



## ORGANIZATION OF FISH AND WILDLIFE INFORMATION MANAGERS

### 2009 PROFESSIONAL TRAVEL GRANTS

**Purpose:** Travel grants are designed to assist current or retired professionals in attending the 2009 OFWIM Conference and Annual Meeting in Seattle, Washington, September 14-17. To learn more about OFWIM, please visit our web site ([www.ofwim.org](http://www.ofwim.org)).

**Criteria:**

1. Travel grants will be awarded based on need. If more applications are received than can be funded, under-representation by states in previous OFWIM meetings and equitable regional representation will be used as secondary criteria for evaluation. States included in the four OFWIM regions can be viewed at: [www.ofwim.org/org/regional\\_contacts.html](http://www.ofwim.org/org/regional_contacts.html).
2. Membership in OFWIM is not required for eligibility.
3. Recipients of OFWIM travel grants in 2008 are not eligible for OFWIM travel grants in 2009.
4. Each award recipient must present a formal paper or poster at the 2009 OFWIM Conference and Annual Meeting in Seattle, Washington, September 14-17.

**Application Procedure:**

1. Any qualified person may apply for the grant by completing the Travel Grant Application Form (below).
2. The completed application form must be received by the contact person (Yan Hong) on or before the **deadline – July 17, 2009**. Grant recipients will be notified via email by July 24, 2009.

**Grant Details:**

1. The successful recipient(s) of the travel grant will be eligible for reimbursement of conference-related expenses **up to \$500.00 per award**. Only a limited number of travel grants will be awarded (approximately 8).
2. The following conditions apply to each grant:
  - a. OFWIM will reimburse each grant recipient conference-related expenses (up to \$500), provided that expenses are reasonable. Expenses eligible for reimbursement include: registration fees, airfare, transportation, lodging, meals and incidental expenses. Field trip costs will not be reimbursed.
  - b. Each award recipient is responsible for making his/her own travel arrangements and securing all reservations with a personal credit card.
  - c. Each award recipient will provide copies of expense receipts to the OFWIM Treasurer after the conference has concluded and prior to receiving reimbursement.

## 2009 OFWIM Conference Travel Grant Application Form

Name:  
 Position Title:  
 Agency/Organization:  
 Address:  
  
 Phone #:  
 Fax #:  
 E-mail Address:

Date:

**Assistance Needs:**

		<b>Estimated costs to attend:</b>	<b>I can cover these costs:</b>	<b>I need help with these costs:</b>
<b>Travel – Airfare</b>	(round trip)			
<b>Travel – Car</b>	___miles @ \$___/mi; car rental fees			
<b>Lodging</b> <i>(room sharing is not required, but can be considered to keep costs down)</i>	___nights @ \$___			
<b>Meals</b> <i>(some meals covered within cost of registration)</i>	\$___/day			
<b>Registration Fee</b>				
<b>Other Costs?</b>	Explain:			
<b>TOTAL</b>				

***Please submit this form via email or regular mail by July 17, 2009 to:***

Yan Hong  
 Resource Science  
 Missouri River Field Office  
 15302 LIV 2386  
 Chillicothe, MO 64601  
 Office: (660) 646-3140 ext. 245  
 Email: [Yan.Hong@mdc.mo.gov](mailto:Yan.Hong@mdc.mo.gov)

Questions regarding the grant application process should be directed to Yan Hong using the phone number or email address listed above.

***Grant Recipients will be chosen and contacted by email by July 24<sup>th</sup>, 2009.***



## Guide to OFWIM Conference Expenses

Event Date: Monday, September 14, 2009 – Thursday, September 17, 2009

Location: Talaris Conference Center, Seattle, Washington.

4000 NE 41<sup>st</sup> Street  
Seattle, Washington 98105  
United States  
Ph: 206-268-7000

### Conference Registration

- Early member (registering by 8/3/09): \$310.00
- Early non-member (registering by 8/3/09): \$325.00
- Late member (registering after 8/3/09): \$325.00
- Late non-member (registering after 8/3/09): \$340.00
- Student Registration: \$200.00
- One day registration: \$150.00
- Remote access registration: \$100.00

Please note that there is a \$15.00 additional charge if you choose to pay by credit card.

Registration site: <http://www.regonline.com/ofwim2009>

### Lodging

Talaris Conference Center (Ph: 206-268-7000)

- Rate: \$130.00 to \$179.00 (+ taxes) per night

Silver Cloud Inn (5036 25<sup>th</sup> Ave NE, Seattle, WA 98105 Ph: 206-526-5200)

- Rate: \$158.00 (+ taxes) per night

The conference will be held at the Talaris Conference Center. There are 31 guest rooms at Talaris, these will be held until 8/13/09 for conference attendees. An additional block of rooms has been reserved at the Silver Cloud Inn, University District Location.

Talaris Conference Center website: [www.talarisconferencecenter.com](http://www.talarisconferencecenter.com)

Silver Cloud Inn website: <http://www.silvercloud.com/09home.htm>

### Transportation

- Airport: SEATAC – Seattle, Washington (<http://www.portseattle.org/seatac/>)
- Shuttles: <http://www.portseattle.org/seatac/ground/shuttlebus.shtml>
- Rental Cars: <http://www.portseattle.org/seatac/ground/rentalcars.shtml>
- Public Transit: <http://www.portseattle.org/seatac/ground/publictransit.shtml>
- Taxis: Airport to Hotel (~\$45.00)  
<http://www.portseattle.org/seatac/ground/taxi.shtml>

### Parking

- Parking at the Talaris Conference Center is included for all conference attendees.
- Parking at the Silver Cloud Inn is provided at no charge for guests of the Silver Cloud Inn.

