



Tips for Successfully Navigating Symposium 2017

Advance Preparation

How Should I Prepare for the Symposium? Carefully review the Registration information sent to you and these Tips. Review and bring your Registration and Workshop invoice(s), receipts, and other notices (as well as your hotel confirmation and related information). Visit the NWRA website for additional information. To get the most benefit from the many opportunities available at this amazing event, come with:

- An open mind
- A quest for knowledge
- An eagerness to learn
- A willingness to listen and adapt what will work for your needs
- A desire to meet people, share information, and enjoy yourself in the process.

What Can I Expect at the Symposium?

- A chance to learn the latest techniques and information from knowledgeable speakers
- A lot of valuable information (over 90 lectures) to improve animal care
- To meet others in your field who understand what you do and why you do it
- To network with fellow wildlife rehabilitators, educators, and veterinarians—exchange ideas
- An opportunity to build a network of people to contact later
- To earn continuing education credits
- To interact with various vendors offering everything from books to formulas to capture equipment
- A welcoming environment in which to learn
- To have fun making new friends and contacts
- The five days to go by rather quickly
- To get excited about wildlife rehabilitation
- To feel inspired and rejuvenated
- To be very glad you attended!

Tuesday Field Trips and Seminars

Tuesday Field Trip. If you received confirmation that you are registered for one of the field trips, please be on time (arrive at the Great Wolf Lodge Conference Center entrance 15 minutes prior to scheduled departure) and load and unload the buses efficiently. On the tour, keep moving to make the best use of time and see as much as possible. If you have unanswered questions, visit the Host Committee table in the exhibit area throughout the week to chat and ask your questions.

Field Trip Preparation. Be prepared for a variety of weather conditions. Layers of clothing topped with a waterproof windbreaker, gloves, hat, socks, and comfortable walking shoes are recommended. Also suggested are water bottle, sunglasses, and backpack for storage of shed clothing.

Field Trip Transportation. Buses depart promptly at scheduled times. Please do not drive to the field trip site. Parking is limited and tours are designed for a specified number of people for best viewing and learning.

Tuesday 8-hour Seminars. If you received confirmation that you are registered for one of the seminars, please be on time. Attendance is taken, so please be on time both at the beginning and after lunch break. Simply show up outside the seminar room and wait to be called or give your name as you enter the room. No food or beverages are allowed. Please silence cell phones!

Registration, Program Schedule, Name Tags

NWRA Registration/Information Table. Open Monday 4:00 – 7:00 pm, Tuesday 2:00 – 8:00 pm, and Wednesday through Saturday 7:00 am to 1:00 pm. Check in to get your Symposium packet, name tag, and take care of any other business. If you cannot find what you need, the NWRA Registration Team can help you. Feel free to ask questions!

Registration Packet. The Program Book in your Symposium packet has a wealth of information. Please be familiar with its contents. Be sure to use the daily schedules and read abstracts in the back of the book.

Program Schedule and Breaks. Study the Program Schedule pages in the Program Book for each day. Note the different start times for sessions and workshops. Note how much time is allotted for breaks, lunches, and dinners; as an example, lunch breaks are generally 1 hour long. Plan accordingly, for example, if you feel that 1 hour may not be enough time to eat in the hotel restaurant or go off-site, eat, and return on time, plan on having a light lunch or snack and beverage in your room, or go to one of the snack bars instead of the sit-down restaurant.

Coffee Breaks. Attendees are on their own to bring coffee, tea, water, or sodas from their hotel room, the restaurant, or the coffee/snack shop. NWRA asks the hotel to provide water in lecture rooms, not Workshops.

Lunch and Dinner Options. A variety of options exist within the Great Wolf Lodge; study their maps to find the restaurants and snack bars. Those who wish to eat outside of the hotel may walk or drive about one mile to find a variety of restaurants and a Wal-Mart store.

Name Tags. Please wear your name tag to all Symposium activities to show you have registered and so fellow attendees can identify you. Your name tag is required to enter sessions and the banquet. Look for ribbons; each different color identifies New Members, Board Members, Host Committee members, AV Team, Program Committee, and more.

Lecture Sessions

Lecture Sessions. Lecture sessions include a series of presentations. All lectures in all sessions are open to all registered Symposium attendees. This includes Workshop Lectures. You may move between rooms; 5 minutes are scheduled between lectures to move in and out. If you must leave during a lecture, please move quietly and avoid disturbing others as you enter and exit rooms. Close doors quietly. Please silence cell phones!

