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**July 27, 2010**

**MEMORANDUM**

**TO:** Members, Oil Spill Conference Steering Committee

**FROM:** Kerry Davidson, Deputy Commissioner for Sponsored Programs   
Michael Khonsari, EPSCoR Project Director 

**RE:** Steering Committee Inaugural Activities: Gulf Oil Spill Research Conference

Louisiana EPSCoR and the Board of Regents will host a meeting of the Steering Committee to continue conference planning on Thursday, August 5, 2010, 10:00 a.m. – 3:00 p.m., in the Board Conference Room (Room 6-242) on the 6<sup>th</sup> Floor of the Claiborne Building, 1201 North Third Street, Baton Rouge, LA. If you are unable to come to Baton Rouge, teleconferencing will be available. Please request the number and passcode if you plan to participate by phone.

If you wish to appoint a designee to serve on your behalf, provide the designee's name and title to Loretta Braud ([loretta.braud@la.gov](mailto:loretta.braud@la.gov)) before the meeting.

We have received a variety of preliminary matrices identifying potential Conference topics and participants. All raw responses as well as a staff summary which combines and classifies the responses into general categories are now available for your review. To access the material, go to [http://web.laregents.org/Preliminary\\_Matrix/](http://web.laregents.org/Preliminary_Matrix/) (user name: user; password: pass\$12ssap).

Each Steering Committee member is invited to use the data provided to rank the 10 general research topics and 2-3 related subtopics considered of highest priority for the Conference. You may use the general topics and subtopics included in the staff summary to generate your rankings; alternately, you may rearrange subtopics

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under different general topics, and/or introduce new topics and subtopics not included in the staff summary or raw responses.

Please be guided by the scope of NSF's scientific research and development (R&D) activities, which "comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including the knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications."

Topic rankings should be emailed to Carrie Robison (carrie.roider@la.gov) by close of business on Friday, July 30. At the August 5<sup>th</sup> meeting, the staff will present alternative approaches to organizing the Conference based on the research topics and subtopics which have been identified as priorities. All submitted rankings will be provided to the Steering Committee.

We look forward to seeing you next week, and working with you to organize the Conference.