ORANGUTAN SSP©
HUSBANDRY WORKSHOP
MANUAL

[This document was prepared to assist in the preparation of professional and consistent Orangutan SSP© Husbandry Workshops from year to year. It is not meant to be all inclusive. We are constantly revising this information based on input from the hosts and the Orangutan SSP© steering committee.]
The Orangutan SSP© would like to thank the following individuals for their work on the current edition of the Orangutan SSP© Husbandry Workshop Manual

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Orangutan SSP® Husbandry Workshop Manual

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Each conference is unique, which is what often helps make them fun, informative and successful. Use your own ideas and creativity to enhance what is found in this document and remember you can make the workshop as expensive or as budget friendly as you wish. The past three workshops have ranged widely in cost.
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## Annual Orangutan SSP® Husbandry Workshops

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<tr>
<th>Year</th>
<th>Location</th>
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Orangutan SSP® Husbandry Workshop Host Responsibilities

One to Four Years Out:

1. Determine who will act as a workshop coordinator/liaison between the Orangutan SSP® and the host facility and review host facility responsibilities and requirements. It is important to have a single point of contact between the host institution and the SSP, to facilitate communication.

2. Fill out the Orangutan SSP® Husbandry Workshop Host Request Form (Appendix A) & send it to the Orangutan SSP® Husbandry Advisor Carol Sodaro for approval. Carol will present candidates to the SSP® steering committee, which, will make a decision regarding a facility’s capability of hosting a workshop within one month.

3. Have your workshop coordinator confirm and guarantee support from the host facility & with the Orangutan SSP® Husbandry Advisor Carol Sodaro prior to any workshop announcements.

4. Have your workshop coordinator create an Orangutan SSP® Husbandry Workshop Planning Committee to help you with the planning of the workshop at your host facility. This could include management, keepers, volunteers, docents, interns, event staff and/or all of the above. Additionally, you may also wish to contact coordinators of prior workshops to help answer questions/for assistance and advice.

One to Three Years Out:

1. Begin negotiations to secure a suitable hotel with guaranteed rates, unless it is determined that waiting will not impact the availability of hotels or negotiations with the hotels.

2. Perform hotel inquiries. Utilize the hotel inquiry form (Appendix B) if desired. Hotel site selections should begin at least one year out. The local Chamber of Commerce and Visitors Bureau can be used as a resource for finding suitable hotel choices. Also make sure to check with your institution, as many zoos have predetermined hotels/hotel rates that have been negotiated. A convenient and safe location should be given equal or greater weight to expense.

3. Make a site(s) selection trip if necessary.

4. Select a hotel:
a. Confirm a hotel contact person

b. Be sure your contract states that you must be notified immediately of any pertinent hotel or hotel personnel changes.

c. Utilize fact sheet form to log information if desired. There are two options, one which has items already listed, and one that is blank. (Appendix C).

5. If the hotel request a credit check, have the hotel send a credit application to the host point persons address or by email and coordinate accordingly with your zoos management to determine who can best help you with this.

6. Negotiate the hotel contract to include:
   
a. Confirmed workshop dates. The workshop is normally held in the fall. A three or four day workshop is the normal length with the Orangutan SSP\(^\circ\) Steering Committee Meeting taking place the day prior to the start of the official workshop.

b. Room rates available, including how many days the hotel is available before and after the workshop at the same room rate.

c. Complimentary accommodations if possible (we are normally allowed one complimentary room for every 50 room nights, up to a limit to be determined by the hotel.)

The following is a **prioritized** list of who is eligible for the complimentary rooms:

- Keynote Speaker(s)
- High Profile Guest or Workshop Attendees
- Hospitality Suite
- Workshop Coordinator/Committee Room
- Use as a Raffle Prize

d. Additional room requirements (if your workshop will be held at the hotel, however keep these items in mind if you will be hosting your workshop at the zoo to make sure you have adequate space):

- Orangutan SSP\(^\circ\) Steering Committee Meeting prior to the conference.
- Other (silent auction, separate storage, meals, check-in, etc.)
- Commercial participant displays and booths.
- Hotels do not customarily charge for meeting space when catering services are utilized, however, rental charges for function space may be tied to total room nights where if a minimum is not reached a sliding scale goes into effect (should attempt to negotiate the sliding scale starting point to minimize risk/cost to your host facility, the lower the starting percentage the better, <80-85%>).
- It usually works best during unscheduled nights to have one room for posters and another room for presentations (this is often the main meeting hall).
- An additional room for the food set up may also be needed for any meals you plan on including.

e. You need to plan for a maximum potential attendance/determine your maximum attendance, (around 50-100 normally but check the past years attendance, location, economy, etc.) Remember, you may need to cap attendance due to space limitations. **If workshop space is going to be limited spaces should always go based on registration order with priority given to those individuals whose zoo participates in the Orangutan SSP© & V.I.P.’s.**

f. Catering requirements (negotiate per person cost for all of these and lock prices into contract if possible). Additionally, if you plan on looking for hotel catering alternatives/donations, determine if the hotel or your host facility will charge you for using an outside caterer. Many zoos now have contracts with specific caterers or food service providers.

- Food cost for the Icebreaker, Keynote Speaker Nights, and Silent Auction – cash/host bars/no bars.
- Coffee & snack breaks for each day, including the steering committee meetings, am/pm (less if off grounds for an offsite activity).
- Cost for lunch each day.
- Banquet menu chosen for closing dinner party with cash/host/no bars.
- Will you choose to serve dinner every night, or a daily breakfast (if the hotel does not have a free breakfast)?
- You will need to provide at a minimum a regular, vegetarian and special request meal. You may also want to include a kosher offering and a Muslim offering if you will have visitors from Indonesia attending the workshop.

g. After gathering all information, you may want to check into what a Professional Conference Organizer can do for you. Sometimes they can get a better deal for what they offer (hotel and catering prices, money handling/exchange, entertainment, etc.), sometimes not. You may also want to see if you can get some food donated. Many restaurants and stores are happy to donate to 501(c)3 organizations, make sure to work with your host facility on this.

h. Determine method of payment:

- Determine hotel deposit (if required) and payment date deadline. Make sure to work with your facility on this as the host facility is responsible for all workshop cost overages.
- Master account to be settled immediately at the close of the workshop.
- Balance to be billed and paid within 30 days or work with the hotel requirements.
- Other (e.g. foreign currency exchange)
i. Confirm all particulars and send a copy to the host facility workshop coordinator and zoo management (if you will need approval from them).

j. The workshop coordinator signs the contract once it has been finalized; again make sure to work with zoo management.

7. Remember to include the cost of entertainment for the banquet (if you plan on having entertainment) in your budget, but it is not normally part of the hotel contract.

8. Lastly, work to begin soliciting sponsors for major events in order to hold down workshop costs and offer more to attendees. See appendix D for a list of sponsors who have provided discounted items to the Orangutan SSP®/workshops in the past and their contact information.
**Orangutan SSP® Husbandry Workshop Planning Committee Checklist**

**18 to 12 Months Out:**

1. Special set-ups for registration and merchandise should be tasked to a designated individual on the host facility’s Orangutan SSP® Husbandry Workshop planning committee. Registration is a huge undertaking so it is wise to have just one very detailed-oriented person focus on this. The Orangutan SSP® Husbandry Workshop Registration Form can be found in Appendix E. While this form is now outdated, it will serve as a good example for your IT department on what information you need to collect from attendees when setting up registration on your zoos website. This is also the recommended format for consistency. For a sample of how to keep track of registrations see Appendix F.

2. Registration usually begins early on the first day of the workshop. Please make sure to set aside 30-45 minutes for check-in time to allow ample time for everyone to arrive (if you are hosting your workshop at the host facility rather than the hotel). If you are hosting your workshop at the hotel, 20-30 minutes should probably be ample time depending on the number of attendees. Remember, it is better to start early rather than start late, so give yourself as much time as you think you will need.

3. Additional equipment needs:
   - Easels, partitions, or walls for poster display (if you are having posters)
   - Corkboards or dry erase boards for messages
   - Pins, pens, tape, stapler and calculator, money box.
   - Tables (for registration, silent auction, vendors, etc.)
   - Telephone and computer lines available.

4. Begin checking on A/V costs. Compare hotel rentals with local firms and check into the host facility being able to provide equipment and manpower.

5. Determine transportation needs and cost for Host facility visit and other scheduled functions (i.e. pre-workshop trip, SSP meetings, etc.). If you are hosting the workshop at your host facility rather than the hotel you will also want to determine adequate daily transportation from the hotel to the host facility. Check to see if your hotel has
complementary shuttles you may be able to use. You may also want to look into using the host facility’s vehicles.

6. Generate a proposed program and factor in all known events (this will give you a framework that will be “fleshed out” as subsequent decisions are made).

**Approved Orangutan SSP Husbandry Workshop Expenditures:**

- **Ice Breaker** – Host hors d’oeuvres – open or cash bar
- **Informal Nights** – Host heavy hors d’oeuvres or dinner – open or cash bar
- **Banquet & Silent Auction** – Host hors d’oeuvres and/or dinner – open or cash bar
- **Lunches** – host a daily lunch.
- **Coffee/Snack Breaks** – one a.m. and one p.m. (during session breaks)
- **Entertainment** – at the banquet (if you wish)
- **Transportation** – from the hotel to host facility (visit), meetings and/or pre-workshop trip.
- **Registration Packet** – one folder or other conference mementos, program, gifts, t-shirt, name tags, or other conference related information.
- **Audio/Visual** – equipment and operator(s)
- **Conference related mailings** – it is recommended you do everything electronically to minimize these costs.
- **Donation Letters** - Request & thank you letters to donors.
- **Program Printing Cost** - it is recommended you do this internally if possible to minimize these costs, or seek a donor to provide these services.
- **Gifts** - Workshop T-Shirts, bags, etc.
- **Contingency Money** – 10-20% of overall budget

*This list is not meant to be all inclusive; however it does highlight some of the biggest expenditures you will encounter.*

7. Generate a working workshop budget. **Make sure to check with host facility management as ANY BUDGET OVERAGES WILL BE THE HOST FACILITY’S RESPONSIBILITY TO COVER.** For a sample budget see Appendix G.

8. Calculate total projected expenditures and determine recommended workshop fees by the previous year’s workshop. As of 2012 the workshop fee is set at $125 per person. Additionally you will need to determine a cutoff point at which point a late fee takes effect. You may create a late fee schedule as the cost tends to go up per person as you get closer to the workshop dates. Late fees should not exceed $40. **Please check with the Orangutan SSP® prior to raising any workshop fees.**

9. Determine the cost of a pre/post-workshop trip if you plan to have one. This fee is left totally up to the discretion of the host facility. It is recommended however that you keep
this fee as low as possible to allow more workshop attendees to attend. You may want to look at other AZA facilities that may be nearby. Often you will be able to work out a considerably discounted price by doing so.

10. Determine if you are going to have a workshop t-shirt. You can either include these within your registration cost or sell them separately to raise funds. They were sold for $15 in 2007 and 2008, and included with your workshop registration from 2009 forward.

11. Begin creating a workshop logo if you choose to have one (examples in Appendix H). One thing to remember about your logo design is you may not want to make it too complicated or colorful if you are planning on having workshop t-shirts. The more detailed and colorful your logo, the more expensive they will be to print.

12. Create a PowerPoint or small presentation to present at the current year’s workshop to announce your upcoming workshop.

12 Months Out:

1. Finalize audiovisual equipment requirements.
   a. Work with the hotel or host facility on this for any equipment that it might be able to provide free of charge. Be sure to include technician cost and expenses (if they will be needed) in your budget.
   b. Work with contractor for any additional A/V requirements, and factor in the labor charge for an audiovisual technician to operate the equipment (if needed).
   c. Include Power Point/computer capabilities.
   d. Organize with Audio-Visual Company to coordinate contact with the various presenters by sending out an “A/V requirements form” by a set date. See Appendix I for a sample. If you will be running all A/V through the host facility or yourself, you can coordinate presenter needs using the same form or through e-mail. It is recommended that you designate this job to one specific person on the planning committee.

2. Arrange to have the presentations in Power Point and include release statement for presenters on the registration form.

3. Generate an exact breakdown checklist for each facet of the conference (i.e. audio visual requirements, hotel setups, special events, registration, vendors/merchandise, silent auction, etc. This will aid in cross-referencing to avoid mistakes. You should coordinate all requirements with responsible committee members.

4. Make sure you begin submitting the workshop dates to the following publications/listservs to make sure to get the word out!
   
   - AZA CONNECT Magazine/AZA website calendar
   - Animal Keepers Forum (AAZK)
   - Primate Info Meetings Page
   - redapekeepers@lists.aza.org
   - Ponoreps@lists.aza.org (listserv for designated SSP institutional representatives)
   - orangutalk@lists.aza.org
Additionally, you may wish to use social media and create your own website for the workshop or create a Facebook group. At a minimum all workshop announcements should include the dates of the workshop, the registration cost, and contact information.

5. Designate someone to coordinate the roommate finding service for attendees (if needed).

6. Contact potential keynote speakers. You may wish to contact the Orangutan SSP® for assistance with this.

7. It is recommended at this point that you begin meeting with your workshop planning committee monthly.

9 months Out:

1. Investigate airline and car rental discounts if applicable.

2. Decide on poster presentation criteria based on room available or need. Make this criterion clear in conference announcements.

3. Use example abstract submission form (Appendix J) to design your form for attendees to submit. It is important to remain consistent with abstract size and requirements.

4. Determine if you would like to have vendors at your workshop. To see a list of vendors who have sold at past workshops see Appendix K.

5. Prepare all information to go out to potential attendees. Complete information for your first call for posters and presentations. Make sure at this time to decide on a cutoff date that will allow ample time for the creation of a working program. You may want to check with the Orangutan SSP® to see if there are any particular issues that should/need be covered. Make sure to keep your abstract form and registration forms on separate sheets of paper for easy record keeping. You may want to put different people in charge of these items, if so, make sure the submission address for each is clear on both pages. In order to streamline the collection of information it is recommended you have people submit these forms electronically, however the host facility should keep a paper backup of all forms to be destroyed within one month of the close of the workshop.

6. Begin soliciting items for your silent auction. It is recommended that you put one person in charge of the silent auction. Make sure you log items as you receive them.

Six Months Out:

1. Have a way to pay for whatever expenditures may occur.

2. Complete another call for posters and presentations. Begin announcing new workshop information such as a pre/post-workshop trip. Make sure to stress all dates, including late fees and cutoff dates.
3. Send letters to appropriate companies requesting donations. These could be items for the silent auction or food donations, or service/in-kind donations. See Appendix L for a list of companies who have donated to past workshop or discounted food/items. Be sure to acknowledge receipt of any donations, and provide appropriate recognition (signage, program inclusion, verbal, etc.). See a sample donation letters in Appendix M (your zoo’s Development department may have specific rules/formats for these letters; check with the appropriate staff).