Photographing and Recording Policy. Symposium participants, speakers, visitors, and media are not authorized to photograph, videotape, audiotape, or otherwise record Symposium speakers, presentations, or workshops without prior written permission from NWRA.

Lecture Room Temperatures. Room temperatures can vary widely depending on size of the room and number of people present. Please dress in layers for your comfort.

Cell Phones. All cell phones must be silenced during all lectures, seminars, and workshops. Please respect other attendees and the presenters. If you must leave the lecture room, please do so quietly.

Evaluation Forms. Evaluation Forms are available online for each day of the Symposium; please go there daily and rate each presentation and workshop you attend. NWRA Symposium organizers read them all and use them to plan for next year. Help us continue to improve; suggest new topics, speakers, and ideas, or offer to present something in which you have experience and expertise at next year's Symposium. If you need assistance with evaluation forms during the Symposium, our Registration Team can help.

Testimonials and Endorsements. NWRA board members and staff wish to know how NWRA has helped you! We want to tell others about the good work we all do and how NWRA services are valuable to you. Please write a paragraph or two (or more) and email it to NWRA@NWRAwildlife.org, subject line Endorsement. Sign it if you wish, or give us your name and tell us if you wish to remain anonymous when we print or post. Thank you!

Exhibit Area

NWRA Membership and Sales. NWRA staff members are eager to help you; stop by the NWRA Sales Table in the exhibit area to pick up your pre-ordered Symposium shirt, and to peruse and purchase books (new ones available!), reprint articles, clothing and unique wildlife gift items for friends, volunteers, that special person you could not live without, and people back home (and yourself). Purchase raffle tickets. Pick up your 2017 Membership Directory so you can look up the affiliations and specialties of people you meet!

Host Committee. Be sure to stop by the Host Committee table in the exhibit area to meet our hosts and thank them for assisting NWRA to make this Symposium the most outstanding educational and training event of the year!

Exhibits. NWRA invites exhibitors and vendors for the benefit of attendees. Take advantage of what they offer by visiting the exhibit area several times during the Symposium; note that some are not there all days. Exhibits close mid afternoon on Friday because we need that space vacated for the pre-Banquet Social Hour. Exhibits are not open Saturday but the NWRA Sales Table is open Saturday morning. Please refer to the Program Book for exhibit times and do your shopping Tuesday-Friday.

Workshops

Workshop Preregistration was accomplished online prior to the Symposium. Be sure to note when the Workshop Lecture is scheduled for each Workshop you are in; plan to attend, as the lecture information is essential to getting the most benefit from the Workshop. Be on time for your Workshops (at the door 10 to 15 minutes prior to scheduled start time); late arrivals forfeit their spaces, regardless of fee payment. Workshop fees are non-refundable and non-transferable.

Workshop Signup if You Did Not Preregister. Workshop signup to fill available spaces is at the NWRA Workshop Table on Tuesday evening, and at the Registration Table the rest of the week. You are advised to study the program book daily schedules and read the presentation abstracts in the back of the book to avoid signing up for a Workshop opposite something else you really want to attend. Plan to attend corresponding Workshop Lectures for all Workshops you attend; note the lectures are offered earlier in the day or the day before the Workshop. Pay for each Workshop when you sign up.

Workshop Waiting Lists. If you were or are unable to get into Workshops you want, please go to the Registration Table and ask staff to add your name to waiting lists; people change their minds and places open up. It is worth getting on a waiting list for your desired Workshop(s). Be at the door 10 to 15 minutes prior to Workshop start and be prepared to pay in cash (\$20 each Workshop) at that time. Names are called in order of appearance on the waiting list if places become available.

Workshop Attendance. Each hands-on Workshop requires sign-up and payment of an extra fee to cover supplies, protective, and safety materials. Attendance is taken, so be at the door 10 to 15 minutes prior to each Workshop and wait to be called or give your name as you enter. Be on time! Late arrivals forfeit their spaces, regardless of fee payment. Workshop fees are non-refundable and non-transferable. No entry is allowed into Workshop rooms other than confirmed attendees, unless specifically approved by the Symposium Manager. No food or beverages are allowed in Workshop rooms. Cell phones must be silenced.

