

## VLMP INVASIVE PLANT PATROL WORKSHOP LOGISTICS

### Information Sheet (2015)

**Start-Times & Optional Add-Ons** – We need to establish a timeframe for your workshop.

The Introductory IPP Workshops are 6-hours-long. Most of these workshops, for reasons discussed previously, are scheduled for weekdays. We have found that for weekday workshops, mid-to-late afternoon start-times generally allow for the largest turnout. So these workshops typically start at 2:00 PM, 2:30 PM, or 3:00 PM. A start-time later than 3PM is not advisable. Earlier timeframes are certainly possible; you know your communities best. We defer to your judgment on the best start-time for your workshop.

The IPP Field Workshops are 4.5-hours-long. You may choose between two timeframes: 9:30 AM – 2 PM or 10:30 AM - 3 PM.

**Please note: Courtesy Boat Inspector (CBI) training is offered as an optional add-on for all IPP Field Workshops.** The CBI workshop component is 2.5-hours-long. (This includes a one-hour plant ID session that overlaps with the Field workshop). Because of the overlap, the entire combined workshop runs just an hour-and-a-half longer than a typical Field workshop. Registrants have the option of registering for the IPP Field Workshop, the CBI Workshop, or both.

IPP Plant Paddles are 3 hours long. You may choose any start-time between 9AM and 1PM. If the event is scheduled to bridge lunchtime, we will build an additional ½-hour into the agenda to allow time for lunch.

**NOTE:** For ALL workshop types, VLMP staff generally arrives 1-hour prior to workshop start time to set up, and it can take us as much as an hour to clean up and pack up at the end. If you are reserving indoor space for your workshop, please make sure the space is reserved for this extended timeframe, and that someone will be on hand to let us in one-hour prior to the start of the workshop. With permission and instruction, we are happy to lock up after ourselves at the end.



*Courtesy Boat Inspectors (CBIs) are the first line of defense in the battle to prevent the spread of aquatic invaders. VLMP offers CBI training as an optional add-on to Field workshops!*

## Location/facility –

For Introductory Workshops, the ideal facility has:

- access to electricity and water
- a large open indoor space\* with good lighting, e.g., a large conference room at a town office, a school gym or cafeteria, a grange hall, etc. (the ability to dim the lighting in the room enhances the quality of the slide presentations)
- an adequate number of chairs to assemble at one side for all participants to sit and view the slide presentations
- an adequate number of large tables to set up at the other side of the room for the plant ID learning stations with enough space between to allow for the comfortable circulation of participants. (Ideally there is room for two stations at each table, accommodating an average of 4 people at each station. So, for example, if you have plenty of space, 50 chairs and 6 long tables we could set the workshop limit at 50.)
- handicap access

\* Two smaller rooms in close proximity to each other will also work fine and other arrangements and configurations are also possible. The set-up is fairly adaptable. Please let us know if you need help estimating the max number of participants for your facility.

For Field Workshops and Plant Paddles, the ideal site has:

- safe carry-on access with ample nearby parking
- sufficient open space at the access point (beach, lawn, etc.) to meet prior to going out on the water, and debrief when back on-shore. (Picnic tables, lawn chairs, or some other convenience for sitting are a big plus.)
- quiet, protected water within easy paddling distance from the access point (a cove, stream outlet, etc.). The best practice areas provide access to a variety of plant densities (sparse to dense), as well as good species diversity. This helps give participants a good feel for the variable conditions they are likely to encounter when they launch out on their own survey.
- access to bathroom/port-a-potty (this item is MANDATORY)

In some cases, VLMP staff will visit a field site in advance of the workshop. If we are using a private launch facility for the workshop, we will need permission to access the site, for both the workshop and the pre-workshop visit.