Three Months Out:

1. Determine who will serve as a moderator/time keeper for each block of presentations, discussion groups, working sessions, tours, posters, silent auction, etc.
2. Determine who will coordinate all of the moderators (this is usually the workshop coordinator). Additionally if you will be using docents or volunteers to assist with your workshop make sure to appoint a coordinator for them as well to assign tasks and create a volunteer schedule. This can be the responsibility of the workshop coordinator as well; however it will be beneficial if you have a large number of volunteers to appoint an additional person.
3. Determine who will coordinate all of your workshops proceedings. By assigning this task to a specific person a head of the workshop you will make this task much easier. It is recommended that the coordinator use a USB, CD, or Dropbox to copy all of the presentations from each day so that they can be stored on a specific computer rather than being left on the computer that people are using to present. This will also allow the coordinator to check against the program to make sure everything is collected. It is much easier to get a copy of the presentation from the person during the workshop than it will be afterwards.
4. Appoint a person to begin collecting all the information needed to create the program & print the name badges. At a minimum your program should include a welcome letter, workshop schedule, and the names/bios for all of the attendees & the post workshop survey (Appendix N). You may also want to include a sponsor’s page. See the accompanying CD for several past workshop programs. Name tags should include the person’s name and affiliation. Additionally, make sure that the names printed on the badge are large enough to be read from a distance. A font size of at least 20 should be used with 24 being ideal. It may also help to make the names in bold. Remember, it is more important to have names that are legible rather than put “20XX Orangutan SSP Husbandry Workshop” onto your name badges.

Eight to Six Weeks Out:

1. Confirm by e-mail receipt all abstract submissions to authors. You can use the form in appendix O for this. Include their presentations date and time or contact them with this information as soon as possible. Be sure to emphasize that you need to get a copy of
their completed presentation prior to the start of the workshop. The options can include
sending a CD or utilizing Dropbox ahead of time, or if they are bringing their
presentations via a USB make sure they give their presentation to be loaded on the
morning of registration. This way all presentations will be preloaded and ready to go.

2. If you are planning on ordering workshop gifts make sure all gifts are ordered.
3. Workshop late registration fees should go into effect.

Five Weeks Out:

1. Send out one final reminder email letting people know that registration will be closing
soon.
2. The workshop schedule should be finalized and all presenters notified.

Four Weeks Out:

1. Workshop registration should be closed.
2. Workshop T-shirts should be ordered.
3. The program & post workshop survey should be completed and printed.
4. Confirm all donations.
5. Print all silent auction bid sheets (Appendix P).
6. Determine an appropriate recipient(s) for the disbursement of the silent auction money
with the assistance of the Orangutan SSP. All silent auction money should now initially
be distributed to the Orangutan SSP and from there it will be distributed to various
conservation organizations or used by the Orangutan SSP for a specific purpose that will
help advance the care of orangutans in captivity.

SHOW TIME!

1. Visit at the conference hotel one or two days prior to the start of meetings to coordinate
and check on arrangements, room, host facility contacts, registration set up, etc.
2. Make sure all programs and gift bags are assembled.
3. Re-confirm all meals, catering, bars, etc.
4. Administer workshop as appropriate.
5. Set up the silent auction for the final night/banquet.
6. Complete post workshop survey immediately following the last day of the workshop
(Appendix N).
7. Complete a detailed workshop financial report for the host facility and make sure all bills
are paid in full.
8. Send out thank you letters where appropriate. See Appendix Q for examples.
9. HAVE FUN! ☺
AFTER THE WORKSHOP

1. Compile your proceedings; please contact Carol Sodaro for more help. An idea that came out of the 2011 workshop was to video tape all the presentations that way you can easily provide everyone with a dvd/cd after the workshop and you do not have to worry about someone taking care of this task. In the past we have run into trouble obtaining presentations, etc. from people after the workshop.

2. Go on a vacation!
Helpful & Cost Saving Tips

From Carol Sodaro - Brookfield Workshop (2007):

- Work with your local vendors to get in-kind donations of services and/or goods.

- Having a good Audio Visual is one of the critical components to making the workshop a success.

- If you are having the workshop on zoo grounds and the hotel is not within walking distance – have the option of transporting people back once a day near the evening- sometimes people get tired from a full workshop schedule and need to take a break.

- Publishing workshop proceedings is also a critical component. If you don’t share all the expertise and knowledge presented during the workshop, the information becomes lost. At our workshop, we sent each participant a CD with the workshop proceedings and most of the proceedings are on our website.

- Presenters should be expected to present abstracts for their talks and posters as this makes it easier to produce proceedings.

- Workshop outcomes should be produced and presented at the close of the workshop and could be posted on-line with your conference proceedings.

- Assign someone or get a volunteer to be the “official workshop photographer.”

- At our workshop, we were lucky enough to get DJ services donated in return for giving a deluxe behind-the-scenes tour for him and his family. We were prepared to have one of our workshop committee staff who had DJ experience do this if we didn’t have a DJ. Having a DJ on the last night added to the festivities and many enjoyed kicking back and dancing!

- Reach out to orangutan field workers and conservationists living in the U.S. We were amazed to find that if we offered airfare or complimentary workshop fees to some of our top name speakers, they were willing to attend and pay the remainder of their stay.
• It is helpful if your budget allows to provide some “seed money” to the next workshop host – we dedicated our t-shirt profits to St. Louis.

• Don’t panic if you don’t get many people sending in registration forms until the last two to three months – most people tend to sign up last minute.

• Be prepared for many last minute request – it may be helpful to dedicate someone just to this task such as having a volunteer/docent to man a hospitality desk for that purpose.

• Investigate thoroughly what different hotels will offer you if you book with them. The hotel industry is very competitive with one another especially in this economic downturn. For example, our hotel offered free room nights for a certain number of rooms booked, they provided a free cocktail welcome hour the first evening, helped us with transporting people to and from the zoo and even threw in cute goodie bags for each workshop participant.

From Terri Hunnicutt - St. Louis Workshop (2008):

• The St. Louis workshop was deliberately kept small for a multitude of reasons. Our budget was $2,000. I modeled it after the Chimpanzee SSP© keeper workshops which are held every other year, are very informal and registration space is limited.

• I believe any zoo and any person can do a workshop in basically the same way, no matter your size or time limitations. I think the important point is that those of us who care about orangutans continue to have the workshops to provide that venue to network and share information.

• At the time, I was the Zoological Manager of Great Apes at the St. Louis Zoo, the lead keeper. The keepers, specifically Kim Burchard, asked me after the Brookfield Workshop if we could host the following year and I thought it was a great idea to keep the momentum going. Once I obtained the necessary authorization from my Curator, Ingrid Porton, and St. Louis’s General Curator, Jack Grisham, I knew we would have budget and time constraints. The budget constraints were due to the fact that the 2008 zoo budget was already finalized; the time constraints were due to the fact that we would be hosting less than a year after Brookfield, plus the ape house was scheduled to undergo some major HVAC renovations in 2008. So, it was very necessary for me to keep it simple!

• Utilize the local talent! Volunteers, ape keepers and other zoo staff were invaluable. One of the ape keepers, Christine Tourkakis, created the logo; another ape keeper, Kim Burchard, coordinated and held the Silent Auction; several zoo staff friends helped me get everything organized at multiple steps along the way. The Animal Division staff secretary, Amy Brauss was essentially my assistant in coordinating. She helped me navigate the ins and outs of reserving the room, dealing with the hotel, the paperwork, and the catering.
Work deals as much as possible with departments inside your zoo that can help. The zoo’s catering department did a deal for the food for us – a huge help with the expenditures as well as the arrangements. We also were able to utilize space within the zoo for the meetings because I got a space during an off time and the zoo donated it. Ask for zoo merchandise donations for your gift bags and put the word out early. Profusely thank everyone and their boss!

I did not use catering for lunches – volunteers picked up lunches from nearby local restaurants = only doable if your workshop is smaller.

From Tom Heitz - Zoo Atlanta Workshop (2009):

To keep costs low we hosted the workshop at Zoo Atlanta. We were lucky enough to have the space we needed and the zoo donated it to us.

I kept food cost down by using restaurant carry-out instead of catering. I was also able to use the zoo’s 501(c)3 status to get some of it donated or discounted. I also had my partner who is a vegetarian make the vegetarian options. Our food for the snack and coffee breaks was bought at Costco. The cost of the membership was nothing compared to the overall savings, especially on things like soda. We also worked with the zoo to get the outside catering fee waived and then worked with them to get a discount on the bars by having them two nights instead of just one. In the end these few things added up to substantial savings.

See Appendix R for the results of our workshop survey then use them to help improve your workshop!

I cannot stress how useful volunteers where during our workshop. We used them to help serve meals, complete registration, help set/clean up, run the silent auction, transport attendees between the hotel and the zoo, and run errands for us. In total we always had 2-6 volunteers working at all times depending on what was going on.

In the end we did as many things in-house as we could to save cost and reached out to local businesses that had a history of supporting the zoo.

For your proceedings I would strongly recommend copying presentations as you are loading them each day for the workshop. Attempting to collect all of the presentations is much more difficult and time consuming then you may think, if not impossible.

Be prepared to deal with a few breakdowns and panic attacks along the way! However, in the end it will be worth it.

Make sure that the coordinator and those who are heavily involved in the workshop schedule a few days off directly after the workshop if at all possible. Especially those
who work directly with the animals! I have never been as exhausted as I was the day after the workshop.

From Ronda Schwetz – Denver Zoo Workshop (2010):

• Ask everyone and anyone you know if they would be interested in being part of the workshop – you’d be surprised at the in-kind donations we received that way.

• If you have a Marketing & Development Dept. be sure to work closely with them as they have the contacts and skills to do a great job in promoting and getting donations. If you don’t have these depts. Do bullet point above!

• Try to keep your conference committee to a manageable size so it doesn’t get too big. When it gets bigger you have more people to try and organize a meeting with as well as try to keep track of what they are doing.

• Be very specific in assigning task and due dates for accomplishing those task.

• Be flexible as you may need to re-assign tasks or pass them on to someone else for a variety of reasons.

• Always have notes taken and distributed at workshop planning meetings to keep track of assignments, due dates, things needing to be done, etc. If you don’t you can forget about what you all decided to do!

• One cost saver we considered in the hotel was it had a free shuttle back and forth to the airport for the attendees.

• It is nice to have a theme for the workshops as it helps keep you focused and helps group presentations.

• If you are the point person in charge of the whole thing it is best to try and keep yourself in a facilitator mode as much as possible. Invariably there will be differing opinions on the best day for the silent auction, zoo day, etc.

• We discussed not having the silent auction too soon based on Atlanta’s input to help our volunteers organize it in time. We also added in a live auction component (great if you have a good auctioneer as well as big ticket items such as free registration for the next workshop). It raised us a lot of money with just three live auction items.
From Terri Cox – Cameron Park Zoo Workshop (2011):

- Develop a cost estimation and preliminary budget based on past Orangutan Workshops. Understand that the registration fee will not cover the entire cost of the workshop – or even the food if you provide two meals and two breaks per day.

- Meet with your Board of Directors or the appropriate governing body to secure a financial commitment, this will be very helpful in setting your goals for underwriting. Our board determined that we should secure as many underwriters as possible, and then any costs that we occurred over what we raised would be considered a contribution.

- Read the survey results prior to planning your entire workshop - you can’t please everyone, but there are good suggestions in the survey and it helps us improve each year.

- Early coordination with the conference center is also essential. Work out all details on meeting space and audio visual equipment. Utilize an Audio Visual person for the sessions; even if you have to hire one or get an underwriter, you will not be sorry.

- Meet with the Chef and other appropriate staff plan meals. Meals, breaks, snacks, water, coffee…All important! Make sure that there is enough food and snacks to feed all workshop attendees.

- Identify early on your menu needs, such as vegetarian and vegan items, and make sure that you account for the fact that the carnivores eat the vegetarian items as well as the meat items; not having enough of the appropriate food can cause major problems.

- We met with the caterers and the hotel catering director to ask them to refrain from using food items with palm oil, or to use RSPO products. We gave them shopping guides found on the Cheyenne Mountain Zoo website. The Hilton even researched more on line to make sure their products were compatible.

- One thing we did not count on was vendors having give away items that contained palm oil (lip balm and lotion).

- Allow adequate down time, breaks, as well as a space that people can go for a short while to relax and to check E-Mails etc.

- Make sure that you have adequate space for exhibitors and posters with some flexibility.

- We tried to arrange the agenda so that similar subject matter was covered each day. This was difficult, but people seemed to enjoy the conservation programs being concentrated on the first day.

- Plan on paying for the travel expenses and room and board for the key note speakers, and also the appropriate SSP Committee members.

- Request a private board room or similar meeting space for the SSP Committee meetings that are separate from the general workshop meetings. We also used additional space for the t-shirts, registration packets, etc. to be stored over night.
• We worked out an arrangement with the Hilton for the Zoo to provide a certain number passes for them to give to frequent guests in exchange for the use of the main conference rooms. They also agreed to comp some hotel rooms based on the total revenue they received from conference room bookings.

• If you have Zoo Day the last day and you do not have the workshop at the zoo, you might want to arrange some time for the attendees to visit the orangutan facility at your zoo.

• If you have Zoo Day the last day, have a luggage check with volunteers to man it and a plan in place to transport people to the airport. We asked for the registrants’ flight schedule as they checked in at the workshop to ensure we had adequate transportation to the airport. They all seemed pleased to be able to leave directly from the zoo.

• Provide a list of restaurants and social activities (bars☺️) that are near the hotel.

• Provide cell phone contact numbers as people check in. We had sent this out in one of the emails, but this was a suggestion that was made during the conference since most people don’t read or even receive every single email.

• It was hard work, but very fun and rewarding – we would do it again… way in the future☺️
Orangutan SSP© Husbandry Workshop Host Request Form

Thanks for your interest in hosting an Orangutan SSP© Husbandry Workshop! It is highly recommended that before applying to host a workshop that you look over the manual very closely to see what it entails. It is also suggested that you meet with members of your facility’s senior management. Pay extra attention to past workshop budgets and make sure your facility will either be able to cover extra expenses or has a plan in place for raising any additional funds that might be needed. **It is highly unlikely that your request to host a workshop will be approved by the Orangutan SSP© if you do not have your facility’s support and/or commitment to cover any additional workshop cost. The Orangutan SSP© cannot assume responsibility for cost overruns.**

Once you have completed your form please mail or email to Carol Sodaro at the address below:

Carol Sodaro  
Associate Curator of Mammals  
Brookfield Zoo  
3300 Golf Road  
Brookfield, IL 60513  
carol.sodaro@czs.org

Carol will present candidates to the SSP© steering committee, which, will make a decision regarding a facility’s capability of hosting a workshop within one month.

For an electronic copy of the Orangutan SSP© Husbandry Workshop Manual to see what is involved in hosting please contact Tom Heitz at thomas.heitz@gmail.com.

Once approved by the Orangutan SSP© steering committee you will receive a Orangutan SSP© Husbandry Workshop Hosting packet which includes the following:

- Hard Copy of the Orangutan SSP© Husbandry Workshop Manual
- CD – includes an electronic copy of the manual as well as several electronic documents you may find helpful while planning.
- A Congratulatory letter!
- Contact information for past workshop coordinators which are available to answer questions.

If you have any questions about the packet or did not receive yours please contact Tom Heitz.
Orangutan SSP® Husbandry Workshop Host Request Form

Date: ____________________

Name: ________________________ Affiliation: __________________________________

Address: ________________________ E-mail: ________________________________

________________________________________ Phone: ______________________________

Year You Wish to Host: [ ] 2013 [ ] 2014 [ ] 2015 [ ] 2016 [ ] 2017 [ ] Other: _________

Do you have your facility’s full support: [ ] Yes [ ] No [ ] Other

If yes, please attach a letter of support from a member of the senior management of your facility. If you do not have the support of your zoo, or selected other, please explain in the space below. Attach additional sheets as needed.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Is your facility willing to cover any overages associated with the cost of the workshop: [ ] Yes [ ] No

If you selected no, how do you plan on covering extra expenses? Keep in mind that the past four workshops have cost between $5,000 to $20,000 plus. Additionally, it is very difficult to cover all the costs associated with the workshop from registration fees alone. Attach additional sheets as needed.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Why do you want to host the workshop?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
APPENDIX B

DATE: __________________

HOTEL INQUIRY

Hotel Name: ___________________________ Phone Number: ____________________________

Mailing Address: ___________________________

_______________________________

Available Dates: ____________________________

ROOM RATES

<table>
<thead>
<tr>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
<th>Taxes/Additional Charges</th>
</tr>
</thead>
</table>

How many days before and after will these rates be honored? At least three days before and after is standard.

