

APPENDIX II

NEMF FORAY SAMPLE PROGRAM SCHEDULE (Two Sheets)

The following Program Schedule is a sample of what a typical program might contain. There are slide presentations for the general assembly gatherings, round table discussions, awards program, etc. Special interest programs may include slide lectures, workshops, and video viewings, etc. This sample program consists of 12-exempt faculty guests, and 2-nonexempt faculty guests. The number of faculty, both exempt and nonexempt is determined during the financial planning (see Appendix I), and may vary depending on the fixed facility expenses.

The “Meeting of the Trustees/Directors”, which is required at each annual NEMF Foray, should not be scheduled on the last day of the Foray. A minimum of 2-hours should be reserved for the meeting, and an effort should be made not to schedule any major programs during that time period.

Some faculty guests may conduct more than one program or presentation, with or without additional compensation; for example, a guest may be willing to make an evening presentation to the general assembly, and also conduct a classroom lecture. In any event, the Program Chairman must stay within the “Faculty” budget as determined in the “Financial Planning Worksheets”. Any deviation from the budget must be authorized by the Executive Committee.

A biography may be included in the “Printed Programs”, describing the faculty, their speciality, if any, their mycological affiliations, and their mycological credentials, if any. Thereafter, the scheduled programs shall identify the respective faculty guests by name only, and not by mycological credentials, so as not to differentiate between professional mycologists and “noncredentialed”, mycological experts.

DAY ONE

- 5:30 - 7:00pm** **DINNER** LOCATION: CAFETERIA –EAST CAMPUS
START OF EVENING PROGRAM – LOCATION MAIN AUDITORIUM.
PODIUM, SLIDE PROJECTOR, PROJECTION SCREEN & P.A. SYSTEM REQUIRED.
- 7:00 - 7:15pm** **Welcome (by Foray General Chairman)**
- 7:15 - 7:30pm** **Faculty Intro (by Faculty Program Chairman)**
- 7:30 - 8:15pm** **“Peck’s Lost Taxa” (exempt #1)**
- 8:15 - 9:00pm** **“Fungi & The Name Game” (exempt #2)**
- 9:00 -** **SOCIAL** LOCATION: MAIN LOUNGE AREA

DAY TWO

- 7:00 - 8:30am** **BREAKFAST** LOCATION: CAFETERIA –EAST CAMPUS
- 9:00 - 10:50am** **“Beginners’ use of the Microscope”** LOCATION: TC RM 11
(exempt #3) Limited to 20-people. 10-Microscopes & 5-tables 2x8 [2-scopes per table], with outlets for 10-scope illuminators, and chairs for 20-people.)
- 9:00 - 9:50am** **“Entolomas of the Northeast”** LOCATION: MAIN AUDITORIUM.
(exempt #4). Limited to 45 people. Podium, slide projector, projection screen & P.A. system required.
- 10:00 - 10:50am** **“Hygrophorii of the Northeast”** LOCATION: TC RM 15
(exempt #5) Limited to 20-people. Projector, projection screen required.
- 11:00 - 11:50am** **“Introduction to Map & Compass”** LOCATION: FIELD NEAR STARES POND Bring compass. **(nonexempt #1)** Limited to 30-people.
- Noon - 1:30pm** **LUNCH** LOCATION: CAFETERIA –EAST CAMPUS
- 1:30 - 3:20pm** **“Beginners Microscopic Asco Workshop”** LOCATION: TC RM 11 **(exempt #6)**. Limited to 20-people. 4-Microscopes & 2-tables 2x8 [2-scopes per table], with outlets for 4-scope illuminators, and chairs for 20-people.)
- 4:30 - 5:20pm** **“Northeastern Laccaria Species”** LOCATION: MAIN **(exempt #7)** LOCATION: MAIN AUDITORIUM. Limited to 45 people. Podium, slide projector, projection screen & P.A. system required.
- 5:30 - 7:00pm** **DINNER** LOCATION: CAFETERIA –EAST CAMPUS
START OF EVENING PROGRAM – LOCATION MAIN AUDITORIUM.
PODIUM, SLIDE PROJECTOR, PROJECTION SCREEN & P.A. SYSTEM REQUIRED.
- 7:00 - 8:00pm** **Review of the Days Collections - Round Table Identifers**
- 8:00 - 9:00pm** **“Fungal Gems of the Northeast — Part 1” (exempt #8)**
- 9:00 -** **SOCIAL** LOCATION: MAIN LOUNGE AREA

DAY THREE

- 7:00 - 8:30am** **BREAKFAST** LOCATION: CAFETERIA –EAST CAMPUS
- 9:00 - 9:50am** **“Common Inocybes You Should Be Collecting”** LOCATION: MAIN AUDITORIUM. **(exempt#9).** Limited to 45 people. Podium, slide projector, projection screen & P.A. system required.

- 10:00 - 10:50am **“The Matchbox World of Myxomycetes”** LOCATION: TC RM 13
(exempt #10). Limited to 25 people. Projector, projection screen required.
- 10:00 - 11:50am **“Intro To Mushroom Cookery”** LOCATION: OUTSIDE EAST
CAMPUS CAFETERIA (nonexempt #2). Limited to 20 people.
- 11:00 - 11:50am **“Cultural Attitudes and Mushrooms”** LOCATION:
MAIN AUDITORIUM. (exempt#11). Limited to 45 people. Podium, slide
projector, projection screen & P.A. system required.
- Noon - 1:30pm **LUNCH** LOCATION: CAFETERIA –EAST CAMPUS
- 1:00 - 3:15pm **MEETING OF THE TRUSTEES** LOCATION: CONFERENCE
ROOM TC RM 19
- 1:30 - 2:00pm **View “NAMA Video Tape”** LOCATION: TC RM 13. Limited to 25
people. TV & VCR required.
- 2:00 - 3:20pm **“The Strange World of Aquatic Fungi”** LOCATION: TC RM 13
(exempt #2). Limited to 25 people. Projector, projection screen required.
- 3:30 - 4:20pm **“Fascinating Fungi”** LOCATION: MAIN (exempt #12)
LOCATION: MAIN AUDITORIUM. Limited to 45 people. Podium, slide
projector, projection screen & P.A. system.
- 4:30 - 5:20pm **MUSHROOM TASTING & MYCOPHAGY** LOCATION:
CAFETERIA –EAST CAMPUS
- 5:30 - 7:00pm **BANQUET** LOCATION: BALLROOM EAST CAMPUS
START OF EVENING PROGRAM – LOCATION: BALLROOM EAST
CAMPUS. PODIUM, SLIDE PROJECTOR, PROJECTION SCREEN & P.A. SYSTEM
REQUIRED.
- 7:00 - 8:00pm **Review of the Days Collections - Round Table Identifiers**
- 8:00 - 8:20pm **AWARDS PRESENTATIONS**
- 8:30 - 9:15pm **“Fungal Gems of the Northeast – Part 2”** (exempt #8)
- 9:15 - **SOCIAL** LOCATION: MAIN LOUNGE AREA

DAY FOUR

- 7:00 - 9:00am **BRUNCH** LOCATION: CAFETERIA –EAST CAMPUS
- 9:00 - 10:00am **A Guided Tour of the Collections (Mycologists)**
- 10:00 - 11:00am **Collections open to the Public**
- 10:15 - 10:45am **View "Sam Ristich Video Tape" (Open to the Public)**
LOCATION: TC RM 13. Limited to 45 people. TV & VCR required.
- 11:00 - Noon **CLEAN UP**
- 9:00 - Noon **CHECKOUT**