC Contact Information:**

AEC Coordinator: Mark Toy, WA State Dept. of Health (360) 236-3321 [Mark\\_Toy@doh.wa.gov](mailto:Mark_Toy@doh.wa.gov)  
A/V Coordinator: Dick Pedlar, WA State Dept. of Health (360) 236-3115 [wpedlar@comcast.net](mailto:wpedlar@comcast.net)

---