MEETING SERVICES (Availability, Cost, Etc.)

Main Meeting Hall | Audio/Visual Equipment Available/Restrictions
Size: | PowerPoint projector: |
Capacity: | Large Screen: |
Seating Options: | Microphones: |
| | VCR's: |
| | Monitors: |

ADDITIONAL ROOM REQUIREMENTS (Size, capacity, costs)

<table>
<thead>
<tr>
<th>Hospitality Suite</th>
<th>Executive Board Meeting</th>
<th>Complimentary Rooms</th>
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</thead>
</table>

CATERING (Menu, cost per person)

<table>
<thead>
<tr>
<th>Icebreaker</th>
<th>Coffee Breaks</th>
<th>Banquet</th>
<th>Other</th>
</tr>
</thead>
</table>

MISCELLANEOUS (Availability, Cost, Etc.)
### ORANGUTAN SSP® HUSBANDRY WORKSHOP

#### Fact Sheet

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPANY</th>
<th>CONTACT PERSON</th>
<th>PHONE/FAX/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Selected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual Rental Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Checking Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Discount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ORANGUTAN SSP® HUSBANDRY WORKSHOP

Fact Sheet

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPANY</th>
<th>CONTACT PERSON</th>
<th>PHONE/FAX/EMAIL</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D

Former Workshop Sponsors

American Association of Zoo Keepers
Various Local Chapters
Contact below to find a local chapter
3601 SW 29th St.
Suite 133
Topeka, KS 66614
785-235-9149
www.aazk.org

Ape Conservation Effort
Laura Mayo
800 Cherokee Ave. SE
Atlanta, GA 30315
404-624-5963
info@apeconservationeffort.com
www.apeconservationeffort.com

Chandler Farm
Ronna Phelps
303-797-6633
ronna@chandlerfarm.com
www.chandlerfarm.com

Orangutan Conservancy
Doug Cress
P.O. Box 513
5001 Wilshire Blvd. #112
Los Angeles, CA 90036
ApeAction@aol.com
www.orangutan.com

Orangutan Outreach
Richard Zimmerman
225 E 76th St., #6F
New York, NY 10021
info@redapes.org
www.redapes.org

The Phelps Great Ape Foundation
Ronna Phelps
1645 E Layton Dr.
Cherry Hills Village, CO 80113
303.810.6300
Threadsinc5@cs.com
http://phelpsgreatape.com
APPENDIX E

YEAR ORANGUTAN SSP® HUSBANDRY WORKSHOP REGISTRATION FORM

To avoid late fees, please submit your registration form by **Month Day, Year**. Fill out the information exactly as you would like it appear on your name badge, please type your answers (white areas, the form has already been formatted); **ONE** form per registrant only please. Completed registration forms should be emailed (recommended form as it will save paper!) as an attachment to email address here. You may also print the form out and mail it to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department</td>
</tr>
<tr>
<td>Host Facility Name</td>
<td>Address Line 1</td>
</tr>
<tr>
<td></td>
<td>Address Line 2</td>
</tr>
</tbody>
</table>

### Required Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Affiliation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State/Province:</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>Country:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

### Meal Preference

<table>
<thead>
<tr>
<th>Regular</th>
<th>Vegetarian</th>
<th>Kosher</th>
<th>Muslim</th>
</tr>
</thead>
</table>

Special needs, if you would like someone from the conference to contact you.

### Workshop Registration

Insert what the workshop registration will cover here.

| $125 Workshop Registration Fee | $25.00 late fee after Month Day, Year |
| $30.00 late fee after Month Day, Year | $35.00 late fee after Month Day, Year |

**No registration forms will be accepted after Month Day, Year**

### Pre-Workshop Trip

If you are going to have a pre-workshop trip, enter information about it here. Make sure to include the location, times, date, cost, and if you are providing transportation. If you will not have a pre-workshop trip please delete this table.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Workshop T-Shirts

One workshop t-shirt is included in your workshop registration total. However if you would like any additional t-shirts they can be purchased for $15.00 each. Please enclose your extra t-shirt total along with registration fee if requesting more than one t-shirt. If you are not going to include a workshop t-shirt please change the information in this box, you may also wish to change the cost of additional t-shirts.

<table>
<thead>
<tr>
<th>Quantity Requesting</th>
<th>Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small (S)</td>
</tr>
<tr>
<td></td>
<td>Medium (M)</td>
</tr>
<tr>
<td></td>
<td>Large (L)</td>
</tr>
<tr>
<td></td>
<td>Xtra-Large (XL)</td>
</tr>
<tr>
<td></td>
<td>Xtra-Xtra-Large (XXL)</td>
</tr>
</tbody>
</table>

Total

Total Payment

<table>
<thead>
<tr>
<th>$125.00</th>
<th>Workshop Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any Late Fees that Apply (see above)</td>
</tr>
<tr>
<td></td>
<td>Pre-Workshop Trip ($cost)</td>
</tr>
<tr>
<td></td>
<td>Extra T-Shirts ($15.00/each)</td>
</tr>
</tbody>
</table>

**TOTAL ENCLOSED**

REGISTRATIONS BY PHONE WILL NOT BE ACCEPTED. NO REFUNDS WILL BE GIVEN AFTER ENTER YOUR DATE HERE

Workshop Program

Name as you wish to appear:

Professional Affiliation:

E-mail:
### APPENDIX E

#### Tours

| Are you interested in a behind-the-scenes tour of Host Facility Name Orangutan holding area? |
|---|---|
| Yes | No |

#### Additional Information

Please submit a short bio on yourself (all bios will be included in the program):

#### Questionnaire

<table>
<thead>
<tr>
<th>Would you be willing to submit copies of your diets?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you be willing to submit copies of your enrichment schedule/approved enrichment items?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>What cleaning chemical do you use to disinfect your holding areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often do you disinfect your holding areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would you be willing to send photos of your facilities orangutans?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
## APPENDIX E

<table>
<thead>
<tr>
<th>Add additional questions here</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add additional questions here</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are willing to share your list of requested documents (diets, enrichment, or photos), please include them as attachments to either [contact email](mailto:contact@email.com) or [contact email](mailto:contact@email.com) or mail to the address listed above. Please note photos must be sent electronically. All shared documents will be included in the conference materials.
For keeping track of registration we made a simple spreadsheet in Excel. We included the name of the attendee, their email, affiliation, which type of meal they needed (highlighting those that were not regular), how and if they were paid, shirt size, number of shirts requested, if they were attending the pre-workshop trip, etc. You could add additional columns that you find helpful. We also kept track of the number who had paid in addition to the overall total. This helped us keep track of those individuals who were comped or paid a reduced registration fee. Lastly, once the late fee began to kick in we added an * to the name of those who paid it. An example is below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
<th>Meal</th>
<th>Paid</th>
<th>Shirt Size</th>
<th>Shirts Req</th>
<th>Pre-Workshop Trip</th>
<th>Keeper Exchange</th>
<th># Paid</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeper 1</td>
<td></td>
<td>Center for Great Apes</td>
<td>Veg</td>
<td>Yes - CH</td>
<td>XL</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Keeper 2</td>
<td></td>
<td>Denver Zoo</td>
<td>Reg</td>
<td>Yes - CH</td>
<td>XXL</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td>St. Louis Zoo</td>
<td>Reg</td>
<td>Yes - CC</td>
<td>M</td>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Curator</td>
<td></td>
<td>Zoo Atlanta</td>
<td>Special</td>
<td>Yes - CH</td>
<td>L</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>VIP</td>
<td></td>
<td>Brookfield Zoo</td>
<td>Reg</td>
<td>Yes - Budget</td>
<td>M</td>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

During the Zoo Atlanta workshop we had a high number of volunteers assisting us. Below our regular registration set we had a special set for our volunteer’s information so we could keep track of them. We also included them in the total number of attendees for the workshop to make sure we had enough food for them. None of our volunteers paid. An example is below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
<th>Meal</th>
<th>Paid</th>
<th>Shirt Size</th>
<th>Shirts Req</th>
<th>Pre-Workshop Trip</th>
<th>Keeper Exchange</th>
<th># Paid</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeper 3*</td>
<td></td>
<td>Pheonix Zoo</td>
<td>Reg</td>
<td>Comp</td>
<td>S</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Supervisor 2*</td>
<td></td>
<td>Jackson Zoo</td>
<td>Reg</td>
<td>No - CC</td>
<td>XL</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td>64</td>
<td>86</td>
</tr>
<tr>
<td>Keeper 4*</td>
<td></td>
<td>Sedgwick County Zoo</td>
<td>Reg</td>
<td>Yes - CC</td>
<td>XL</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td>65</td>
<td>87</td>
</tr>
<tr>
<td>Volunteer 1</td>
<td></td>
<td>ZA Volunteer</td>
<td>Reg</td>
<td>NA</td>
<td>S</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Volunteer 2</td>
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<td>ZA Volunteer</td>
<td>Reg</td>
<td>NA</td>
<td>XXL</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>Volunteer 3</td>
<td></td>
<td>ZA Volunteer</td>
<td>Veg</td>
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<td>L</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>90</td>
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<tr>
<td>Volunteer 4</td>
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<td>ZA Volunteer</td>
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<td>M</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>Volunteer 5</td>
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<td>ZA Volunteer</td>
<td>Reg</td>
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<td>L</td>
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<td>NA</td>
<td>NA</td>
<td>96</td>
<td></td>
</tr>
</tbody>
</table>
Sample Budget

Below is a sample budget from the 2007 Brookfield Workshop. The example is Brookfield's final budget.

**2007 Orangutan SSP Husbandry Workshop**  
**Budget – updated 7 Oct 07**

**Range Country Participant Costs:** You wouldn’t need to include the range country participant costs in your budget unless you are planning on bringing someone in.

- $4,880 est. Airfare for Orangutan Researchers – Round trip between Indonesia and Tokyo.
- 4,000 American Airlines Air travel round trip between Tokyo and Chicago
- 605 Hotel for 3 male range country guests rooming together ($127 per night x 5 nights)
- 605 Hotel for 1 female range country guest ($127 per night x 5 nights)
- 340 Workshop costs for Range Country Participants: Dr. Sri Suci Utami Atmoko - field researcher, Eko Harry Yuwono - Rehab Center Veterinarian, Dr. Ian Singleton – field researcher & conservator, Asril - Sanctuary Manger
- 400 Hotels for range country while in transit to U.S. due to long flights
- 200 Transportation for 4 range country guests to and from airports

**$11,030 = Total Range Country Participant Cost**

**Additional Costs:**

- $9,350 Workshop fees: catering, printed program and miscellaneous expenses for an expected paying 110 participants (110 x $85). This line item covers itself through the registration fees.
- 400 Transportation between Zoo/hotel
- 425 Workshop fees for 5 professional guests - , Dr. Serge Wich – Keynote Speaker, Patti Ragan – Center for Great Apes, Deb Schmidt SSP Nutrition Advisor, Bob Lacy and Maria Crane SSP Veterinary Advisor (5 x $85)
- 935 Staff Registration Fees (11 x $85) – we didn’t expect staff who organized the workshop to pay registration fees but we were all willing to it would have helped the budget!
- 140 Closing banquet for additional Brookfield Zoo staff (7x$20) – You may not need to include this cost either - this was for additional Primate Keeper staff who we invited to the closing banquet but they didn’t attend the majority of the workshop)
- 500 Catering for Orangutan SSP Master Planning Oct 14 & 15 - Lori might be able to do this in one day – we provided 2 coffee breaks but attendees were on their own for lunch
- 600 Miscellaneous costs (cr card fees, name tags, banners, printing) – Credit card processing fees added a fair amount to our budget

**$12,350 = Total additional costs**  
**$23,380 Total Costs**
Receipts:
$9,350  Paid conference fees from 110 paying attendees (110 x $85)
4,000  American Airlines – round trip travel Tokyo to Chicago – this is the cost estimate of the value of the American Airlines tickets that were donated to Brookfield by American Airlines – they are one of our corporate sponsors and routinely donate free airline tickets to Brookfield)
750  Columbus Zoo AAZK chapter
1200  Great Ape Trust of Iowa
250  Arlo Foundation
200  Erie Zoo
250  Ape Conservation Effort – ACE - Zoo Atlanta
1215  CZS Primate Keepers Skate Night Fund Raiser (this was a keeper based effort – we rented out a local skating ring, and sold raffle tickets for orangutan paintings, mobiles and other in kind donations that we solicited for in the Chicago Area such as tickets to local events, a slot machine, etc. We asked SSP Institutions to donate to the workshop as well. The Arlo Foundation is a donation by me – and I would be willing to donate $250 to Your workshop as well!)

$16,365  Total Receipts  $7,015 = costs not yet covered

Break Out of Catering Costs included in workshop fees above:

Per person food costs:
Workshop - Tuesday October 16
Lunch (Box) - $5.00
Dinner - $17.00
Ice Breaker - hosted by the Orangutan Conservancy
10/16 Total = $22.00/person

Workshop - Wednesday October 17:
AM Snack - $3.00
Lunch - $5.00
Dinner - $17.00
10/17 Total = $25/person

Workshop - Thursday October 18:
AM Snack - $3.00
Lunch - $5.00
Dinner - $20 Banquet (includes 2 free drink tickets)
10/18 Total = $28.00 per person
Three Day Food Total = $75/person
Some Additional catering costs:
Bartender Oct 16 – 18, 9 hours x $10.50 / hr = $95
Table Set-up and rearrangement: $80 x 3 (set up each evening) = $240
Bartender + table set up total = $366.00/100 Workshop Attendees
= $3.66 per person (originally pricing based on 75 attendees, this may go up a bit. We will find out 6 Sept at Catered Events BEO (Banquet Event Order) meeting.

Total Workshop Per Person Catering Costs 17 – 19 Oct. $79.47
Workshop Charge per participant
Food - 75.00
Program - 5.00
Misc: - 5.00
Total - $85.00

Some additional information:
Our Catered Events staff and manager is outstanding – he gave us everything at cost and went out of his way to get many food items donated so you can see our price per person on the different meals is very low – I’m not sure how it works at Zoo Atlanta but you might want to estimate more than we did – We also solicited local vendors that typically supply items to the zoo. For example, Kinko’s donated the printing costs for the program, Office Max donated all the office supplies we needed such as flip charts, pens, pads of paper, etc. The Orangutan Conservancy sponsored the ice breaker. One cost that isn’t adequately represented was the cost of Audio Visual Services – we ended up having to hire an outside firm because Brookfield Zoo’s AV equipment was outdated and not right for the live feed we had during the conservation panel discussion. Our zoo has now updated all of their equipment so if we had the workshop today, we wouldn’t have had to pay for an outside firm. Luckily, our director donated the money for our AV Services.

Our catered events manager got DJ services donated as well but we had a keeper that had DJ experience that we would have used if we didn’t get a professional DJ.