**Directions** – Once you have decided upon a location for your workshop, we will need directions to the location. (When we take registrations, we send the registrant information for that particular workshop, including directions to the workshop site, what to bring, etc.) We assume that everyone has access to a map, and can get to

the town indicated for your workshop. Also, many people now have GPS in their vehicle. Therefore, all we need is:

- the physical address, *and*
- a clear and simple set of directions describing how to find the workshop site once a person enters town by way of major routes. Please include any information that will help non-locals easily find their way to the workshop including: major landmarks, where to park, the name or number of the room where the workshop is taking place, "You know you've gone too far if . . . ," etc.

If you have hosted a workshop at the same location in recent years, we likely have your directions on file. (If you are uncertain about the status of your site with regard to directions on file, please check with us.)

**Public Relations** - A major role of the IPP host is to help spread the word about workshops. In the next host mailing, to follow soon, we will send some publicity materials (press release template, generic flyer, and a sample email outreach notice). Please feel free to adapt any or all of these attachments as you wish to publicize your workshop(s). Posting this information on websites, in association newsletters and/or sending to local newspapers will help to ensure that information about the workshops will reach the widest possible audience. The flyer may also be printed as a hand-out, mailing, and/or posted in public places. Please remember, the workshops are free of charge to participants, and open to all. Please reach out to anyone in your community who may be interested: nearby lake associations, civic groups, students and teachers, sports clubs, your local town officials and State legislators, etc.

While you are busy publicizing your workshop(s) at the local level, the VLMP will be publicizing your workshop at the statewide level, primarily through our website, email notices, printed flyers, and statewide events calendars.

**Registrations** - The VLMP is completely geared up to take registrations here (by phone, email, and on-line registration), and indeed registrations have already begun to trickle in, now that the schedule posted on our website. If you wish to accept registrations for your workshop at the local level as well, please let us know. Knowing who is doing what will allow us to keep in touch with each local contact to make sure we are not exceeding the limits of the workshop site.

We will need to set a maximum number of participants for each of the workshop sites. Your help is really needed here, as the maximum number we can accommodate is primarily a function of the size of the facility and number of chairs, tables etc. that are available. Average Introductory workshops accommodate 25 - 35 people, but we can easily accommodate 50 or more in the right setting. Generally, the maximum number that we can handle at a Field Workshop or Plant

Paddle is 20 - 24. A minimum number of participants has also been established for the workshops. Please see the workshop cancellation policy below for more on workshop minimums.

**Workshop Cancellation Policy** - Under our contractual agreement with the State of Maine, a minimum of 15 registrations is necessary to hold an Introductory IPP workshop. The minimum is 10 for the Field workshops and Plant Paddles. In the event of an insufficient number of registrations, workshops will be cancelled. In order to assure that workshop cancellations are made in a fair and timely manner, the **minimum number of registrations must be in place at least 5 days before the workshop date**. We will be in touch with you on a regular basis to discuss registration numbers, and will do all we can on this end to help avoid cancellations. *Good two-way communication is the key to success here!*

**Food/Provisions** – Both Introductory and Field Workshops bridge a normal meal time. (Depending upon the chosen start-time, some Plant Paddles may as well.) A half-hour meal break is built into the workshop agendas to preempt any undue suffering, provide a welcome "recess" from the learning process, and provide an excellent opportunity for people to get to know one another.

The easiest, most economical way to deal with mealtime is to ask all participants to bring their own food. An alternative is to provide the option, as people register, to order for food from a local provider (sandwiches, pizza, subs, etc.). All interested participants could chip-in their share of the bill at the start of the workshop and someone from the sponsoring group could skip out before the break and pick up the order. Some hosts decide to provide light snacks and beverages to keep people happy throughout the workshop, but let participants bring their own meal. Some provide both snacks and a meal. Some organize pot lucks. The decision on what to do about food is entirely up to the hosts. Once you have come up with you plan concerning workshop food/provisions, please let us know ASAP so we can pass this information along to those who register for the workshop.

**LEAD HOSTS!** Once you have reviewed this information and discussed options with your co-hosts, you are ready to complete the on-line **Host Questionnaire**.

*Thank you all for your support of IPP in Maine!*