

Guidelines for Methodology Section Program Chair, Methodology Section Chair and Other Program Chairs

(Note: This is exactly the same as Section 14 of the WSS Handbook)

Description: The WSS Methodology Section Program Chair, Methodology Section Chair and other Program Chairs organize seminars promoting the sharing of statistical research methods and other information between the federal government, academia and industry.

Length of terms: The Methodology Section officers serve two-year terms that shall begin and end on July 1, but the office-holders serve until successors take office. See Section 3 for more details. Other Program Chairs are appointed by the President with advice of the Board of Directors to serve initially for not more than one year, but may be reappointed by the succeeding President if so desired. The tenure of Program Chairs will generally coincide with the Chapter year, but provision should be made for some continuity of leadership. Effective program planning will usually require planning beyond the tenure of the Chairs.

The Program Chairs assume the responsibility of coordinating all of the arrangements for seminars including, but not limited to contacting speakers/discussants/chairs for each seminar, reserving a location, coordinating publicity, arranging for videoconferencing (if needed), coordinating the arrangements for the day of the seminar, and arranging for uploading of speaker/discussant presentations and/or handouts to the WSS website. It is appropriate for the Program Chairs to report to the WSS Board members regarding the planning and success of each program event.

Duties of Program Chairs	
Timing	Duty
At beginning of term – July 1 following election or appointment	<ul style="list-style-type: none"> • With the appropriate past Chairs, discuss all previously scheduled upcoming seminars and obtain a list of prospective presenters and contacts. • With the past chair, go over the process of scheduling and all other aspects of arranging a seminar.
Throughout year	<ul style="list-style-type: none"> • Methodology Program Chair and Methodology Section Chair together should try to organize at least 1-2 seminars each month. • Other Program Chairs should try to schedule at least 3 seminars each year. • Contact authors/presenters/discussants, arrange dates, time and locations for the seminars; prepare and submit announcements to the WSS newsletter using the timeline below as a guideline. Discuss activities and plans for the seminars at the monthly WSS Board meeting including co-sponsorship with other organizations; discuss with the WSS President and the Board and obtain approval for any anticipated social events preceding or following a seminar or any travel reimbursements to the presenters. If approved, contact the treasurer to arrange the payments. • Attend monthly board meetings. • Methodology Section Chair is responsible for ensuring that the “Videoconferencing Coordination” contact list is kept up-to-date.

Some Guidelines for Planning Seminars

In planning seminars, Program Chairs should keep in mind that the purpose of seminars is to promote sharing of statistical research methods and interaction between federal government, academia, and industry. Except in rare instances, seminars are scheduled from 12:30 p.m. to 2:00 p.m. and usually last for 90 minutes.

Program ideas

The following are some of the program ideas that have been used:

- A survey presentation by a single speaker or panel on a topic of broad interest
- A technical presentation on a topic of interest to some portion of WSS members
- A talk by an industrial or government statistician about his or her role as a statistician and about current statistics problems in that specialty.
- A videotape followed by a panel and/or audience discussion.
- A visit by an ASA officer or executive; this usually includes a formal presentation followed by a discussion period.
- An open discussion on a specialized topic, possibly with a short introduction by an expert on that topic
- A statistical software demonstration or workshop.
- Tutorial: expository talk on topic of general interest; no discussant
- Topical Series: A series can be set up with 2 or more seminars on a common topic

All of the above can be done by a single Program (or Co-Program) Chairs or can be joint meetings with other professional societies (e.g., DC-AAPOR, AAAS) or within other WSS Program Chairs.

Speaker resources (variety is good!)

- Local government agencies, schools, businesses
- Members of advisory committees or national statistics panels
- Employees of survey firms with government contracts
- Presenters from the previous ASA, AAPOR, or other national conferences (allows a more complete presentation)
- Out-of-town visitors, e.g., visiting ASA/NSF fellows, visiting professors (people will often come into D.C. a day early to give a WSS talk)
- Volunteer speakers from the AAPORNET, SRMNET or other Listservs

Locations

The usual location for seminars is the Conference Center at the Bureau of Labor Statistics (BLS). However, other locations are possible. Contact information, facility information and directions for BLS and some other possible locations are in Appendix 1 of this Section that is called "Location Details". If a topic or speaker may be somewhat controversial, the statisticians at BLS have requested that the talk be held elsewhere. Also, for specialized topics, the Program Chair planning the seminar may decide that an alternate location may be appropriate.