The Hotel we used, provided free breakfast and helped us transport our guests to the zoo on a daily basis which was great – we used a local Holiday Inn that we typically use for zoo venues.
Below is a sample budget from the 2009 Zoo Atlanta Workshop. The example is a budget estimation that was drawn up right before the workshop.

<table>
<thead>
<tr>
<th>2009 Orangutan Workshop Budget Estimate - FINAL</th>
<th>Date: 8/20/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>Notes</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$ 125.00 x 66</td>
</tr>
<tr>
<td>Registration Fees - Zoo Atlanta</td>
<td>$ 35.00 x 17</td>
</tr>
<tr>
<td>Registration Late Fees (Phase 2)</td>
<td>$ 35.00 x 4</td>
</tr>
<tr>
<td>Registration Late Fees (Phase 1)</td>
<td>$ 30.00 x 5</td>
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<tr>
<td>Attending Final Night Only</td>
<td>$ 35.00 x 1</td>
</tr>
<tr>
<td>Private Donation</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>Pre-Workshop Trip - GA Aquarium</td>
<td>$ 15.00 x 46</td>
</tr>
<tr>
<td>2008 Orangutan Workshop</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Chandler Farm Lotions</td>
<td>$ 1,002.00</td>
</tr>
<tr>
<td>T-Shirt Sales</td>
<td>$ 15.00 x 7</td>
</tr>
<tr>
<td>Mawas Foundation</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>Jason’s Deli</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Arlo Foundation</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Orangutan SSP (Denver Zoo)</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>GA Chapter of AAZK</td>
<td>$ 350.00</td>
</tr>
<tr>
<td>Ape Conservation Effort</td>
<td>$ 350.00</td>
</tr>
<tr>
<td>Silent Auction</td>
<td>$ 3,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>In Kind Donations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental - ARC</td>
<td>$ -</td>
</tr>
<tr>
<td>Printing</td>
<td>$ 0.10 x 90</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 17,316.00</td>
</tr>
</tbody>
</table>

| **Expenses**                                   |               |
| Website                                        | $ -           |
| Facility Rental - ARC                         | $ -           |

| **Refunds**                                    |               |
| Lori Perkins                                   | $ (32.39)     |
| Tom Heitz                                      | $ (220.00)    |

| **Pre-Workshop Trip**                         |               |
| Pre-Workshop Trip - GA Aquarium               | $ (15.00) x 48 | $ (720.00) |

| **Registration Expenses**                     |               |
| PayPal Account                                | $ -           |
| Professional Guest                           | $ (125.00) x 4 | $ (500.00) |

| **Conference Materials**                      |               |
| Office Supplies                               |               |
|  Two Pocket Folders                           | 106 | $ (13.25) |
| Pens                                          | $ -            |
| Name Badge Kit (100 ct)                       | $ (59.99) x 1  | $ (62.99) |
| White Mailing Labels (150 ct)                 | $ (9.97) x 1   | $ (11.17) |
| Staples Legal Pads (12 ct)                    | 8   | $ (34.72) |
| Printing                                      | $ (0.10) x 90  | $ (9.00)  |
## APPENDIX G

<table>
<thead>
<tr>
<th>Food</th>
<th>Quantity</th>
<th>Unit Price (per unit)</th>
<th>Total Price</th>
<th>85/break</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning Break (3 days - budgeted $765 - Totals $589.53)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrigrain Breakfast Bars (48)</td>
<td>$10.49</td>
<td>x 3</td>
<td>$31.47</td>
<td>48/day</td>
</tr>
<tr>
<td>Nature Valley Bars (48)</td>
<td>$11.89</td>
<td>x 3</td>
<td>$35.67</td>
<td>48/day</td>
</tr>
<tr>
<td>Yogurt (15)</td>
<td>$6.59</td>
<td>x 12</td>
<td>$78.48</td>
<td>64/day</td>
</tr>
<tr>
<td>Bagels (12)</td>
<td>$4.99</td>
<td>x 12</td>
<td>$59.88</td>
<td>48/day</td>
</tr>
<tr>
<td>Cream Cheese (3 lbs)</td>
<td>$6.69</td>
<td>x 1</td>
<td>$6.69</td>
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</tr>
<tr>
<td>Breakfast Pasties (30)</td>
<td>$3.33</td>
<td>x 3</td>
<td>$9.99</td>
<td>30/day</td>
</tr>
<tr>
<td>Croissants (12)</td>
<td>$5.79</td>
<td>x 12</td>
<td>$69.48</td>
<td>48/day</td>
</tr>
<tr>
<td>Muffins (12)</td>
<td>$6.49</td>
<td>x 13</td>
<td>$84.37</td>
<td>48/day</td>
</tr>
<tr>
<td>Bread</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Butter (4 lbs)</td>
<td>$6.25</td>
<td>x 1</td>
<td>$6.25</td>
<td></td>
</tr>
<tr>
<td>Oranges (12 lbs)</td>
<td>$12.99</td>
<td>x 3</td>
<td>$38.97</td>
<td>12 lbs/day</td>
</tr>
<tr>
<td>Gala Apples (14 ct)</td>
<td>$7.49</td>
<td>x 5</td>
<td>$37.45</td>
<td>23 ct/day</td>
</tr>
<tr>
<td>Granny Smith Apples (12 ct)</td>
<td>$6.49</td>
<td>x 6</td>
<td>$38.94</td>
<td>24 ct/day</td>
</tr>
<tr>
<td>Bananas (3 lbs)</td>
<td>$1.32</td>
<td>x 12</td>
<td>$15.84</td>
<td>12 lbs/day</td>
</tr>
<tr>
<td>Lemons (5 lb)</td>
<td>$6.99</td>
<td>x 3</td>
<td>$17.97</td>
<td></td>
</tr>
<tr>
<td>Black Raspberry Preserves</td>
<td>$3.89</td>
<td>x 1</td>
<td>$3.89</td>
<td></td>
</tr>
<tr>
<td>Strawberry Jam</td>
<td>$1.99</td>
<td>x 1</td>
<td>$1.99</td>
<td></td>
</tr>
<tr>
<td>Red Raspberry Jam</td>
<td>$2.49</td>
<td>x 1</td>
<td>$2.49</td>
<td></td>
</tr>
<tr>
<td>Grape Jam</td>
<td>$1.79</td>
<td>x 1</td>
<td>$1.79</td>
<td></td>
</tr>
<tr>
<td>Tax (2%)</td>
<td></td>
<td></td>
<td>$12.05</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch’s</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch - Day 1 (Pizza)</td>
<td>$2.75</td>
<td>x 99</td>
<td>$272.61</td>
<td>5</td>
</tr>
<tr>
<td>Lunch - Day 2 (Chipotle)</td>
<td>$7.00</td>
<td>x 66</td>
<td>$456.00</td>
<td></td>
</tr>
<tr>
<td>Lunch - Day 3 (Jason’s Deli)</td>
<td>$7.95</td>
<td>x 101</td>
<td>$803.29</td>
<td>5.97/person</td>
</tr>
<tr>
<td>38 Vegetarian (28 actual)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Ham &amp; Cheddar</td>
<td></td>
<td></td>
<td></td>
<td>1 extra</td>
</tr>
<tr>
<td>34 Turkey &amp; Swiss</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Afternoon Break (3 days - budgeted $765 - Total $489.92)</strong></td>
<td></td>
<td></td>
<td></td>
<td>85/break</td>
</tr>
<tr>
<td>Sun Chips Variety (24)</td>
<td>$8.69</td>
<td>x 6</td>
<td>$52.14</td>
<td>48/day</td>
</tr>
<tr>
<td>Trail Mix (18)</td>
<td>$9.99</td>
<td>x 6</td>
<td>$59.94</td>
<td>36/day</td>
</tr>
<tr>
<td>Cheezit’s (36)</td>
<td>$7.99</td>
<td>x 3</td>
<td>$23.97</td>
<td>36/day</td>
</tr>
<tr>
<td>Frito Lay Baked (30)</td>
<td>$9.99</td>
<td>x 6</td>
<td>$59.94</td>
<td>60/day</td>
</tr>
<tr>
<td>Frito Lay Variety (50)</td>
<td>$10.59</td>
<td>x 4</td>
<td>$42.76</td>
<td>66/day</td>
</tr>
<tr>
<td>Fruit Snacks (50)</td>
<td>$10.69</td>
<td>x 3</td>
<td>$32.07</td>
<td>80/day</td>
</tr>
<tr>
<td>Candy (150)</td>
<td>$13.99</td>
<td>x 3</td>
<td>$41.97</td>
<td>150/day</td>
</tr>
<tr>
<td>Craisins (36)</td>
<td>$7.99</td>
<td>x 4</td>
<td>$31.96</td>
<td>48/day</td>
</tr>
<tr>
<td>Yogurt (16)</td>
<td>$6.29</td>
<td>x 4</td>
<td>$25.16</td>
<td>21/day</td>
</tr>
<tr>
<td>Oranges (12 lbs)</td>
<td>$12.99</td>
<td>x 1</td>
<td>$12.99</td>
<td>3 lbs/day</td>
</tr>
<tr>
<td>Gala Apples (14 ct)</td>
<td>$7.49</td>
<td>x 3</td>
<td>$22.47</td>
<td>14 ct/day</td>
</tr>
<tr>
<td>Granny Smith Apples (12 ct)</td>
<td>$6.49</td>
<td>x 3</td>
<td>$19.47</td>
<td>12 ct/day</td>
</tr>
<tr>
<td>Bananas (3 lbs)</td>
<td>$1.32</td>
<td>x 6</td>
<td>$7.92</td>
<td>6 lbs/day</td>
</tr>
<tr>
<td>Chips &amp; Salsa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Granola Ears</td>
<td>$9.79</td>
<td>x 2</td>
<td>$19.58</td>
<td>32/day</td>
</tr>
<tr>
<td>Peppermints</td>
<td>$5.99</td>
<td>x 2</td>
<td>$11.98</td>
<td></td>
</tr>
<tr>
<td>Hard Candy</td>
<td>$7.99</td>
<td>x 1</td>
<td>$7.99</td>
<td></td>
</tr>
<tr>
<td>Tax (2%)</td>
<td></td>
<td></td>
<td>$9.61</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX G

### Beverages

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke (12 cases/364 cans)</td>
<td>$9.79</td>
<td>12</td>
<td>$117.48</td>
</tr>
<tr>
<td>Diet Coke (12 cases/364 cans)</td>
<td>$9.79</td>
<td>12</td>
<td>$117.48</td>
</tr>
<tr>
<td>Sprite (3 cases/96 cans)</td>
<td>$9.79</td>
<td>3</td>
<td>$29.37</td>
</tr>
<tr>
<td>Sprite Zero (4 cases/96 cans)</td>
<td>7.49</td>
<td>4</td>
<td>$29.96</td>
</tr>
<tr>
<td>Coke Zero (4 cases/128 cans)</td>
<td>9.79</td>
<td>4</td>
<td>$39.16</td>
</tr>
<tr>
<td>Caff. Free (1 cases/32 cans)</td>
<td>9.79</td>
<td>1</td>
<td>$9.79</td>
</tr>
<tr>
<td>Dr Pepper (6 cases/216 cans)</td>
<td>9.99</td>
<td>6</td>
<td>$59.94</td>
</tr>
<tr>
<td>Diet Dr Pepper (3 cases/108 cans)</td>
<td>9.99</td>
<td>3</td>
<td>$29.97</td>
</tr>
<tr>
<td>Ginger ale (5 cases/120 cans)</td>
<td>7.49</td>
<td>5</td>
<td>$37.45</td>
</tr>
<tr>
<td>Water (20 cases/700 bottles)</td>
<td>3.59</td>
<td>20</td>
<td>$71.80</td>
</tr>
<tr>
<td>Gatorade (4 cases/112 bottles)</td>
<td>10.49</td>
<td>4</td>
<td>$41.69</td>
</tr>
<tr>
<td>Orange Juice (6 boxes/12 Gal.)</td>
<td>10.69</td>
<td>6</td>
<td>$64.14</td>
</tr>
<tr>
<td>Lemonade</td>
<td>5.55</td>
<td>2</td>
<td>$11.10</td>
</tr>
<tr>
<td>Ice Tea Mix</td>
<td>5.29</td>
<td>2</td>
<td>$10.58</td>
</tr>
<tr>
<td>Hot Tea Bags</td>
<td>21.35</td>
<td></td>
<td>$21.35</td>
</tr>
<tr>
<td><strong>Tax (2%)</strong></td>
<td></td>
<td></td>
<td>$13.90</td>
</tr>
</tbody>
</table>

### Dinner - Day 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
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</tr>
</thead>
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<tr>
<td>BRIO Catering</td>
<td>110.00</td>
<td>9</td>
<td>$1,069.20</td>
</tr>
<tr>
<td>Salad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Mix (1 lb - 5 serv.)</td>
<td>4.29</td>
<td>13</td>
<td>$55.77</td>
</tr>
<tr>
<td>Romaine Hearts</td>
<td>3.69</td>
<td>10</td>
<td>$36.90</td>
</tr>
<tr>
<td>Crotons</td>
<td>4.99</td>
<td>2</td>
<td>$9.98</td>
</tr>
<tr>
<td>Parmesan Cheese</td>
<td>11.99</td>
<td>2</td>
<td>$23.98</td>
</tr>
<tr>
<td>Cesar Dressing (48 oz)</td>
<td>6.99</td>
<td>2</td>
<td>$13.98</td>
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<tr>
<td><strong>Tax</strong></td>
<td></td>
<td></td>
<td>$2.81</td>
</tr>
<tr>
<td>Dessert (cake)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1 Wine &amp; Beer Bar</td>
<td>80</td>
<td></td>
<td>$939.60</td>
</tr>
</tbody>
</table>

### Dinner - Day 2

<table>
<thead>
<tr>
<th>Item</th>
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<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Feet Under Catering</td>
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<td></td>
<td>$1,209.92</td>
</tr>
<tr>
<td>Vegetarian Option</td>
<td></td>
<td></td>
<td>$75.00</td>
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<tr>
<td>Desserts</td>
<td>170.10</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Full Tier 1 Bar (2 hrs)</td>
<td>80</td>
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<td>$1,717.20</td>
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</table>

### Dinner - Day 3

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Colonnade Catering</td>
<td></td>
<td>100</td>
<td>$810.00</td>
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<tr>
<td>Vegetarian Option</td>
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<td>$75.00</td>
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### Gifts

<table>
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<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange Halo Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 oz. Mood Coffee Mug</td>
<td>3.50</td>
<td>100</td>
<td>$350.00</td>
</tr>
<tr>
<td>Basic Tote</td>
<td>2.05</td>
<td>105</td>
<td>$215.25</td>
</tr>
<tr>
<td>17 oz. Mood Stadium Cup</td>
<td>0.90</td>
<td>250</td>
<td>$225.00</td>
</tr>
<tr>
<td>Conference T-Shirt</td>
<td>6.95</td>
<td>124</td>
<td>$861.80</td>
</tr>
<tr>
<td>Freight</td>
<td></td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>Otto Environmental Toys</td>
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<td>100</td>
<td>$-</td>
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</table>

### The Clicker Company

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
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<tbody>
<tr>
<td>Orange Clickers</td>
<td>0.79</td>
<td>100</td>
<td>$79.00</td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
<td></td>
<td>$12.95</td>
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</tbody>
</table>
## APPENDIX G

