STATE OF
THE SAN FRANCISCO ESTUARY
CONFERENCE
SAN FRANCISCO ESTUARY PARTNERSHIP – SFESTUARY.ORG/SOE

# State of the Estuary Conference Community Table Guidelines

**Introduction**
The 2024 State of the Estuary Conference will include a catered evening reception on May 28th from 5:00 – 7:00 PM that will feature posters, an art exhibit, sponsor tables, and community tables. Community tables are intended to provide Tribes and community-based organizations (CBOs) working in frontline communities in the San Francisco Estuary an opportunity to engage with the conference audience in an informal setting, to share their goals and the work that they do, to create partnerships with other organizations across the Estuary, and to generate awareness and support.

**Who are community tables for?**
Community tables are intended for Tribes and CBOs that are focused on promoting environmental justice in frontline communities (communities that experience the "first and worst" consequences of climate change) in the San Francisco Estuary, especially communities of color and indigenous and low-income communities. Community tables are not intended for government agencies, colleges and universities, or private companies. We encourage these groups to consider becoming a sponsor, which can include a sponsor table at the event.

**What are the benefits of community tabling?**
Community tables can be used to highlight programs and draw attention to the important work being done in communities around the San Francisco Estuary. They also provide an opportunity to interact with the conference audience in an informal setting and form new partnerships and relationships across the Estuary. Additionally, accepted community tables will be provided with one free registration to Day 1 (May 28) of the conference.

**What will be provided?**
Community tables will each be provided with the following materials:
- 1 table
- 1 chair (additional chairs available upon request)
- 1 table cloth
- Wifi
- AV support available upon request (power strips, etc.)

**What should community tables bring?**

Community tables should consider bringing the following materials:

- Flyers with social media and website links/codes
- Self-supporting posters
- Decorations
- Sign-up sheets with interest forms, pens, and clipboards
- Interactive games
- Swag

**What shouldn't community tables bring?**

Community tables should not bring the following materials:

- Amplified music/speakers (instruments to show/play are okay!)
- Expensive materials/valuables (the conference is not responsible for any items that are left unattended at community tables)

**When should community tables be set up?**

Community table materials can be set up as early as 8:30 AM on May 28th. Tables are encouraged to leave flyers and posters up throughout the day for conference attendees to view. Expensive items or valuables should not be left at the tables during the day. Tables should be fully set-up by 5:00 PM on May 28th for the reception from 5:00 – 7:00 PM.

**When should community tables be taken down?**

Community table materials can be taken down as early as 7:00 PM on May 28th. If desired, table materials can be left up through Day 2 of the conference for additional viewing by attendees. Expensive items or valuables should not be left at the tables overnight or during the day. Table materials should be cleaned up by 5:00 PM on May 29th.

**How can I request a community table? Who should I contact with questions?**

Community table requests and related questions should be sent to the Conference Table Chairs, listed below. Space for community tables is limited, so it is best to reach out sooner than later. **The deadline to request a community table is May 20, 2024.** Once accepted, community tables will be sent a brief online registration form.

**Community Table Chairs**

Diana Fu, San Francisco Estuary Partnership, diana.fu@sfestuary.org
Jennifer Adams, Nuestra Casa de East Palo Alto, jadams@nuestracasa.org
Melissa Foley, San Francisco Estuary Institute, melissaf@sfei.org