Videoconferencing

By tradition all Methodology seminars and all Data Collection Methods seminars are videoconferenced. However, other program chairs may request videoconferencing. Videoconferencing details for BLS and other sites is in Appendix 1. A list of videoconferencing contacts is given as an Appendix 2. This list should be brought to the seminar by the chair/organizer for use if there are communication problems.

A Suggested Timeline for Planning of Seminars

Three or more months ahead of time

- **Invite speakers.** Often, two months has turned out to be inadequate. With three or more months, there is time to reserve a room, line up a discussant, obtain an abstract for the newsletter announcement, request technical support for a videoconference, if desired, etc.
- **Invite appropriate discussant(s).** One source for discussants is to ask the speaker(s) for suggestions. While most seminars have a discussant, there are times when seminars will not have discussants.
- **Determine a date for the seminar.** Ask speaker(s)/discussant(s) for several possible dates. Once you have possible dates, check these dates against the WSS Google calendar to avoid conflicts (see Section 4 for how to use the WSS Google calendar). Please do not schedule seminars at the same time that there is a WSS Board Meeting or other important WSS event (e.g., Hansen lecture, a short course).
- **Reserve a room.** For seminars to be held at BLS, contact the BLS Coordinator at WSS_Coordinators@bls.gov (or contact Dan Gillman at (202) 691-7523) with a request to reserve a room in the BLS Conference Center. See Appendix 1 of this Section for details on information to include in your email and for room sizes at BLS. For how to reserve rooms at other locations, also see Appendix 1 of this Section.
- **Add seminar to WSS Event Calendar.** See Section 4 of this Handbook for details.
- **Plan social event (if desired).** Occasionally, a social event before or after a seminar is held. If you want to have a social event (such as a reception with food), you need to reserve space for this reception at this time. If funding is needed, a request should be made to the WSS Board.
- **Travel reimbursements.** If travel reimbursements to the presenters are necessary, these reimbursements must get approval of the WSS Board in advance.
- **Invite appropriate chair.** At this time, you should also line up the Chair for the session. The chair can be the organizer or someone else. It has been suggested by some WSS Board members that younger members of WSS be used as chairs (in order to get them more involved in WSS). Others have suggested choosing someone as chair that is interested in the topic and thus broadens the expertise represented in the session or to choose individuals who are frequent seminar attendees as recognition of their interest in WSS seminars. Choosing someone else allows the organizer to be free to handle problems that occur just before or during the seminar. Some speakers like to arrange their own chair. However, it is the responsibility of the organizer to make sure the speakers' choices are appropriate.
- **Co-sponsorship.** Co-sponsors should also be determined at this time. If a co-sponsor is new to co-sponsorship with WSS, then WSS Board approval should be sought.

Two months ahead of time

- **Newsletter announcement.** Prepare and send an announcement for the seminar to the Newsletter Editor at wss.editor@gmail.com and to the BLS coordinators at WSS_Coordinators@bls.gov. Please submit information as a Word document or as plain text. The deadline for receipt is the 15th of the month for publication during the last week of that month. The announcement should use the format of other announcements of WSS seminars published in the newsletter and should include at the minimum:
 - Title of seminar
 - Name and affiliation of speaker(s)
 - Name and affiliation of discussant(s)
 - Name and affiliation of chair

- Name and affiliation or organizer(s)
- Date & Time—Note: By tradition the time of seminars is 12:30 to 2:00 p.m... However, other times are allowed if there when there is a good reason (e.g., co-sponsor usually has seminars at a different time)
- Location
- Any security preparations and directions to seminar location. See Appendix 1 of this Section for details for each site.
- Sponsor(s)
- Abstract
- Contact person (may be the organizer or speaker) and email.

Note: If for some reason, the announcement does not appear in the newsletter, then email the announcement to the Electronic Mail Coordinator (presently, Vince Massimini at svm@mitre.org) to distribute directly to the WSS email list.