<table>
<thead>
<tr>
<th>Misc.</th>
<th>Bed, Bath &amp; Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>3 Gallon Drink Dispenser</strong> $23.99 x 1 $23.99 <strong>Have 2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Tax (6%)</strong> $ (1.44)</td>
</tr>
<tr>
<td></td>
<td><strong>Walmart</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Serving Tongs</strong> $ (1.50) x 6 $9.00</td>
</tr>
<tr>
<td></td>
<td><strong>Serving Tongs (2 pack)</strong> $ (2.97) x 1 $2.97</td>
</tr>
<tr>
<td></td>
<td><strong>Serving Spoon</strong> $ (0.97) x 3 $2.91</td>
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<tr>
<td></td>
<td><strong>Slatted Serving Spoon</strong> $ (0.97) x 3 $2.91</td>
</tr>
<tr>
<td></td>
<td><strong>Serving Ladle</strong> $ (0.97) x 2 $1.94</td>
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<tr>
<td></td>
<td><strong>Salad Tongs</strong> $ (0.97) x 2 $1.94</td>
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<tr>
<td></td>
<td><strong>Sharpie Markers (4)</strong> $ (2.97) x 3 $8.91</td>
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<tr>
<td></td>
<td><strong>Colored Paper</strong> $ (3.97) x 1 $3.97</td>
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<tr>
<td></td>
<td><strong>Tax (6%)</strong> $ (0.20)</td>
</tr>
<tr>
<td></td>
<td><strong>Costco</strong></td>
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<tr>
<td></td>
<td><strong>Lunch/Break Napkins (600 ct.)</strong> $7.99 x 2 $15.98</td>
</tr>
<tr>
<td></td>
<td><strong>Dinner Napkins (200 ct.)</strong> $7.99 x 2 $14.78</td>
</tr>
<tr>
<td></td>
<td><strong>Dinner Plates (25 ct.)</strong> $17.59 x 12 $211.08</td>
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<tr>
<td></td>
<td><strong>Cutlery (40 sets)</strong> $9.99 x 8 $63.92</td>
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<tr>
<td></td>
<td><strong>Lunch Plates (165 ct.)</strong> $14.99 x 2 $29.98</td>
</tr>
<tr>
<td></td>
<td><strong>Break Plates (225 ct.)</strong> $13.89 x 3 $41.07</td>
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<tr>
<td></td>
<td><strong>Lunch/Break Cutlery</strong> $9.39 x 3 $28.17</td>
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<tr>
<td></td>
<td><strong>Sterno (24 ct)</strong> $ (3.99) x 8 $27.12</td>
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<tr>
<td></td>
<td><strong>Wire Chafing Stands</strong> $ (3.99) x 1 $3.99</td>
</tr>
<tr>
<td></td>
<td><strong>Cleaning Wipes</strong> $ (8.99) x 1 $8.99</td>
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<td></td>
<td><strong>Tax (6%)</strong> $ (0.28)</td>
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<tr>
<td></td>
<td><strong>Party City</strong></td>
</tr>
<tr>
<td></td>
<td><strong>64&quot; Round Table Coverings</strong> $ (2.99) x 16 $47.84</td>
</tr>
<tr>
<td></td>
<td><strong>54&quot; x 108&quot; Table Coverings</strong> $ (1.69) x 13 $21.97</td>
</tr>
<tr>
<td></td>
<td><strong>54&quot; x 108&quot; Table Coverings</strong> $ (0.99) x 5 $4.95</td>
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<tr>
<td></td>
<td><strong>Table Skirt</strong> $5.99 x 8 $47.92</td>
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<tr>
<td></td>
<td><strong>Tumblers (16 ct.)</strong> $8.99 x 6 $53.94</td>
</tr>
<tr>
<td></td>
<td><strong>Party Tray</strong> $ (4.99) x 8 $39.92</td>
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<td></td>
<td><strong>Party City Coupons</strong> $ (50.00)</td>
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<td><strong>Tax (6%)</strong> $ (13.16)</td>
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<td></td>
<td><strong>IKEA</strong></td>
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<td></td>
<td><strong>Baskets (set of 4)</strong> $ (24.99) x 1 $24.99</td>
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<tr>
<td></td>
<td><strong>Vases (silverware holders)</strong> $ (1.99) x 3 $5.97</td>
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<td></td>
<td><strong>Tax (6%)</strong> $ (0.28)</td>
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<td></td>
<td><strong>Lowe's</strong></td>
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<td><strong>Oblong Tub</strong> $ (9.99) x 1 $9.98</td>
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<td></td>
<td><strong>Tax</strong> $ (0.60)</td>
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<td><strong>Publix</strong></td>
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<td><strong>7th Generation Dish Soap</strong> $ (2.50) $2.50</td>
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<tr>
<td></td>
<td><strong>Sponges</strong> $ (2.49) $2.49</td>
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<tr>
<td></td>
<td><strong>Tax</strong> $ (0.50)</td>
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## APPENDIX G

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Donation Shipping</td>
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<td>Misc. Expenses</td>
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<td><strong>Total Expenses</strong></td>
<td>$ (13,904.72)</td>
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### Donations

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<tr>
<td>Orangutan conservation</td>
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<tr>
<td>2010 Orangutan Workshop</td>
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<tr>
<td><strong>Total Donations</strong></td>
<td>$ (3,000.00)</td>
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### Net Amount

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<tr>
<td>$ 411.28</td>
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### Notes:

- Hotel (Holiday Inn Select) expenses are estimated at $109/night for 4 nights, to be paid by attendee.
- Hotel (Holiday Inn Select) offers complimentary shuttle to conference locations.

1. Carol Sodaro, Patti Ragan, Logo Contest Winner, Willie Smits
2. Pens donated by Otto Environmental
3. Avery Hanging Style Name Badge Kit, 100 count.
4. Avery 3 1/2" x 4" White Mailing Labels, 150 count.
5. Dominos Pizza on Ponce. Talk to Roslyn at 404-674-0030. 38 Pizzas total, 26 cheese, 13 pepperoni.
6. Beer and wine only.
7. Sam's Club Cake
8. 9 pans (serves 12) of pasta (variety), includes bread/butter. 101 in attendance, feeds 108.
9. Fixed price for 100 people, including tax. 97 people in attendance.

Assume tax rate is 0.04

- Came out of the Chase Account
- Came out of the Zoo Atlanta Account
- More to Purchase
Past Orangutan Workshop Logos

ORANGUTAN SSP
HUSBANDRY WORKSHOP

ZOO ATLANTA
AUG 31 – SEPT 2, 2009

Global Conservation: It's Global!
A/V Requirements

URGENT - FAX REPLY REQUESTED

To:   {Recipient Name}
Organization:  {Recipient’s Company}
Fax Number:  {Recipient’s Fax Number}

Total Pages:  {# of pages}
Date/Time:  {Time Sent}
Subject:  {Orangutan SSP® Husbandry Workshop Presentation - A/V details}

________________________________________will be providing audio-visual support at this year’s Orangutan SSP® Husbandry Workshop. To ensure that your presentation goes as smoothly as possible, we need your help.

To better plan our equipment needs, we are asking you to fill out and fax back the attached detailed A/V Request Form. If you would like to fax a copy of your outline or notes telling us when A/V is needed in your presentation, it will help us know when you will need microphones on, when video tapes/DVD’s should roll, etc.

WHEN YOU ARRIVE:

In addition to the information you provide via fax, we need to meet with you prior to your presentation, so we can clear up any questions that either of us may have. If you get your video tapes and slides to us when you arrive, it will give us a chance to preview them - setting audio levels, locating correct cue points for tapes/DVD’s, and making sure your PowerPoint slides display correctly.

SOME NOTES:

The screen:  ‘x_’ screen for all A/V will be center stage, the podium will be to one side of the screen. Slides and Video will be rear projected, overheads will be front projected. All A/V will share the same screen; therefore it will not be possible to use them simultaneously.

Sound:  A podium and microphone will be available throughout the conference. Microphones will be available for question and answer periods. Please let us know (on the request form) if you will be talking during any of the videotapes you show. Unless told otherwise, we will turn off your microphone during videotapes.

Lighting:  House lighting will be kept low during the presentations to allow for proper viewing of the A/V materials. There will be lighting on the podium so that you may see your notes and be seen. During periods of question and answer, the house lighting will be turned up so you may see people asking questions.

THE FORM:

Please fill out the following form and fax it back to us as soon as possible. The sooner we get information from you, the better prepared we will be. The fax number to return the form to is: ____________________
APPENDIX I

A/V REQUEST FORM – Year Orangutan SSP® Husbandry Workshop

RETURN BY FAX TO INSERT NAME HERE AS SOON AS POSSIBLE

NAME: _________________________________________________________________

PHONE: __________________________________________________________________

PRESENTATION TITLE: __________________________________________________________________

DATE/TIME OF PRESENTATION: ____________________ CONFERENCE ARRIVAL DATE: ____________________

☐ I am including an outline or A/V notes for my presentation with this fax (preferred).

☐ I will provide an outline or A/V notes to the A/V technician when I arrive at the conference.

EQUIPMENT YOU WILL BE USING:

VHS VIDEO TAPE: YES_____ NUMBER OF TAPES: __________

☐ NO_____ LENGTH OF TAPES: __________

Do your videos have sound: _____YES and I (_____will) (_____will not) be talking during the videos.

☐ NO - They are silent and I will be talking during them.

DVD: YES_____ NUMBER OF DVD’s: __________

☐ NO_____ LENGTH OF DVD’s: __________

Do your DVD’s have sound: _____YES and I (_____will) (_____will not) be talking during the videos.

☐ NO - They are silent and I will be talking during them.

PowerPoint: YES_____ (Please note that any presentations made in Macintosh Key Note should be converted to PowerPoint.)

☐ NO

NOTES ABOUT VIDEO TAPES/DVD’s: We will be providing on VHS VCR/DVD player and a video projector on a rear-projection __’x__’ screen. The screen will be located on the stage next to the podium. An A/V technician will play your tape from back stage.

FORMAT: The video tapes must be VHS and must be in NTSC format & DVD’s must be coded for region 1, which is the US standard. You must convert video tapes/DVD’s of other formats prior to arriving at the conference.

SOUND: Sound on Video tape is very important and we will do our best to make your video sound good. Remember to keep recording levels even and watch out for distortion caused by recording levels that are too hot. We will have a hard time correcting for both of these problems at the conference.

INCLUDE ADDITIONAL INFORMATION ON ADDITIONAL PAGES.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ____________________________
APPENDIX J

ABSTRACT SUBMISSION FORM
Orangutan SSP© Husbandry Workshop

Regular Submission deadline: Enter Deadline

All authors notified by: Enter Date

Electronic Submissions only, please, to:

Contact Name
Contact E-mail
Contact Phone

Title (in Caps):

Author(s):

Affiliation:

Phone:

Email:

Audio Visual Requirements:

• We will provide PC laptop computers and an overhead projector.
• We ask that all presentations be done using PC compatible software, such as PowerPoint, or that you bring your own laptop and any necessary adaptor cords to hook up to our projectors.
• ALL PowerPoint presentations must be burned to CD or jump drive in advance in order to be presented at the conference.
• If you plan on using Mac programs, please either bring your own laptop and the correct cord adaptors to connect the laptop to the projector, OR please export your presentation into PowerPoint.

Please initial here, if you agree to allow videotaping of your presentation ______

Abstract Text:

(Limit 250 words, not including title. Abstracts longer than 250 words will not be considered.)
### Past Workshop Vendors

**Ape Conservation Effort**  
Laura Mayo  
800 Cherokee Ave. SE  
Atlanta, GA 30315  
404-624-5963  
info@apeconservationeffort.com  
www.apeconservationeffort.com

**Chandler Farm**  
Ronna Phelps  
303-797-6633  
ronna@chandlerfarm.com  
www.chandlerfarm.com

**Orangutan Conservancy**  
Doug Cress  
P.O. Box 513  
5001 Wilshire Blvd. #112  
Los Angeles, CA 90036  
ApeAction@aol.com  
www.orangutan.com

**Orangutan Outreach**  
Richard Zimmerman  
225 E 76th St., #6F  
New York, NY 10021  
info@redapes.org  
www.redapes.org
Donated to Past Workshops

Silent Auction Items

**Barbara Keith Designs**  
Barbara Keith  
3754 Dew Drop Road  
Lanesboro, MN 55949  
bkeithdesigns@yahoo.com  
www.barbarakeithdesigns.com

**Chandler Farm**  
Ronna Phelps  
303-797-6633  
ronna@chandlerfarm.com  
www.chandlerfarm.com

**Endangered Species Chocolate**  
1-800-293-0160  
5846 W. 73rd Street  
Indianapolis, IN 46278  
info@chocolatebar.com  
www.chocolatebar.com

**Sculpture by Jason Shanaman**  
717-327-6964  
jssculpture@hotmail.com  
www.jasonshanaman.com

**Tim Laman Photography**  
781-676-2952  
19 Woodpark Circle  
Lexington, MA 02421  
office@timlaman.com or tim@timlanan.com  
www.timlaman.com

**Food**  
Contact your local store for more information.

**Chipotle**  
www.chipotle.com

**Jason’s Deli**  
www.jasonsdeli.com

**Lenny’s Sub Shop**  
www.lennys.com

**Whole Food’s Market**  
www.wholefoodsmarket.com

**Gifts**

**Orange Halo**  
678-612-5308 or 404-451-7162  
4514 Chamblee Dunwoody Rd.  
Suite 228  
Atlanta, GA 30338  
Info@orangehalo.com  
www.orangehalo.com
Sample Donation Letters

The first example is of a donation letter that was used for silent auction items for the St. Louis Workshop.

July 16, 2008

Dear Sir or Madam,

Did you know that the orangutan, the only Asian great ape, is predicted to become extinct by the year 2020? This year the Saint Louis Zoo is proud to host the Orangutan Species Survival Husbandry Workshop. The purpose of this workshop is to allow zookeepers, zoo managers, and orangutan scientists from around the country to gather and share information, ideas, and methods regarding the care and conservation of this highly endangered species.

We will be hosting a silent auction at our workshop to raise money for orangutan conservation. All of the proceeds will be donated to the Orangutan Conservancy, which is also being supported this year by the Saint Louis Zoos' Wildcare Institute. The Orangutan Conservancy is dedicated to the conservation of orangutans and their habitat through preserving the remaining orangutan populations and by promoting the changes necessary to save orangutans in their natural environment. Some of the projects include preservation and protection of orangutan habitat, providing education about orangutans and the rainforest as well as funding for orangutan sanctuaries and rehabilitation centers.

We have received many generous donations of prints and artwork from artists all over the world for our silent auction. However, to be more successful in our fundraising for the orangutans we would like to have these prints matted and/or framed. We invite you to help us do this by donating one or more frames for our prints. All donations are tax deductible.

If you are able to donate and help with our silent auction we can drop off the print and arrange for pick up of the finished framed piece. The auction will be taking place on Sunday, October 12, 2008. We would like to have all auction items by the end of September or the beginning of October.

If you have any further questions please feel free to contact me at 314-781-0900 ext 4646 or through email at burchard_kim@yahoo.com. Your interest in raising awareness for the plight of the orangutan is greatly appreciated.

Cordially,

Kim Burchard
Great Ape Keeper
Silent Auction Coordinator

Joe Knobbe
Zoological Manager/Primates
knobbe@stlzoo.org
APPENDIX M

The second example is of a donation letter that was used for silent auction items for the Zoo Atlanta Workshop.

