each topic. The agenda provides detailed information about special events that may include scheduled lunches, field trips, tours, or special speakers. A list of invited attendees is included in the pre-meeting briefing materials.

Some unit leaders serve as perpetual chairpersons and meeting facilitators. At some units, the coordinating committee rotates the chairperson among cooperators from year to year. Where the chairperson rotates among cooperators, the pre-meeting communiqué indicates which cooperator will chair the meeting. Special information the designated chair needs is provided with the pre-meeting information.

Some units schedule a separate session for student research presentations to an invited audience. Student presentation sessions may be at a time proximate to the business meetings or on a different day and in separate locations. These sessions provide students the opportunity to be heard by interested faculty members, state biologists, Service regional office personnel, and the coordinating committee. The sessions allow students to gain experience in making presentations to professional groups and to meet prospective employers.

The general information session is attended by cooperator representatives and other interested parties. Attendees may include collaborating university professors, other professors, administrators, or students who are interested in the activities of the unit. A wide array of state-conservation-agency research and administrative staff may also attend.

Service personnel, in addition to the unit supervisor and unit staff, may also attend. The unit leader sends an invitation to the coordinating committee meeting to the Service regional director of the region in which the unit is located. The regional director usually sends a designated representative to the coordinating committee meeting to make the information needs of the region known to the unit and its cooperators and to become familiar with the array of unit activities.

Attendees of the general session are presented with a summary of recent research, teaching, and technical assistance; a review of the budget status; and plans for the future. Students or principal investigators may present research reports on topics of interest or on projects funded by one or more of the cooperators.

Cooperator contributions in cash and in-kind support and other budget information are presented. In-kind services must be identified as part of cooperator contributions because most university support and sometimes considerable state-cooperator support are in services to the unit. The unit leader usually reports on acquisition of special equipment or needs for upcoming projects.

The most significant part of the coordinating committee meeting is the presentation of planned unit activities for the succeeding year. Typically, unit personnel present information about projects they request to conduct and about funding and other needs for students in conducting the investi-