- **Promote event.** At this point you should also determine other places where you want to send the seminar announcement. Three lists that reach many non-WSS members in the DC area (and elsewhere) that might be very interested in WSS seminars are: SRMSnet, DC-AAPOR list serve, and national AAPOR list serve. If you are not a member of these lists, contact other Board members, of which many are members of these lists. But, program chairs should feel free to send to other appropriate lists/organizations. However, anyone may join SRMSnet (Survey Research Methods section of ASA list serve). See http://www.amstat.org/sections/srms/srms_net.html for details of joining and sending emails to this list. For DC-AAPOR (The Washington-Baltimore Chapter of the American Association for Public Opinion Research) you can forward the announcement to its President (see <http://www.dc-aapor.org>), who will then email it to all DC-AAPOR members about three weeks in advance.

Three weeks ahead of time:

- **Audio-visual equipment.** Arrange for audio-visual and other special equipment, if there have been changes in what is needed or this was not done previously. While Internet access is possible at BLS, there have been many problems using it during seminars. So, use of the Internet for seminars at BLS is strongly discouraged.
- **Reminder to presenters.** Arrange for the discussants to get slides and other material from the speakers with sufficient lead time, as agreed upon between organizer, speakers and discussants.
- **Acceptable slide formats.** Remind the speakers and discussants to keep the font size large on slides and as to what formats are not acceptable for seminars held at BLS (see Appendix 1 for details).
- **Biographical information.** Obtain brief biographical information from the speaker(s) and the discussant for the chair to use when introducing them.

A week before the seminar:

- **Final reminders.** Send a reminder to the presenters (speakers and discussants) and the chair that a copy of their slides and handouts should be sent to you by a deadline that you set. Also, remind presenters of acceptable formats if seminar is being held at BLS. Also, review equipment needs and make sure the on-site coordinator is aware of these needs.

- **Security list.** Make sure all presenters and the chair are on the list of attendees.

Two days before the seminar:

- **Get final presentation slides from speakers.**
- **Send Slides to BLS Coordinator.** For seminars that are being held at BLS send a copy of the slides and handouts at least two hours in advance to WSS_Coordinators@bls.gov. While two hours is the minimum, it is suggested that one or two business days before the seminar is a better deadline.
- **If necessary, prepare flash drive.** If the seminar is at BLS, make sure to follow the instructions for preparing flash drives that are in Appendix 1 of this Section.

The Day of the Seminar

Some or all of this may be done by the chair of the seminar instead of the seminar organizer

- **Videoconferencing list.** If videoconferencing is being done for the seminar, make sure to bring the Videoconferencing Coordination list with you. The most current copy is at http://washstat.org/board/videoconCaroference_contacts.pdf.
- **Arrival time.** Speakers, Discussants, Chair and Organizer should arrive about **30 minutes** before the start of the seminar to check the room set up, equipment, etc.
- **WSS Mugs.** Obtain mugs for speaker and discussant. These will usually be given to you before the seminar by a statistician at BLS. If the seminar is being held other than at BLS, it is your responsibility to obtain the mugs ahead of time from the BLS statisticians. Email them at WSS_Coordinators@bls.gov (or call in order: Dan Gillman (202-691-7523), John Dixon (202-691-7516) and Pam Douglas (202-691-7375).
- **Bring Attendance Sheets.** Bring blank WSS attendance forms (available at http://washstat.org/board/attend_rev5.doc or http://washstat.org/board/attend_rev5.pdf, a clipboard, a pen, and WSS brochures (available by clicking on “WSS Brochure” link on <http://washstat.org/join.html>) to the seminar. Sometimes these will be provided by the statisticians at BLS, but you should bring these in case a BLS statistician cannot provide these.
- **Water, etc.** Ask the speakers if they need something to drink, such as water or soda. The cafeteria is on the first floor near the entrance to BLS; it’s open 7 a.m. - 2 p.m. Some organizers bring enough small bottles of water automatically.
- **Announcements.** Ask the chair to provide information on WSS membership and to offer WSS brochures and give a plug for WSS membership either before the speakers and/or before the discussants. Announcements about upcoming events of interest and thanking the organizers are optional.
- **Introduce the speakers.**
- **Pass around the attendance form.**
- **Attendance Count.** Count the number of attendees both on-site and remotely. This is important since many people do not sign the attendance sheets. The count should be kept by the program chair(s) for use in end-of-year report.
- **Timing.** Watch the time. In the basic speaker-discussant format, allow about 45 - 60 minutes for the speakers, and 10 - 20 minutes for the discussants. Be sure to leave time for floor discussion/questions. The chair will moderate here.
- **Thank yous.** Thank the presenters and present them with the WSS mugs.

