

NOAA Coral Reef Conservation Program
Final Report

I. Project Information

- A. NOAA Grant Number: NA11NOS4820006
- B. Project Title: U.S. Coral Reef Task Force and DAR Alignment
- C. PI and Staff:
 - PI- Dr. Michael P. Hamnett and Kristine Davidson
 - Staff- Austin Shelton and Anne Rosinski
- D. Award Period: May 1, 2014 to September 30, 2014
- E. Award Amount: \$14,281

II. Executive Summary

This project supported planning and facilitation for the 32nd US Coral Reef Task Force (USCRTF) Meeting held in Kā`anapali, Maui September 6-13, 2014. The main venue of the meeting was The Westin Maui. 16 meetings and workshops, 6 site visits, and 3 partner-sponsored receptions were held throughout the week. 230 participants pre-registered for the USCRTF Meeting. An estimated 350 people total attended events throughout the week. Fifteen USCRTF Principal Members participated in the main Business Meeting. More information about the 32nd USCRTF Meeting can be found at www.uscrtf2014.weebly.com.

III. Purpose

As a member of the USCRTF, Hawaii was tasked to host the 32nd US Coral Reef Task Force Meeting. Agency staff and field experts from around the country spent approximately 1 week in Hawaii attending multiple workshops, site visits, and meetings related to coral reef management. This project supported this meeting and provided facilitation and coordination skills to help Hawaii DAR communicate outcomes from their coral reef related projects.
Project Objectives Completed

IV. Approach

- A. Description of the work that was performed (by objective)
 - 1. Developed and coordinated a 42 member meeting planning team comprised of local and national staff from task force agencies and community partner organizations
 - 2. Coordinated with event venues and funders and negotiated lower prices with all vendors to meet space and event needs within budget
 - 3. Developed and maintained a meeting website (www.uscrtf2014.weebly.com) complete with registration forms, pertinent information, and meeting documents
 - 4. Developed and managed online registration forms and lists for meetings, workshops, and site visits
 - 5. Compiled and prepared meeting materials including invitations, a comprehensive meeting booklet, handouts, participant welcome concierge packet, and member folders
 - 6. Sent out daily emails with schedule and logistical information during the meeting week
 - 7. Coordinated partner exhibitor displays and partner sponsored after-hours events
 - 8. Developed and delivered media kits to Oahu and Maui news outlets in order to provide notice of public events and expected meeting outcomes

9. Responded to agency staff inquiries regarding meeting logistics
10. Coordinated travel for DAR staff, relevant partners, and invitational presenters traveling under meeting funds

B. Project management: List of individuals and/or organizations performing the work.

Austin Shelton
32nd USCRTF Meeting Coordinator

Anne Rosinski
32nd USCRTF Meeting Staff Support

V. Results

The 32nd USCRTF Meeting was successfully planned and facilitated. 16 meetings and workshops, 6 site visits, and 3 partner-sponsored receptions were held throughout the week. Though only 120 participants were expected to attend, 230 participants pre-registered for the USCRTF Meeting. An estimated 350 people total attended events throughout the week.

Under the Hawaii Coral Reef Strategy, the meeting location (West Maui region) is identified as a priority management area. West Maui Ridge 2 Reef Initiative projects were highlighted throughout the meeting week in various meetings, workshops and site visits.

VI. Applications

The 350 total attendees received valuable coral reef management information and techniques at the workshops, meetings, and presentations throughout the meeting week. Workshops included 1) Managing Construction Stormwater Impacts Mini-training 2) Ocean Acidification Panel and Workshop and 3) Reef Response Learning Exchange. Participants of the main Business Meeting received important local and national coral reef management updates. Meeting participants will be able to apply their newly developed skills and knowledge base in their jurisdictions.

VII. Evaluation

The 32nd USCRTF Meeting was successfully planned and facilitated. Originally expecting no more than 120 participants, a total of 350 participants attended due to the productive agenda that was coordinated. USCRTF Members and participants provided very positive verbal feedback regarding the professional organization of the meeting and the high quality of workshops and other events.

Final Report Prepared by: Austin J. Shelton III

Date submitted: 9/24/14

Signature of Point of Contact: _____