Zoo Atlanta
800 Cherokee Ave, SE
Atlanta, GA 30315
22 July 2009

[Recipient]
[Address]
[Address]
[Address]

Dear [Recipient],

Zoo Atlanta is proudly hosting the 2009 Orangutan SSP Husbandry Workshop August 31 through September 2, 2009. This workshop will focus on the care and management of the orangutan in captivity. The workshop will bring together orangutan caregivers, managers, researchers, and field biologists to share and disseminate the most current information on husbandry, conservation, and emergent issues pertaining to captive and wild populations of orangutans. Attendees of this workshop will be traveling from all over the United States as well as Canada.

As part of this workshop, we will be holding a silent auction on the evening of Wednesday, September 2, with all proceeds going to benefit projects supported by Orangutan Outreach. We invite you to participate in our orangutan conservation efforts by donating an item for our silent auction. Donations of ape, primate, and zoo-related memorabilia, artwork, and posters are welcome and greatly appreciated.

Orangutans are found in Indonesia and Malaysia on the islands of Borneo and Sumatra. There are currently estimated to be only 7,000 Sumatran Orangutans left and roughly 40,000 Bornean Orangutans. Orangutans are quickly losing their natural habitat and declining in numbers due to the illegal pet trade, habitat destruction, wildfires, and the expansion of human settlements. Experts predict that Sumatran Orangutans could become extinct in as little as 10 years unless immediate and sustained conservation action is taken. It is because of these reasons that your donation is now more important than ever, and the money you help to raise will directly impact the long term survival of the orangutan.


Sincerely,

Thomas R. Heitz

Thomas R. Heitz
Primate Keeper I
The third example is of a donation letter that was used for food items at the Zoo Atlanta Workshop.

Donations Coordinator
Trader Joes Atlanta – Midtown (730)
931 Monroe Dr NE
Atlanta, GA 30308

Dear Donations Coordinator,

Zoo Atlanta (Tax ID #58-1655184) is proudly hosting the 2009 Orangutan SSP Husbandry Workshop August 31 through September 2, 2009. Zoo Atlanta’s mission is to inspire the citizens of Atlanta and Georgia and all visitors to the Zoo to value wildlife on Earth and to help safeguard existing species through conservation. In keeping with this mission the workshop will focus on the care and management of the orangutan in captivity. The workshop will bring together orangutan caregivers, managers, researchers, and field biologists to share and disseminate the most current information on husbandry, conservation, and emergent issues pertaining to captive and wild populations of orangutans. Attendees of this workshop will be traveling from all over the United States, as well as Canada.

Orangutans are found in Indonesia and Malaysia on the islands of Borneo and Sumatra. There are currently estimated to be only 7,000 Sumatran Orangutans left and roughly 40,000 Bornean Orangutans. Orangutans are quickly losing their natural habitat and declining in numbers due to the illegal pet trade, habitat destruction, wildfires, and the expansion of human settlements. Experts predict that Sumatran Orangutans could become extinct in as little as 10 years unless immediate and sustained conservation action is taken. For these reasons, your donation is now more important than ever, and the money you help to save the workshop planning committee will be donated towards critical conservation efforts,直接影响ing the long term survival of the orangutan.

We are seeking a donation for 100 people of assorted granola bars, chips, cookies, yogurt, fruit juices, snack food items, and fruit.


Sincerely,

Thomas R. Heitz

Thomas R. Heitz
Primate Keeper I
theitz@zooatlanta.org
Orangutan SSP Husbandry Workshop Survey

Section I: Respondent Information

Question 1: What were your reason(s) for attending this conference?

Check all that apply:

☐ Presentations ○ Networking
☐ Workshops ○ Site visits
☐ Job search ○ To learn behavioral husbandry techniques
☐ Keynote speakers ○ To present
☐ Other (please specify) ________________________________

Question 2: How were you notified about this conference?

Check all that apply:

☐ Workshop Website ○ Internet
☐ AZA/AAZK Announcement ○ Another institution/organization
☐ Email ○ Your institution/organization
☐ Listserv ○ Other (please specify) ________________________________

Question 3: What is your preferred method of receiving Orangutan SSP Workshop announcements?

Check all that apply:

☐ Bulk e-mail ○ Website postings

Question 4: Did you register for this conference on-line?

☐ Yes ☐ No

Question 5: Have you attended previous Orangutan SSP Workshops?

☐ Yes ☐ No

Question 6: Are you interested in attending future Orangutan SSP Workshops?

☐ Yes ☐ No ☐ I don’t know
Question 7: How would you best describe your job/area of work?

Check all that apply:

☐ Zoo Management/Administration  ☐ Zoo Keeper  ☐ K-9 Handler/Trainer
☐ Exotic Animal Trainer  ☐ Student  ☐ Science/Research
☐ Animal Care Intern/Volunteer  ☐ Education  ☐ Animal Rehab/Rescue
☐ Private Consultant  ☐ Veterinary Medicine
☐ Other (please specify) __________________________________________________

Section II: Workshop Assessment

Please rate the following conference properties (circle only one choice for each property):

CONTENT: Relevance to my job, appeal to my interests, compatibility with my expectations

 Poor  Fair  Good  Very Good  Excellent

FORMAT: Mix of workshops, panel discussions, posters, site visits, audience size

 Poor  Fair  Good  Very Good  Excellent

PERCEIVED LEARNING: Rate your learning experience at this conference as compared to similar conferences

 Poor  Fair  Good  Very Good  Excellent

ORGANIZATION: Scheduling, registration, flow of events

 Poor  Fair  Good  Very Good  Excellent

OVERALL WORKSHOP RATING

 Poor  Fair  Good  Very Good  Excellent
Please rate the following conference components *(circle only one choice for each component)*:

<table>
<thead>
<tr>
<th>Component</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Welcome and Opening remarks</td>
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<tr>
<td>Pre-Workshop Trip</td>
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<td>Keynote Speakers</td>
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<td>Ice Breaker</td>
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<td>Posters</td>
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<td>Panel Discussions</td>
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<td>Site Visit</td>
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<td>Silent Auction</td>
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<td>Hotel/Location</td>
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<td>Networking</td>
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**Section III: Comments**

What was the most effective part of this workshop? Indicate why.
If there was an aspect of the workshop that you were not satisfied with, how could it have been improved?

________________________________________________________________________________________

________________________________________________________________________________________

Comments on the presentations, posters, workshops, and panel discussions:

________________________________________________________________________________________

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Please list topics you would like to have the Orangutan SSP Husbandry Workshop address at future conferences as well as possible speakers.

________________________________________________________________________________________

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How would you suggest the Orangutan SSP promote conferences in the future?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

In an effort to help the Orangutan SSP reach a wider audience, please list any related list-serves to which you subscribe.

________________________________________________________________________________________

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________________________________________________________________________________________
Abstract & Poster Receipt

Special Note: You may want adjust the times and some of the information for your workshop.

Congratulations on presenting at the upcoming Orangutan SSP© Husbandry Workshop in City, State!

The following are some instructions to help you prepare your presentations and posters for the workshop. If you have any questions regarding the poster formats or presentations, please feel free to contact Contact Name: Contact E-Mail

Paper presentations:

Presenters will be assigned time slots prior to the workshop, and those times will be printed in the program that is distributed at registration.

Timing: You may wish to adjust the times bellows for your workshop.

Presenters will be given 30 minutes for their presentations. Typically, this means that you have about 20 - 25 minutes for your talk, and then 5 minutes for questions and answers. You will not be given more than 30 minutes total. (Hint: Often, if you practice your presentation out loud before the conference, you will be more able to time it accurately the day of your talk). Moderators will be present at the conference to introduce you, and keep time for you, and they will have flash cards to let you know you have 10 minutes, 5 minutes, 2 minutes and 1 minute remaining.

Format:

We will be providing PC laptops and a projector. Please have your presentation in PowerPoint or any PC program. If you prefer to use a Mac or Keynote, please export your presentation into PowerPoint. Hint: If you do this, go through your talk again in this format on a PC to make sure that your presentation still runs the way you want it to.

Make sure any videos that are inserted into your presentation are located, and saved, in the SAME FOLDER as the presentation itself. You should create the folder first, save everything to the folder, and then insert the videos from the folder. You can then burn the entire folder to a CD, or to a jump drive. If the videos are inserted from a separate folder, PowerPoint may not be able to find them when you try to play them later (this is because when you insert a video into PowerPoint, you are inserting a shortcut, not the video itself). It is best to take the CD or jump drive and try your presentation on a computer other than your own to be certain than all of the information is available for PowerPoint to read. When you do this, move the ENTIRE folder onto the new computer.

Preparations:

Please plan on having your talk burned onto a disc so that you can turn it over to us at registration. This will allow us to download your presentation ahead of time, so that we can ensure all of the presentations are running smoothly, and are ready to go when it is time for your talk.

Please plan on being in the room 30 minutes before the daily programming begins (e.g. 8:00 for an 8:30 am start) on the day of your talk. That is your chance to double check that your presentation is working. If your talk is in the first session, it is also your chance to become familiar with the equipment you will be using during your talk. You can also use the break periods for some of this if your talk is not in the first paper session of the day.

Special notes for Daily Registrants who are doing a presentation:

You will need to show up at 7:30 am the day of your talk in order to register and to get your presentation loaded onto a laptop. Otherwise, you can follow the same instructions above.
APPENDIX O

Posters:

Posters will be mounted on easels this year. The maximum size is 1m x 1m. We will provide the easels, and we can supply a backing (the 36” x 36” science fair style) if you prefer to assemble your poster at the conference. Please email (contact email) by August 31st if you need backing for the poster, so that we can purchase all supplies in time. In addition, if you would rather mail your poster ahead of time, you can send it to zoo at the address below. Have it arrive by Day, Month, Date, Year.

Host Facility

Attn: Orangutan Workshop, (your name)

Address Line 1

Address Line 2

Attn: “Poster Presentation”

Posters will be on display the entire conference, so please plan on bringing your finished poster to registration on Monday. There will also be an official poster session, during which you will stand by your poster and talk directly with the other delegates. During this time, you can give a mini talk, or just answer questions.

The exact poster size is not important, but should be large enough to effectively illustrate your poster contents, though not too large as to not fit the easel. The maximum size is 1m x 1m.

Special notes for Daily Registrants who are doing a poster:

If at all possible, try to get your poster to the conference on Monday (for example, you can send it with someone who is registered for the entire conference.) If it is not possible, you need to at least plan on being present for the scheduled poster session.

You are also more than welcome to drop it in the mail as written above. Please remember to mark “Poster Presentation” on the box so it is easy to identify as a poster that we will need to mount for you.
# SILENT AUCTION BID SHEET

**Minimum Bid:** [ ]

**Minimum Raise:** [ ]

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Sample Thank You Letter

The thank you letter below is from the 2007 Brookfield Workshop.

December 1st, 2007

Dear ______________,

Thank you for coming to the Chicago Zoological Society’s orangutan workshop as our guest speaker! The event drew over 100 zoo keepers, field biologists, veterinarians and conservationists from around the world and helped raised over $5,100 for orangutan conservation!

We are so grateful you were able to present your paper on ____________________. This success would not have been possible without your support!

On behalf of the orangutan workshop planning committee and the Chicago Zoological Society, thank you again for your thoughtful donations.

Thank You,

Nicole Howlett
AAZK Vice President
Primate Keeper
Chicago Zoological Society
Brookfield Zoo
3300 Golf Road
Brookfield, IL 60513
phone: 708-688-8408
email: nihowlet@brookfieldzoo.org
www.brookfieldzoo.org
The thank you letter below is from the 2009 Zoo Atlanta Workshop.

Zoo Atlanta
800 Cherokee Ave, SE
Atlanta, GA 30315

9 July 2009

Ape Conservation Effort
800 Cherokee Ave, SE
Atlanta, GA 30315

Dear ACE Members,

On behalf of the 2009 Orangutan SSP Husbandry Workshop Planning Committee I would like to thank you for your generous gift of $350.00. Your commitment to helping advance the knowledge of orangutans in captivity and orangutan conservation in our community is sincerely appreciated especially in these hard economic times. As I’m sure you are all well aware of orangutans could go extinct in as little as 10 years so these meetings are becoming increasingly important.

You donation will help go to covering the cost of providing

Again we sincerely want to thank you for your donation.

Sincerely,
2009 Zoo Atlanta Workshop Survey Results

The following is the overall results of the survey taken at the Zoo Atlanta workshop. In all we received 28 completed surveys back, a little less than half of the overall attendees. Please note that the comment sections of some of the surveys have been edited to remove negative comments focused at specific individuals.

Orangutan SSP Husbandry Workshop Survey

Section I: Respondent Information

Question 1: What were your reason(s) for attending this conference?

Check all that apply:

- Presentations - 23
- Networking - 24
- Workshops - 20
- Site visits - 18
- Job search - 2
- To learn behavioral husbandry techniques - 16
- Keynote speakers - 13
- To present - 5
- Other - 5

Other responses – maternal training; learn about orangutans for future housing at my zoo; preparing for a new exhibit; to learn orangutan husbandry for exhibit design application; SSP meetings

Question 2: How were you notified about this conference?

Check all that apply:

- Workshop Website - 5
- Internet - 4
- AZA/AAZK Announcement - 7
- Another institution/organization
- Email - 5
- Your institution/organization - 6
- Listserv - 12
- Other (please specify) – 2

Other responses – last conference

Question 3: What is your preferred method of receiving Orangutan SSP Workshop announcements?

Check all that apply:

- Bulk e-mail - 24
- Website postings - 28

Question 4: Did you register for this conference on-line?

- Yes - 26
- No - 1

Question 5: Have you attended previous Orangutan SSP Workshops?

- Yes - 18
- No - 10
APPENDIX R

Question 6: Are you interested in attending future Orangutan SSP Workshops?

☐ Yes - 25  ☐ No  ☐ I don’t know - 2

Question 7: How would you best describe your job/area of work?

Check all that apply:

☐ Zoo Management/Administration - 4  ☐ Zoo Keeper - 23  ☐ K-9 Handler/Trainer

☐ Exotic Animal Trainer - 2  ☐ Student  ☐ Science/Research - 1

☐ Animal Care Intern/Volunteer - 3  ☐ Education - 1  ☐ Animal Rehab/Rescue - 2

☐ Private Consultant - 1  ☐ Veterinary Medicine

☐ Other – 2

Other responses – architect; senior keeper

Section II: Workshop Assessment

Please rate the following conference properties (circle only one choice for each property):

CONTENT: Relevance to my job, appeal to my interests, compatibility with my expectations

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FORMAT: Mix of workshops, panel discussions, posters, site visits, audience size

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PERCEIVED LEARNING: Rate your learning experience at this conference as compared to similar conferences

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ORGANIZATION: Scheduling, registration, flow of events

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### OVERALL WORKSHOP RATING

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Please rate the following conference components (*circle only one choice for each component*):

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Section III: Comments

What was the most effective part of this workshop? Indicate why.