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Health Policy. NWRA hands-on Workshops and some Seminars involve handling wild animal specimens. Due to the risks posed by potentially zoonotic diseases to immune systems that may not be fully developed, NWRA cannot accept Workshop participants under the age of 18. Age verification may be requested. Individuals of any age with weakened immune systems should consult their personal physicians before attending NWRA Workshops.

Workshop Lectures. Most Workshops have a prerequisite Workshop Lecture; you must attend the lecture to receive needed information and get the most from the Workshop; lecture material is not repeated in Workshops. If you are not signed up for Workshops, you still may attend Workshop Lectures, as they are open to all who have registered for the Symposium. If you are on a Workshop waiting list, be sure to attend the corresponding Workshop Lecture.

Events

Meet & Greet Tuesday. Join new members and first-time Symposium attendees Tuesday from 5:30 pm to 6:30 pm in the Fallen Timber meeting room. We know it can be a bit daunting on arrival if you do not know anyone or are attending an NWRA Symposium for the first time. NWRA uses this special time to: introduce you to NWRA board members and other new arrivals; give you a little inside information on NWRA and how it works for you; explain how the Symposium is organized and how to navigate the Program Book; and give you time to mingle, talk, and ask questions. You will know more people at the Symposium after this opportunity and will feel more comfortable as part of the group!

Icebreaker Social Tuesday. The Tuesday evening Icebreaker Social is a time to relax, enjoy light snacks (not a meal), purchase beverages at the cash bar, and meet people. To make the most of this time together, do not wait for people to approach you. Don't be shy! Mingle, look at name tags, introduce yourself, share stories, ask questions, and have fun. View the Poster Presentations. Participate in any mixers or games the Host Committee may offer.

Poster Session Tuesday. Poster Presentations are set up during the Icebreaker on Tuesday evening. Presenters are there to explain their work and answer your questions. Feel free to view posters and engage in conversation. Information from posters is generally not repeated during the Wednesday through Saturday program.

NWRA Membership Meeting Wednesday. Everyone, members and non-members, are welcome to attend the annual Membership Meeting Wednesday morning before the Symposium Opening and Keynote Presentation.

Raffle Drawings all week. Several raffles take place during the week, with lots of chances to win! Daily drawings are planned, so visit the NWRA Sales Table to view the item(s) to be raffled each day.

Banquet Festivities Friday

Pre-Banquet Social. The Friday evening Banquet festivities begin with a Social Hour for mingling, purchasing beverages, connecting with friends, and purchasing raffle tickets. During this time, hotel staff is reconfiguring rooms from our lectures into banquet seating and setting tables for dinner, plus the NWRA AV team is changing from lecture needs to banquet program needs, plus the NWRA Raffle/Auction Team is setting up for a fun evening of Silent Auction competition. Please relax, have fun (purchase raffle tickets!) and be patient as workers scramble to change the rooms. Bring cash to purchase raffle tickets and drinks from the bar. Wear your name tag!

Banquet. Join friends for an evening of socializing and fun. In celebration of NWRA's 35th national Symposium, we remember 1982, our first Symposium, and what was happening back then. Dress like you are back in the 1980's! The meal is served at your table. See highlights of wildlife facilities from around the country. Raffle tickets are drawn and prizes awarded. Silent Auction items are displayed and you may bid as many times as you wish on the items you desire to purchase. The MC moves things along, announces each segment of the program, and announces when Auction bidding closes. Raffle and Auction item donors, as well as Symposium Sponsors and cash donors are displayed on a screen for all to see and acknowledge. Expect fun times!

Banquet Tickets. If you purchased a banquet meal, look for your name tent when you pick up your registration packet. Bring your name tent to the Banquet, as it is required to receive your entrée. Banquet tickets are sold out, and we are at capacity, so none will be available during the Symposium.

Raffle. Many people, centers, and companies generously donate items to be raffled off during the Banquet. Purchase raffle tickets throughout the Symposium at the NWRA Table in the exhibit area and during the Social Hour prior to the Banquet. Each raffle bag contains a variety of prizes, so buy lots of tickets and have fun. All proceeds benefit NWRA.

