

# State of the Estuary Conference Community Table Guidelines

#### Introduction

The 2025 State of the Estuary Conference will include a catered evening reception on October 28<sup>th</sup> from 5:00 – 7:00 PM that will feature posters, an art exhibit, 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 (October 28<sup>th</sup>) 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 tablecloth
- 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 4:00 PM on October 28<sup>th</sup> in the 1<sup>st</sup> floor Reception Hall (Grand Ballroom). Expensive items or valuables should not be left alone at any time – we are not responsible for lost or damaged items. Tables should be fully set-up by 5:00 PM on Oct 28<sup>th</sup> for the reception from 5:00 – 7:00 PM. If you would like to bring tabling materials into the venue before 4:00 PM on October 28<sup>th</sup>, there will be a table in the venue entryway where materials can be stored/displayed during the day.

### When should community tables be taken down?

Community table materials should be taken down after 7:00 PM on October 28th. <u>Please note that the tables themselves will be broken down that evening, and will not be set up again.</u> If desired, you may leave table materials on the table in the 1<sup>st</sup> floor entryway for attendees to browse. Table materials can also be stored overnight in the Dressing Room on the 4th floor overnight. Please contact Diana Fu if you would like to store any materials in the Dressing Room. All table materials must be cleaned up by 4:45 PM October 29<sup>th</sup>. Any materials left behind will be discarded.

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

Community table requests and related questions should be sent to the Community Table Chairs, listed below. Space for community tables is limited and first-come, first-served so it is best to register sooner than later. **The deadline to request a community table is October 3, 2025.** 

### **Community Table Chairs**

Diana Fu, San Francisco Estuary Partnership, diana.fu@sfestuary.org Zoe Siegel, Greenbelt Alliance, zsiegel@greenbelt.org Alyssa Whitaker, Department of Water Resources, alyssa.whitaker@water.ca.gov