- Everything! Just hearing what other institutions do with what.
- Discussion sessions.
- Just being able to share ideas & have discussions.
- Adding specific current issues in orangutan husbandry such as nebulization, obesity, the topics covered in the problem solving exercise, etc. They gave people a better understanding of the current issues and how to attack them.
- The design workshop – I know it was the first time but we need to do it more.
- Networking & fundraising ideas.
- Networking, fundraising ideas; a real bonus to have Willie Smits speak but all other also great – really great.
- Since this was my first experience I must say I’m overwhelmed with excitement and job to become apart of it.
- The panel discussions – great networking experience – able to learn many different views.
- Networking, As a soon to be keeper there is so much comfort in knowing there is an incredible support system within the zoo community.
- Problem solving workshop.
- Variations of content in presentations, panel discussions, workshop.
- Hearing about things that’s happening in Borneo because sometimes we caught up in our own lives and tend to forget about others are in need.
- Training husbandry talks.
- Fundraising/conservation presentations, open discussions forum, especially after training presentations.
- Group discussions/problem solving
- Breakout format of certain topics – ie – exhibit design section & problem solving for husbandry.
- Vet talks, key note speakers, networking
- Just networking & problem solving together
- Training session out facility is having some obstacles on training and I will be able to implement what I learned when I go back.
- Husbandry problem solving, most presentations
- The opportunities to network & identify good resources (via presentations) for use at your own zoo. I’m also visual, so I love power points & videos.
- The talks got people talking about the different issues outside of the sessions – lots of information shared.
- The ability to meet and network with other orangutan keepers.
APPENDIX R

If there was an aspect of the workshop that you were not satisfied with, how could it have been improved?

- Better transportation from the airport to the workshop.
- Wish we could have a brainstorming session on how to get your zoo to support your fundraising, education, etc. Would be nice to have a “video” room for people to show their clips.
- It would have been nice to have discussed the designs that were produced during the exhibit design exercise. There was no real end of session discussion or conclusion.
- Doom & gloom movie.
- I think the one thing that could be done is change the scheduling to give variety throughout the conference. Not the same talks all in one day.
- Would have liked more time to see the zoo.
- Maybe a bit more time to socialize – day 2 was a long afternoon of sitting.
- Need to break up some of the longer paper sessions, difficult to remained focus.
- It was scheduled to late into the evening. 13 hours is a bit long day to sit when you are used to moving for your job.
- Exhibit design workshop – have real life challenges. Husbandry workshop could be used to solve current issues. There was lots of feedback for the scenario that was current. Behind the scenes allow more time to see the animals on exhibit as well as the BTS tours.
- The first day it would have nice to walk around a bit (or each day) maybe we could have split the zoo tour up into a 20-30 minute mini tour of a section each day just to move around more. Also exhibit design should be scrapped.
- Everything is very interesting – everyone was very helpful and friendly.
- Some presentations were a little long – limit time to 30 minutes.
- I would have enjoyed a little more built in zoo time.
- Nothing to change.
- Better spaced breaks.
- The conservation portion on Tuesday was a little long. Some of the presentations could have been concise, leaving room for more topics. For example the SSP could have presented on the current state of the AZA population and actions of the SSP.
- More space for icebreaker, possibly a little more time to see the zoo.
- Very packed behind the scenes schedule.
- More on diet/nutrition and what other research is showing on intake need. Not so rushed on zoo tours – more in time in orangutan holding.
APPENDIX R

Comments on the presentations, posters, workshops, and panel discussions:

- All were informative.
- Note for aquarium for IMATA behind the scenes – possible use a microphone for tours it was hard to hear what the keeper was saying.
- Where posters up the 1st night? Not sure I really noticed them. Possibly discuss after exhibit design session – give pencils!
- The problem solving presentation could have utilized a problem solving format instead of people yelling out what they would do.
- Some conservation and medical presentations were a little repetitive at times (but good).
- Really informative.
- Awesome
- Really enjoyed all – lots of new ideas.
- All were excellent.
- Very informative – that’s awesome
- Too much time spent on panel discussions.
- All presentations were pretty good.
- More time for panel discussions everyone wants to talk about what’s going on with their animals. Silent auction items could be presented better.
- Everyone was great
- Great!
- They were all very well put together & professional as well as varied.
- Tom did a great job with the workshops, presentations were good.
- Did not see posters, everything else was good. Not sure if I did or did not like grouping of things – so this isn’t really helpful?? But I understand the reason for the grouping.
- All Great! Good section topics. Video was extremely powerful (“Green”) And closing speaker – wow!
- Very well done.

Please list topics you would like to have the Orangutan SSP Husbandry Workshop address at future conferences as well as possible speakers.

- Nutrition/Diet
- Problems that keepers face with management.
- Continued progression in training for medical behaviors.
• Appropriate nutrition and how to provide it/monitor it. The current role of the SSP and hurdles managing the population (many of the workshop participants have no clue what goes on at an SSP meeting).

• Van Schaik, habitat country researchers, nutrition.

• What the SSP is currently working on for conservation or to help orangutans outside the SSP.

• Panel on body scores – game – interactive weight management topics.

• Difference and comparison to Orangutans in captivity and the wild. What can be done to make captive Orangutans to be more like their natural wild life would be.

• A bit of political info.

• Medical behaviors, enrichment, field work.

• I like the problem solving it helps us make a connection with one another.

• Patti Ragan was great, training and fundraising always important.

• How zoos can convey conservation messages at their zoo, accurately and how zoos can help most effectively.

• Continue the enrichment exchange with was great!

• Birth, training and enrichment.

• Birute, Serge Wich, Rob Schumaker.

• Same themes: Husbandry, infant care/birth management, intros, training, enrichment, conservation, and education.

• Just more of the same, more group activities.

• Continue the same issues – gathering administrative support

How would you suggest the Orangutan SSP promote conferences in the future?

• Through both keepers and upper management – same made, liked it online.

• The same way (I like the website)

• I think the redapekeeper listserv is the best place. Maybe find a way to reach more international colleagues that may not have access to listservs.

• Sending emails to contacts at every institution that house orangs to encourage them to send a delegate.

• Get all keeper list serves, AAZK, promote at AZA so upper management supports it.

• Internet is good medium – easy access. Info in industry publications.

• I would really work hard to reach out to all zoo’s possible, this is so important; letters of invite, email, etc.
APPENDIX R

- Ape Tag site.

In an effort to help the Orangutan SSP reach a wider audience, please list any related list-serves to which you subscribe.

- Enrichment, primate science, zoo biology, gibbon, new primate, redapekeepers
- Gorilla keepers
- Chimp Chat
- AZA – ZAA
2010 Denver Zoo Workshop Survey Results

The following is the overall results of the survey taken at the Denver Zoo workshop. In all we received 67 completed surveys back, a little more than half of the overall attendees. Please note that the comment sections of some of the surveys have been edited to remove negative comments focused at specific individuals.

Orangutan SSP Husbandry Workshop Survey

Section I: Respondent Information

Question 1: What were your reason(s) for attending this conference?

Check all that apply:

- Presentations - 59
- Networking - 58
- Workshops - 39
- Site visits - 35
- Job search - 2
- To learn behavioral husbandry techniques - 41
- Keynote speakers - 44
- To present - 16
- Other - 6

Other responses – the drama; to keep up with developments in the field and what zoos can do to help; learn as much as possible about orangutans; to get a general introduction to “orangutans” and the issues facing them; to learn the latest on conservation issues; people I’ve been eager to meet

Question 2: How were you notified about this conference?

Check all that apply:

- Workshop Website - 11
- Internet - 4
- AZA/AAZK Announcement - 7
- Another institution/organization - 3
- Email - 14
- Your institution/organization - 19
- Listserv - 31
- Other (please specify) – 14

Other responses – friends in field; invited; was at last years (4); colleague; Zoo News Digest; Friend (2)

Question 3: What is your preferred method of receiving Orangutan SSP Workshop announcements?

Check all that apply:

- Bulk e-mail - 57
- Website postings - 20

Question 4: Did you register for this conference on-line?

- Yes - 58
- No - 8

Question 5: Have you attended previous Orangutan SSP Workshops?

- Yes - 48
- No - 19
APPENDIX S

Question 6: Are you interested in attending future Orangutan SSP Workshops?

☐ Yes - 64  ☐ No - 1  ☐ I don’t know - 2

Question 7: How would you best describe your job/area of work?

Check all that apply:

☐ Zoo Management/Administration - 9  ☐ Zoo Keeper - 45  ☐ K-9 Handler/Trainer - 1
☐ Exotic Animal Trainer - 5  ☐ Student - 2  ☐ Science/Research - 7
☐ Animal Care Intern/Volunteer - 6  ☐ Education - 3  ☐ Animal Rehab/Rescue - 8
☐ Private Consultant  ☐ Veterinary Medicine - 1
☐ Other – 10

Other responses – Orangutan SSP committee member; activist; NGO; Docent; Local Government; Representing a conservation organization

Section II: Workshop Assessment

Please rate the following conference properties (circle only one choice for each property):

CONTENT: Relevance to my job, appeal to my interests, compatibility with my expectations

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FORMAT: Mix of workshops, panel discussions, posters, site visits, audience size

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PERCEIVED LEARNING: Rate your learning experience at this conference as compared to similar conferences

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ORGANIZATION: Scheduling, registration, flow of events

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### OVERALL WORKSHOP RATING

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### Conference Components

Please rate the following conference components (*circle only one choice for each component*):

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Section III: Comments

What was the most effective part of this workshop? Indicate why.

**Field Info/Palm Oil**

- Conservation Tables – ways keepers/zoos can help. Keynotes!
- Conservation updates/info
- The talks on conservation/realistic situation over there in Borneo/Sumatra.
- Keynote speakers and news from the field. It is so helpful for us to be "up to date" to bring this knowledge back.
- Conservation information – palm oil information
- Presentations, especially updates on palm oil crisis. I think people had some misconceptions about what was happening and how to deal with it.
- Palm oil awareness presentations – great hand out with advice on what I can do to help with the palm oil crisis.
- Keynote speakers and field research talks excellent!
- News from the field and ideas on how zoo professionals can assist.

**Networking**

- Networking and making new connections.
- Information excellent – opportunity to network
- Meeting fellow keepers/conservationist.
- Networking/keeping all orang representatives up to date globally.
- Networking, connecting with fellow professionals about husbandry issues.
- Networking during breaks and evening events. Learn what others are doing and implement at our zoo.
- So many opportunities to meet people and make friends - icebreaker Indonesian evening, etc.
- Talking with other institutions – see what other places are doing with their orangutans
- Networking
- The ability to network and to see relevant presentations. The icebreakers are helpful.
- Networking, time during breaks, lunch and after presentations.
APPENDIX S

- Learning about O’s and networking.
- Networking and presentations

**Workshops**

- Both the design and enrichment item workshops.
- The enrichment
- I really enjoyed the enrichment building workshop. I feel much more confident about going home and making items in preparation for the arrival of our animals.
- Enrichment Breakout – got to know variety of people and exchange ideas.
- Workshops – learning from each other
- I really enjoyed the enrichment part – most likely because I feel it was a place that my zoo has been lacking.
- Enrichment discussions & design workshop
- Enrichment workshop – everyone involved, great outcome.
- Workshop problem solving
- Enrichment presentations – most useful for me, easiest to implement
- Opportunities to work together in breakout sessions and for networking and sharing information. Builds knowledge base and fosters teamwork/sharing.
- Enrichment workshop and keynote speakers

**Zoo Day**

- I liked that zoo day was in-between presentation days – gave a mental break
- Behind the scenes tours – great for comparison and research

**Topics/Presentations/Presenters**

- Keynotes
- Presentations
- The vast array of topics. Good to hear other opinions.
- Presentations – informative
APPENDIX S

- Presentations, meeting other people
- Variety of topics presented.
- Showing us how we can help and topics we can talk about at our own zoos
- Diversity of presentation/workshop topics, possible zoo/field opportunities, really run well, like Indonesian participation
- Huge amount of info presented in short time. Easy group to network in.
- Presenters/networking opportunities/evening events were wonderful.
- Presentations, networking, enrichment workshop – we need to build on this again next year.
- Entertainment was fabulous – thank you! Other field presentations were also very valuable.

Health/Husbandry Related Issues

- Honest assessment of situation in situ medical and husbandry talks/workshops. Good mix of people from all areas.
- Message of promoting natural behavior training and utilizing exercise based activity to convey conservation in a captive zoo setting.
- The most effective part was learning about the training, enrichment, husbandry and vet presentations.
- Health issues, conservation, field research, new training techniques.
- Good coverage of infant care and conservation issues.

If there was an aspect of the workshop that you were not satisfied with, how could it have been improved?

Transportation

- Bus service
- Transportation – buses were late and rides were long
- Transportation – Need more buses and a better schedule so you don’t spend so much time waiting. More thought put into planning so that you are not heading some where in rush hour traffic or during a baseball game.
- Transportation (Buses). Need to be on time and more often.
- Buses a little difficult but not bad.
- Busing was a little inconvenient but I think this is a touch one to negotiate.
- Transportation was confusing – we took cabs several times instead of waiting for the bus.
• A set schedule for the bus on the days it ran continually would have been helpful. Ex: At the hotel at the top of the hour and at the zoo on the ½ hour or something like this so we knew when to catch it.

• Just waiting for the buses.

• Transpiration was sometimes difficult – holding at hotel would have been better. Zoo day should have been final day – a lot of people left early planning on that.

• Buses/transportation.

• Buses…so much confusion or waiting.

• Communication with buses – could have had long training discussions since bus wasn’t there

**Release of Information**

• Finding out more about the schedule beforehand.

**Schedule**

• A lot of sitting in the same room. More around more and more interactions with each other.

• I wish there was more time spent on training and husbandry protocols.

• Early mornings.

• Zoo day last day to better accommodate flights.

• A little slower pace – more downtime especially in the PM, but I did love the icebreaker.

• I would have appreciated a bit of “down” time to catch up with email, etc.; Please could speakers email their presentations to delegates.

• I would have preferred zoo day at the end of the conference. We get professional leave days to attend the conference not to tour the zoo. Better communication about when conference ends when registering so you know when to leave and not miss stuff. Have field work presentations the first rather than the last day so you have time to talk to them about their work.

• Everything was great. If I had to pick something I would say that some things were too rushed.

• Not enough Q & A.

• Really great – need a bit more down time perhaps we could start/end a bit earlier.

• Not enough down time to chat, network and meet new people
APPENDIX S

Topics

- Anti-zoo insinuations in talks are not helpful! Information on palm oil from the field was great!

- I felt like there was a lot of overlapping material. I’m not sure if this could be completely avoidable but parts did get a little redundant.

- In the past I enjoyed the management/husbandry problem solving part of the workshops – would like to see them again in the future.

- More general husbandry techniques/discussions being first time conference attendees. Maybe more downtime to enjoy the host city activities.

Audio/Visual

- Audio & tech issues.

- Unfortunate technical difficulties.

Presenters

- I really feel strongly that different people from different backgrounds have important information. However I feel that there is no need for negative presentations and blatant insults directed at zoos in general and at specific institutions.

- All wonderful, however please remind presenters to respect other presenter’s presentations.

- Make sure the topics that are presented are appropriate for this audience.

- Make sure all presenters are well prepared.

- I was a little discouraged after the first days depressing start. The days after that were more encouraging. It was frustration to have my profession bashed when I thought I was attending a gathering of people who were all working towards the same goal of helping orangutans no matter where they are in the world. I hope everyone can be more respectful next time.

Misc.

- Everything good!

- Better coffee

- Politics and mixed messages.

- Need to get in more different people (attendees)
APPENDIX S

Comments on the presentations, posters, workshops, and panel discussions:

**Overall Positive**

- All excellent opportunities to exchange information.
- All great. Maybe could have left posters up in workshop break room for review throughout the week.
- Good presenters – awesome that zoo vets stayed through the entire conference again! Wish more would come.
- No comment because everything is perfect.
- All good.
- Very informative!
- For the most part, very beneficial.
- Good variety
- Denver zoo staff were incredible and made this possible not on the program
- I liked hearing from experts as well as keepers
- Really motivated me to pass on palm oil info.
- Everything was informative – enjoyed the variation of topics.
- Everything about the workshop was phenomenal! Thanks so much!
- Good
- Good to mix up sitting with workshops. Good break times.
- All very good
- Excellent, wish the posters had been up longer.