After the seminar

- **Attendance Sheets.** Send the attendance sheets to John Dixon at Dixon.John@bls.gov (email) or (202) 691-7426 (Fax) so that he can contact non-WSS members with information about how to join WSS.
- **Slides to websites.** Where appropriate, after checking with the speaker(s), send the presentation slides and other appropriate materials to the WSS webmaster for posting on the WSS website. The slides may be posted on other websites. Please ask the other websites to clearly state that the slides are from a WSS seminar.
- **Presentations to websites.** If the seminar has been recorded on a DVD or otherwise and you want a copy loaded on the WSS website, send a copy of the DVD (or other appropriate medium) to the WSS webmaster.

Cancelling a seminar

If a seminar is cancelled in advance, immediately contact the organization hosting the seminar. At BLS, send an email to WSS_Coordinators@bls.gov. Also, ask the electronic mail coordinator (Vince Massimini at svm@mitre.org) to send out an announcement.

If a seminar is cancelled at the last minute, immediately contact by phone and email the organization hosting the seminar. At BLS, the emergency contact is anyone on the Videoconferencing list on the Coordinator side. Also, ask the electronic mail coordinator (Vince Massimini at svm@mitre.org) to send out an announcement.

Appendix 1 to Methodology Section Program Chairs and Other Program Chairs Section--Location Details

Bureau of Labor Statistics (BLS)

Contact Details and Room Reservations

To reserve a room or contact the BLS statisticians about anything related to seminars, please use WSS_Coordinators@bls.gov. This email will send a message to several people at BLS and one of them will respond to you promptly. Make sure to give an estimated on-site audience size, whether you will need a BLS laptop, whether you will need a laptop projection system and whether or not videoconferencing or other special arrangements will be necessary. The following is a list of room sizes at BLS Conference Center: 70 each—Rooms 1, 2, and 3; 40 each—Rooms 7, 8, and 9; 20 each—Rooms 4, 6 and 10. In addition, Room 5 has a capacity of 12. Rooms 6 and 10 are permanently wired for videoconferencing. Rooms 4 and 5 have no videoconferencing capabilities. The other rooms can be set up for videoconferencing, if needed. In addition, the following room combinations are possible: 1 & 2; 2 & 3; 1, 2 & 3; 7 & 8; 9 & 10. However, please try to avoid combining rooms at BLS whenever possible. If email is not possible, contact Dan Gillman at (202) 691-7523 with a request to reserve a room.

What to Include in the Announcement

To be placed on the seminar attendance list at the Bureau of Labor Statistics you need to e-mail your name, affiliation, and seminar name to wss_seminar@bls.gov (underscore after 'wss') by noon at least 2 days in advance of the seminar or call 202-691-7524 and leave a message. Bring a photo ID to the seminar. BLS is located at 2 Massachusetts Avenue, NE. Use the Red Line to Union Station.

Facility Capabilities/Restrictions

Videoconferencing

BLS can easily handle videoconferencing. If you want videoconferencing, please indicate that when making a room reservation with the BLS statisticians. If you need to reach the BLS videoconferencing people directly, you can send an email to VTC_Support@BLS.Gov. In case of an emergency or equipment failure the day of a seminar, contact Antone Davis at (202) 691-5948 (Office) or (202) 369.5620 (Cell).

Internet Access

While Internet access is possible at BLS, there have been many problems using it during seminars. So, use of the Internet for seminars at BLS is strongly discouraged.

Preparation of Slide Presentations for use at BLS

The easiest and preferred way to handle bringing slide presentations into BLS Conference Center is via a flash drive. But there are some restrictions on their use at BLS. BLS uses special software to encrypt the data on all computers, and this software is also set to prevent the ability to download an executable from an external source such as a flash drive. Therefore, any flash drive that contains files with extensions including executables (.exe, .com, .dll), script files (.vbs, .scr, .js, etc.), and some other files (.mpg, .mp3, .mov, etc.) will be rendered inaccessible on a BLS computer. The directory structure or other considerations on the flash drive makes no difference.

The best solution is to bring a flash drive that contains the presentation file only. Any other configuration is courting disaster. If you bring a flash drive with forbidden files, correcting the problem is possible but very time consuming, and you may have to lose some files on the drive

to make it work. As a safeguard and as a courtesy to people in agencies participating by video conference, you should send your presentation file to WSS_Coordinators@BLS.Gov prior to the presentation. However, this cannot be relied upon as the primary means to bring presentation files to BLS, as this method is an imposition and will unreasonably burden BLS staff.