Silent Auction. The Silent Auction during the Friday evening Banquet displays a variety of artwork, rehabilitation books and supplies, jewelry, and unique items of particular interest to wildlife enthusiasts. If you are new to Silent Auctions, review the instructions on each Banquet table, peruse the prizes, and bid on your desired items as many times as you wish. The MC announces when bidding is about to close so you can get your last-minute bids in. Cash, checks, and credit cards (VISA, MasterCard, and Discover) are accepted for Auction items. You must pick up and pay for your items prior to leaving the banquet, as NWRA does not ship them. All proceeds benefit NWRA.

Raffle and Auction Item Donations. Donated items are gratefully accepted! You may send them in advance so they arrive at the NWRA Office in Minnesota before February 27, or you may bring items to the Symposium AV Room by Thursday morning of the Symposium. If you are unsure of what to donate, or prefer to skip the shipping, send a cash donation (mail check to NWRA or call the NWRA office with credit card information) and we will purchase great stuff to add to the fun. Be sure to tell us your name and contact information so we can send you a Thank You letter.

Speakers

Speaker Microphones. Speakers are required to use microphones in lecture sessions to be heard easily by all in the room. The Session Moderator or AV Team ensures that appropriate microphones are used.

Speaker Handouts. Speakers are strongly encouraged to provide a handout for each presentation to benefit attendees, and to submit handouts for posting prior to the Symposium. Symposium registrants received information on how to access handouts. They are posted as they are received, sometimes during the Symposium. However, not all speakers submit handouts, and NWRA is unable to post them if we do not receive them. Late arriving handouts should be given to the AV Team in the AV Room as early as possible.

New Speakers are encouraged to talk to the AV Team in the AV Room to find out how things work, preview their presentation, ensure compatibility with our equipment, and ask questions.

Speaker Presentation Files. Note: Wireless internet is available in the meeting rooms, however, it is unsecured. Speakers please bring your presentation on a thumb drive or disc to the AV Room at least 8 hours prior to each session in which you speak, for several reasons: to check compatibility with our equipment, to ensure all parts of your presentation are there, to enable our AV Team to load your presentation into the laptop in that session for a smooth flow of the program with no delays, and to allow NWRA to have a backup in case of emergency.

Speaker Presentations for Publication through NWRA. Speakers are strongly encouraged to write and submit their presentations (not just the PowerPoint) for publication in NWRA materials. Author Guidelines are posted on the NWRA website, and authors should contact the NWRA Editor (editor@NWRWildlife.org). Remember, our members who do not attend the Symposium need the information, too, and we get it to them through our publications.

Attendance and Continuing Education

Attendance Certificates. Attendance Certificates are available online after the Symposium for each Tuesday all-day seminar and for hands-on Workshops. Log into the NWRA website after the Symposium to download yours.

Continuing Education for Wildlife Rehabilitators. Since each state, province, and country is different in what they require of wildlife rehabilitators for continuing education and training, NWRA is unable to achieve approval in every one. Rehabilitators can use their personalized Certificates of Attendance to show what they attended. The Program Book lists abstracts and speakers. This information also is useful as you report back to staff, volunteers, donors, funders, and others who support you.

CE Credits for Veterinarians and Veterinary Technicians. The Symposium program includes about 50 hours of approved continuing education for licensed veterinarians and veterinary technicians. All presentations, lectures, and hands-on workshops taught by veterinarians are accepted by most Boards of Veterinary Medicine. CE forms listing approved presentations are available at the Registration Table. Each vet/tech attendee is responsible for asking the session moderator or workshop instructor to stamp the form for presentations and/or workshops attended, and then submitting their form to their respective board, organization, or agency.

Important Notices

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Live Animal Policy. Wild animals (of any species or age) in our care for rehabilitation do not belong in public places. Please leave them at home in a healthier atmosphere. NWRA does not permit the use of live animals in any symposium presentation.



THANK YOU for attending Symposium 2017! We hope you enjoy the camaraderie of friends and colleagues, meet new people, make new friends, absorb new knowledge, learn many things to enhance your animal care activities, and realize the amazing positive energy among so many people of like mind and passion for wildlife. We hope you feel inspired and rejuvenated. And...we hope you plan to attend future symposia! Thank you for saving wild lives!

THANK YOU to all the volunteer workers listed in the Program Book (and those who may not be listed) and to all the donors of cash, workshop supplies, raffle prizes, and auction items for adding value to the Symposium.

A special THANK YOU to each and every speaker who shares their knowledge, techniques, and time with all of us!