

US EPA ARCHIVE DOCUMENT

From: llongenecker@gmail.com [mailto:llongenecker@gmail.com] **On Behalf Of** Liz Longenecker
Sent: Tuesday, April 05, 2011 1:58 PM
To: Cooke, Peter; Environmental Summit
Cc: Liz Longenecker
Subject: National Environmental Sustainability Summit Session Acceptance and Information

The National Environmental Partnership Summit is looking forward to our first ever conference in Detroit and we feature many groundbreaking sessions this June. As always, the substance of our breakout sessions is wide in scope and deep in knowledge, thanks in part, to you!

We are pleased to inform you that the proposal that is identified below has been selected to be a part of the 2011 National Environmental Sustainability Summit taking place at the Westin Book Cadillac Hotel in Detroit, MI, June 7-9, 2011. It is our understanding that you either submitted this complete proposal as a sole presenter yourself or that you are the "architect" of the proposal below. In either case, we are relying on you to help us finalize these sessions thereby enabling us to promote them. Your paper, Green Certified Grocery Stores, is one of two that will be presented during this session. We need a moderator for this session. Please let me know if you can recommend one. If not, we will ensure that you have one.

Session: Different Models to Encourage Pollution Prevention
Current Session Time: Wednesday, June 8, 2011, 8:30 - 10:00 AM

Please read the following carefully as we walk you through the steps required to finalize acceptance and the participation of all speakers and/or facilitators for your session.

This session proposal was selected out of approximately 70 submittals to be featured in one of our 36 breakout sessions. The final acceptance of this session is contingent upon completion of the following steps.

While we wait to receive confirmations from all of the accepted speakers or submitters, we will be posting our preliminary agenda online <http://www.environmentalsummit.org/agenda.cfm> with the titles of the currently accepted sessions.

Step 1 Session Confirmation:

Please reply to this email by April 11, 2011 to confirm your receipt and acceptance of this session at the Summit. If you can no longer steward this session, believe one or more of your speakers can not attend, or do not believe the session can be a part of the Summit, please call (410) 357-8527 immediately.

Step 2 Speaker Confirmation:

Please be sure that we have all of the required information for any presenters including all proposed speakers and/or moderators. If you click on the link provided at the end of this e-mail, you will see the information that we received from you when you submitted your session. It will be clear to you what, if anything, we are missing. Please reply to this email with any missing information. We need this information by no later than April 18 to enable future communication with session speakers and moderators for our conference materials. In the case of regrets for speakers you have identified, you will need to work with the Summit team to select replacement speakers. Depending on speaker acceptance, the Summit reserves the right to replace your entire session with others on our waiting list.

Step 3 - Speaker and Moderator Bios and Full Contact Information:

Speakers and moderators will be required to add or update their contact information and biography as well as A/V needs. This process will be handled by the Summit with your assistance once you have completed step 1 and assisted us with step 2 above. If we have trouble reaching speakers for your session you will be asked to provide the information required.

Keep in mind the following as you review the information on the agenda:

A. Review your session title and the other speakers in your session. This is an indicator of the information we have about your session or how your submittal may have been adjusted by the review teams. If the length of your proposal was modified by your review team, and you have not already been contacted by your moderator or the leader of the review team, you will be in the next few days. We need to finalize the details, amount of time, roles and order of speakers, and how to maximize the interaction between presenters and attendees. Our intention is that all people associated with each session, facilitators and presenters, will coordinate with each other via calls and emails to make the sessions as cohesive and dynamic as possible.

B. Please review presentation date and time carefully. We wove the sessions together and made assignments intentionally, keeping in mind logical sequences and minimizing competition between similar topics. If your current assignment conflicts with your travel plans, email us and we will do our best to accommodate your needs. Changes to the schedule are complex and impact other people, so we ask that you request changes only for important reasons.

C. Finally - please register for the conference and don't forget to make your hotel reservations! <http://www.environmentalsummit.org/>

Thanks in advance for your timely response. This Summit is a team production, and your cooperation is essential as we try to plan an event that works smoothly for everyone.

Congratulations and we look forward to seeing you in Detroit!

- the Summit Team

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