Mathematica Policy Research

Contact Details and Room Reservations

To arrange a seminar, contact Nick Beyler at nbeyler@mathematica-mpr.com or by phone at (202) 250-3539. Mathematica will host seminars in the main conference room which can seat up to 100 people.

What to Include in the Announcement

To be placed on the attendance list for webinar and phone viewing, please RSVP to Bruno Vizcarra at bvizcarra@mathematica-mpr.com or (202) 484-4231 at least 1 day in advance of the seminar (in-person attendees do not need to RSVP). Provide your name, affiliation, contact information (email is preferred) and the seminar date. Once on the list, you will be provided with information about webinar and phone viewing. For those attending in person, Mathematica is located at 1100 1st Street, NE, 12th Floor, Washington, DC 20002. If traveling by Metro, take Red Line to either the New York Ave Station or Union Station. From the New York Ave Station, follow signs to exit at M Street and walk 1 block west on M street and 2 blocks south on 1st Street (the building will be on your right). From Union Station, walk north along 1st Street for about 4-5 blocks until you reach L Street (the building will be on your left after crossing L street). If traveling by car, pay parking is available in the building parking garage, located 1 block east of North Capitol on L Street NE. Once in the building, take the elevators to the 12th floor and inform the secretary that you are attending the WSS seminar. Please call Mathematica's main office number ((202) 484-9220) if you have trouble finding the building.

Facility Capabilities

The conference room has state-of-the-art webinar and audio capabilities. Easy restroom access and refreshments (coffee, water, tea, etc.) will be available to attendees.

Presenters can use their own laptops or Mathematica laptops for their presentation. In the past, presenters have emailed their presentation slides to Mathematica staff in advance or have brought a flash drive with their presentation slides the day of the seminar. If there are any special needs (e.g., more advanced graphical displays, access to internet during the presentation, etc.) Mathematica can accommodate those needs. Also, seminars at Mathematica have been recorded in the past (using webinar technology) with much success, so that option will also be available to presenters.

The Urban Institute

Contact Details and Room Reservations

Contact either Rob Santos (rsantos@urban.org, (202) 216-5904 (office), (512) 619-5667 (cell)) or Tim Triplett (ttriplett@urban.org, (202) 261-5579 (office), (240) 487-8588 (cell)). Their conference room can easily hold 50 people and can squeeze in 100 people.

What to Include in the Announcement

The Urban Institute is located at 2100 M Street, NW, Washington, DC 20037. The entrance is on 21st Street, between L and M Streets, directly across the street from Port of Piraeus Café. If traveling by Metro, take the Red line to Dupont Circle or the Blue/Orange lines to Foggy Bottom. From Dupont Circle (Red line), travel south on New Hampshire and turn left onto 21st Street, crossing M Street; building entrance is on the west side of 21st Street. From Foggy Bottom

(Blue/Orange), travel north on New Hampshire until M Street, then round the corner onto 21st Street by turning right at M Street. Pay parking is available in the building parking garage or across the street on 21st Street between L and M Streets. The conference room is located on the 5th floor which also serves as the main entrance to The Urban Institute. Enter the 5th floor reception area and the receptionist will direct you to the seminar room.

Facility Capabilities/Restrictions

Video conferencing and webinars are not available.
Please bring a PowerPoint or pdf presentation on a flash drive.

Pew Research Center

Contact Details and Room Reservations

Contact Scott Keeter at skeeter@pewresearch.org or (202) 419-4362. Their conference room can seat up to 100 people in regular seating mode and can seat up to about 30 people around a large square conference table, with additional seats along the sides of the room. One restriction is that WSS should plan on holding no more than two seminars here per year. Topics of interest to Pew are more likely to get approval from Pew to be held there.

WSS is to take care of individual reservations for any event held at Pew. The list of RSVPs is to be sent to Scott Keeter by at least two working days before the seminar.