**Workshops**

- Need more time for training problem solving.
- Workshops were just ok. Would rather spend more time with other subjects than exhibit design.
- Loved field talks and ideas. Great ideas – design workshop section and enrichment building.
- Fun group activities.
- Enjoyed the enrichment challenge.
- Liked the problem solving – really enjoyed the construction problem and great ideas it brought out
APPENDIX S

Speakers/Presentation Related

- I think there are many people working in the field and I think it would be great to have a variety of such speakers.
- Many great presentations.
- Overall good, but speakers need to watch audience to make sure we are understanding and following presentation.
- Wish we could have heard more about The Center for Great Apes.
- I thought presentations and posters on specific stories of success and failures with orangutans were interesting and helpful.
- Please limit talks about hand raising babies – tend to be repetitive and generally uninformative. Only choose presentations that offer unique or new info.
- Great! But a lot of bias that most attendees should know; more advanced topics. I think everyone understands or has the knowledge to find the information or help to hand raise, surrogate raised infants at this time.
- Each year there are many presentations on hand rearing. While each is a little different and can help some, its not relevant to all. It would be nice to limit the number of these talks. There were also some conflicting messages from the conservation talks. Not sure what messaging to take back to my zoo.
- Some of the conservation presentations were a little tedious. It would have been nice for poster makers to give a short presentation. Maybe 5 minutes.
- I like the presentations on orangutan health and orangutan conservation.
- Presentations interesting and good length, workshops helpful and engaging. Please thank the people who hosted the ice breaker and the dinner – they were wonderful.

Misc.

- I think it would be great if the conference could move to every other year – possibly odd years? (opposite of gorillas)

Please list topics you would like to have the Orangutan SSP Husbandry Workshop address at future conferences as well as possible speakers.

Conservation

- Conservation, ways zoos/keepers can help and how to go about it.
- Progress in the field, hooking up zoos with field
- Other field researchers.
- Field researchers from other programs for variety.
• Conservation of wild orangs – how we can help. What messages we should be giving to visitors.

• Conservation should always be a key topic – latest updates and progress and can help. ie from adoptions to medical wish lists for rescue centers, how to encourage SP use commercially.

• More information on the RSPO as the organization expands/improves.

• Palm Oil, training techniques

• Other field researchers, fundraising, getting out in the field (opportunities available)

• Bring somebody from in country RSPO

• Palm oil updates, grant writing/fundraising methods

• Other field conservationist, would be helpful to witness training sessions if possible with the host zoo, enjoyed physically making enrichment devices, need more outdoor activities, great gift bags, program was very well organized.

• Other field researchers, introductions, finding time for training

• Continuation of zoo/field connections

• Presentations from visitors from the range states, keep up with the palm oil discussions.

**Medical/Nutrition**

• Orangutan anatomy, medical issues.

• Enjoyed learning about all topics discussed this conference – expand on these – maybe additional nutrition and training presentations.

• Nutrition

• Medical issues and diet

• Air sacculities, heart disease, obesity, & diabetes

**Husbandry**

• Pros & cons of keeping orangutans in zoos. Impact of confinement in zoos on appropriate behavior.

• More on facilities design, continue basic husbandry, and brood coverage of issues facing orangutans.

• More presentations on husbandry and from keepers

• exhibit design

• More husbandry – breeding, daily management, etc.

• Continue with husbandry, enrichment, and conservation idea sharing.
APPENDIX S

Training

• The training round table needs to be moderated and major issues like shifting and everyday problems with orangutans

• Love the training roundtable! Would like to have all facilities bring photos of their blood sleeves, scales, etc. like we bring diet/enrichment info – perhaps provide a time for a roundtable on everyone’s items – talk about positives and negatives to each facilities design.

• Training workshops.

• Unique training. How they did it!

• Training, medical issues, enrichment, working with little funds.

• More advanced training.

SSP

• Maybe some talks on the status of the SSP in AZA Zoos, something positive for what seems to be the majority of attendees, keepers, zoo staff

• There should be an SSP update yearly – current state of population and challenges facing the SSP. Bring in 1 to 2 Keynotes yearly. Would be wonderful to have a current field report annually at our workshops and have someone from other study sites annually as well.

• An overview of the SSP breeding recommendation process. A general Q & A session with previously sent in questions – perhaps a panel of experts to answer.

Misc.

• How to support law enforcement.

• Continue with the great core topics!

• Propping ideas – vine making, platforms, etc.

• Have participating organizations do a bragging short blurb highlighting a success at their location – to be distributed with conference materials.

• Working together.

• Education programs at zoos – teen and children’s programs

• I thought that topics were broad at this conference as well as past orang conferences

• Nutrition panel – vet panel – conservation panel

• Fundraising efforts, how to get together everything to allow keepers to travel to Indonesia would be great to have other field researchers speak.
How would you suggest the Orangutan SSP promote conferences in the future?

- Doing a great job already
- Email and we should get an SSP website
- AZA events, website, email
- Send a notice to all zoos to their primate department
- Mass emails and listserv postings
- AZA website and Listserv
- Online/listserv
- I think conference organizers have done a great job. Maybe more directors of institutions should help with promoting orangutan conferences.
- Use directors listserv, curators listserv, and zoo educators listserv to promote workshop
- Website, email previous attendees. AAZK website
- Listservs are great!
- Emails/printouts for each zoo to post or bulletin
- I don’t know if this was/how it was done this year but getting the email directly to keepers/supervisors
- Websites – use other organizations to advertise if possible
- Emails, website updates, contact past attendees
- Facebook
- Send email flyers to participating organizations and have them post the info to encourage wider group to attend (ie volunteers)
- Redape listserv and Connect
- Promote with managers and how zoo can benefit
- A central site would be great rather than each zoo having a new site every year.
- Offer help to keepers in filling out request at their zoo – both resulting in more keepers getting financial support to attend
In an effort to help the Orangutan SSP reach a wider audience, please list any related list-serves to which you subscribe.

- Zoo biology on yahoogroups
- Redape listserv
- Gibbonkeepers forum
- Gorilla keepers, new world monkey, enrichment
- Zoo News Digest
- Chimp chat
- AZA curators listserv
- Chimp talk
- ABMA, IMATA
- Training and enrichment listserv
- Primate science and Human – Animal interactions
- Primate Net
- Pongo Reps, Felid TAG, Bear TAG, Ape TAG
APPENDIX T

2011 Cameron Park Zoo Workshop Survey Results

The following is the overall results of the survey taken at the Cameron Park Zoo workshop. In all we received 33 completed surveys back. Please note that the comment sections of some of the surveys have been edited to remove negative comments focused at specific individuals.

Orangutan SSP Husbandry Workshop Survey

Section I: Respondent Information

Question 1: What were your reason(s) for attending this conference?

Check all that apply:

☐ Presentations - 29
☐ Networking - 31
☐ Workshops - 22
☐ Site visits - 17
☐ Job search
☐ To learn behavioral husbandry techniques - 21
☐ Keynote speakers - 13
☐ To present - 15
☐ Other - 11

Other responses – reunion with old friends & making new ones; SSP Master Planning; From previous year; Last year's conference; Friend; Keepers attended last year; Last year's conference; To see my friends; Knowledge; SSP meeting; Initially last year's SSP workshop.

Question 2: How were you notified about this conference?

Check all that apply:

☐ Workshop Website - 8
☐ Internet - 4
☐ AZA/AAZK Announcement - 3
☐ Another institution/organization
☐ Email - 10
☐ Your institution/organization - 5
☐ Listserv - 23
☐ Other (please specify)

Question 3: What is your preferred method of receiving Orangutan SSP Workshop announcements?

Check all that apply:

☐ Bulk e-mail - 31
☐ Website postings - 7

Question 4: Did you register for this conference on-line?

☐ Yes - 29
☐ No - 4

Question 5: Have you attended previous Orangutan SSP Workshops?

☐ Yes - 24
☐ No - 9
**Question 6: Are you interested in attending future Orangutan SSP Workshops?**

- Yes - 33
- No -
- I don’t know

**Question 7: How would you best describe your job/area of work?**

*Check all that apply:*

- Zoo Management/Administration - 5
- Zoo Keeper - 20
- K-9 Handler/Trainer -
- Exotic Animal Trainer - 7
- Student - 2
- Science/Research - 4
- Animal Care Intern/Volunteer - 1
- Education - 1
- Animal Rehab/Rescue - 4
- Private Consultant -
- Veterinary Medicine - 1
- Other – 5

*Other responses – Board of orangutan conservation non-profit; board of directors; enrichment coordinator; sanctuary caregiver; orangutan sanctuary.*

**Section II: Workshop Assessment**

Please rate the following conference properties (*circle only one choice for each property*):

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APPENDIX T

Section III: Comments

What was the most effective part of this workshop? Indicate why.

- Networking and sharing experience
- The presentations – very informative as a newer caregiver.
- Information
- Connections and sharing of info- don’t try to reinvent the wheel. Also Isabel’s keynote – hopeful that some positive changes are lurking in Borneo (Malaysian anyway)
- The ability to network with experts in the field.
- Presentations and networking.
- Personally – conservation efforts and what is happening now around the world and what we can take back to our institution.
- Panel discussions and networking – being able to bounce ideas off of other people and get advice on our animals.
- I think it was all well balanced – field research, husbandry, medical, etc. – all of it worked.
- All of it was great.
- Program organization – very well put together!
- Husbandry and animal-based information.
- Networking and infant presentations.
- Networking – This workshop is attended by people with varying amounts of experience and from different backgrounds.
- Presentations and lectures provided the bulk of information.
- Presenters were given 30 minutes which allowed for good coverage of topics.
- Infant management/ conservation.
- Very organized/timely.
- Group discussion on husbandry problems was really good source of information.
- I really enjoy the problem solving session, especially having my own challenges discussed this year.
- Networking
- Networking – getting to learn more about husbandry/ conservation techniques.
- Night events – great opportunity to network.
- I enjoyed the husbandry problem solving, the networking, and conservation talks.
If there was an aspect of the workshop that you were not satisfied with, how could it have been improved?

- Need more posters
- More info on meals needed – indicate and allow time when dinner is on your own. Include one page listing of restaurants in walking distance of hotel or directions.
- It would be nice if breakfast was included – even just if its granola bar’s or something small.
- We spend little time in our hotel rooms. I wouldn’t mind a more reasonably priced hotel!
- A heads up on activities that are being held outside (enrichment building/dinner) so that attendees can pack appropriately before and dress appropriately the day of. Also, I would have brought dress clothes for the Hawksden dinner had I known more about it.
- Even draft schedules are helpful as soon as possible – its nice to have a general idea of where the conference will be held (zoo or hotel) and tentative first/last day schedule as this affects travel.
- Breakfast being included would have been nice.
- Welcome of new attendees – more personal.
- Program itself was poor – no abstracts; no list of attendees.
- Food choices – Probably many contained palm oil – veggie preferences could have been better.
- Maybe a training discussion on what facility is doing what – so we have specific contacts on who actually has had success.
- I would have liked to hear more on training.
- In general all were good.
- It was hard to hear Isabel but everything else was perfect.
- Give contact info of host(s) at beginning to all participants.
- The silent auction time was a bit long, but overall very fun.
- Hoped to see more enrichment ideas and training ideas.
- More panel discussions for information exchange.
- Have the email list of all participants included with the schedule packet.
- I felt the grant writing and construction sessions were not relevant to my particular needs.
- Too many presentations on hand rearing (been done every year)
- Would have liked more formal intros of presenters. Workshop program – would have liked abstracts and attendee information.
- Nothing – great first workshop experience.
Would be nice if hot tea would be served as well as coffee. Also, please try to sponsor visitors from range countries.

Better program, bios of conference attendees and presentations.

Comments on the presentations, posters, workshops, and panel discussions:

- Very high level of professionalism in all areas.
- Cameron Park Zoo’s orangutan presentation seemed too long/specific.
- Great Job – Thanks!
- Needed more time for husbandry problem solving Q & A
- Fabulous!
- Encouraging the continuation of future problem solving sessions.
- Presentations were very informative.
- A good variety – all were knowledgeable.
- Maybe more posters, the architecture workshop done in Denver was fun and should be repeated.
- I love the problem solving session as it breaks us down into groups and helps us meet others on a different level.
- Everyone did a great job – Avdi was a little low at times.
- Great! Could have done without the making enrichment section not as beneficial as it could have been.
- More discussion sessions.
- Great!
- Helpful and Interesting.
- Not enough posters.
- More poster sessions.
- Everyone did such a good job.
- Keynote speaker Dr. Lackman was amazing! Also liked how the presentation topics were grouped, it flowed nicely.
- For the enrichment session I’d like to see more discussions on out of the box enrichment ideas – slide show of animals using enrichment.
- Very appropriate for this type of workshop.
- More posters please. Everyone presented very well.
- Good difficulty with sound but great overall.
Please list topics you would like to have the Orangutan SSP Husbandry Workshop address at future conferences as well as possible speakers.

- Problem solving/brainstorming sessions by topic
- Regurgitation/reingestion issues, more research presentations, more enrichment presentations, scrolling pictures?
- Shifting, training, mixed species info, maybe brainstorming session on exhibit ‘must haves’ for new exhibits/upgrades.
- Nutrition and diet information.
- Any information on wild Orangutans conservation.
- Continuation of info/connections with the field.
- More info on hybrids and husbandry of older animal pairs.
- Training/specific husbandry.
- More info on how to read design blue prints would be useful.
- I’d like to see a brainstorming session about issues affecting captive orangutans with a moderator; topics could include shipments, vet/keeper relations, introductions…
- Ian Singelton would be a great keynote!
- Ethics, how to improve quality of life, choices and control for our animals.
- How to best thrive in inadequate situation/pursue improving exhibit, etc.
- Introductions, geriatric care, training.
- Enrichment and training discussions.
- Loved hearing about grants, be able to hear from more scientists and more Indonesian rehab staff.
- More presentations on training – techniques, tips, trouble shooting, new ideas, etc.
- More about training for medical behaviors/ health related items to look for.
- More emphasis on orangutan management issues.
- More veterinary, conservation and about educating the public.
- Cheryl Knott, Ian Singelton

How would you suggest the Orangutan SSP promote conferences in the future?

- Redapes listserve/ SSP website
- Facebook event page
- Seems like current method works well.
• Facebook and listserv.

• Listserves, emails, website, facebook, etc.

• Additional forums like AAZK forum, Peter Dicinson’s listserv, Ape TAG website, in addition to existing places.

• Thru AZA, readapekeepers, all primate listserves

• AAZK forum, CONNECT

• Emails, Facebook

• Via website, listserves, email blast.

• Emails, posting on websites.

• Already doing a very good job.

• Facebook

In an effort to help the Orangutan SSP reach a wider audience, please list any related list-serves to which you subscribe.

• Zoobiology, gorilla keepers

• New world monkey, enrichment, gibbon, gorilla

• Facebook

• I would suggest all the primate and ape list for at least one to two announcements.

• Gibbon keepers forum.

• Zoobiology, PrimateScience, Primate Net

• Animal Behavior Management Alliance listserve.

• ChimpChat

• ChimpChat, Training, Green, Enrichment

• Facebook has a lot of zoo groups

• Palm Oil listserv

• Redapelists

• Facebook

• Ape TAG