What to Include in the Announcement

To be placed on the seminar attendance list, please RSVP to [WSS CONTACT PERSON] by noon at least two days in advance of the seminar. Provide your name, affiliation, contact information (email is preferred) and seminar date. The Pew Research Center is located at 1615 L St., NW, Suite 700. If traveling by Metro, you can use the Orange, Blue or Red Lines. Take the Orange or Blue line to Farragut West and exit at the 17th St. end of the platform. Walk down 17th Street, cross K Street and continue to L Street. Cross and turn right. 1615 L Street is halfway down the block on the left. On the Red Line, use the Farragut North station and exit on the L Street side. If traveling by car, pay parking is available in the building parking garage, which is located on L Street (and there are other garages nearby). Check in with the security desk in the lobby and take the elevator to the 7th floor where you will be directed to the main conference room. The Pew Research Center's main telephone number is (202) 419-4300.

Facility Capabilities/Restrictions

Video conferencing and webinars are not available
The room has a computer and projector; PowerPoint is installed on the computer. A presenter can bring their own computer or can use the one in the room.

Kaiser Family Foundation

This site has not been used recently. However, they have a big room as part of the Barbara Jordan Conference Center. Details on how to plan an event at the Kaiser Family Foundation are at <http://www.kff.org/about/bjcc/index.cfm>. A direct contact is Joy McCoy at (202) 347-5270 or conferences@kff.org.

Appendix 2 to Methodology Section Program Chairs and Other Program Chairs Section

Videoconference Coordination

<u>Site</u>	<u>Coordinator(s)</u>	<u>Technical Representative(s)</u>
AHRQ	Fran Chevarley (301) 427-1473 Fran.Chevarley@ahrq.hhs.gov	Jim Nieberding (301) 427-1346 james.nieberding@ahrq.hhs.gov
	Lap-Ming Wun (301) 427-1670 Lap-Ming.wun@ahrq.hhs.gov	
	D.E.B. Potter (301) 427-1564 D.E.B.Potter@ahrq.hhs.gov	
BLS	Dan Gillman (202) 691-7523 gillman.daniel@bls.gov	Antone Davis (202) 691-5948 (Office Phone) (202) 369.5620 (Cell Phone) Preferred Email: VTC_Support@BLS.Gov Personal email: davis.antone@bls.gov Main Contact
	John Dixon (202) 691-7516 dixon_j@bls.gov	
	Pam Douglas (202) 691-7375 Douglas.Pamela@bls.gov	
	Stella Godbolt (202) 691-6782 Godbolt.Stella@bls.gov	
ERS (Economic Research Service-USDA)	Charlie Hallahan (202) 694-5051 HALLAHAN@ers.usda.gov	Robert Donegan (202) 694-5063 bdonegan@ers.usda.gov
JPSM—Site at U. of Michigan	James M. Lepkowski (734) 936-0021 jimlep@umich.edu	Michael J. Panchula (734) 763-3713 Panchula@umich.edu
		Frank Kaelin (734) 764-6784 fjk@isr.umich.edu
Note: IT Manager is Steve Munn, (734) 764-8007, smunn@isr.umich.edu (don't send slides)		
JPSM—Site at U. of Maryland	Richard Valliant (301) 314-7911 rvalliant@survey.umd.edu	Duane Gilbert (301) 314-5902 dgilbert@survey.umd.edu

Mathematica	Donsig Jang (Main person) (202) 484-4246 djang@mathematica-mpr.com	Chris Bellamy (609) 275-2313 CBellamy@mathematica-mpr.com
	John Hall (Backup) (609) 275-2357 jhall@mathematica-mpr.com	Backup email: NJCaNS@mathematica-mpr.com
NCHS	Joe Fred Gonzalez (301) 458-4239 JGonzalez@cdc.gov	Jakki Williams (main person) Land:(301)458-4066 Cell:(404)569-5269 jwilliams11@cdc.gov
	Iris Shimizu (301) 458-4497 IShimizu@cdc.gov	Kay Fields (back-up) Land: (301) 458-4211 MKF0@cdc.gov
Note: Their envision (their videoconference system) mailbox address is envhyat@cdc.gov		
NSF	Adrian McQueen (703) 292-7807 amcqueen@nsf.gov	Same as Coordinator
Westat	Annie Lo (Main person) (301) 738-8374 annielo@westat.com	Fran Winter (301) 294-4419 franwinter@westat.com
	Dave Ferraro (Backup) (301) 251-4261 davidferraro@westat.com	

Go to <http://washstat.org> and then scroll down to the bottom of the page to “WSS Video Contacts” for the most current copy of this list.