

|  |
| --- |
| National Environmental Monitoring Virtual Conference  August 3 – 21, 2020 |

**Duties and Responsibilities:**

**Oral & Poster Presenters**

Thank you for your interest in presenting at the 36th Annual National Environmental Monitoring Conference. This document should provide you with the information you need to submit your abstract and prepare for your session. **Due to Covid-19 this conference has moved to a virtual format which means some of this information has changed. Please take the time to review it again.** Once your abstract has been accepted and assigned to a specific session, you will also receive periodic e-mails to help guide you through specific deadlines. If you have questions or need assistance at any time, you can contact your Session Chair or:

Program Chair - Dr. Earl Hansen [papaearl41@hotmail.com](mailto:papaearl41@hotmail.com)

Speaker Liaison - Barbara Hansen – [bzh-nemc@hotmail.com](mailto:bzh-nemc@hotmail.com)

Please note that registration is free for presenters (including poster presenters) for the session in which they are presenting for this year’s virtual conference. Presenters are automatically registered for their Session, Keynote and Lunch presentations, the Poster Session, Exhibit Hall, and the Innovative New Technology Showcase. Those presenters who wish to attend sessions other than the session in which they are presenting, should register online for the Tracks they wish to attend.

|  |
| --- |
| **Summary of Important Due Dates** |

Abstracts Due January 27, 2020

Presentation Due July 13, 2020

Paper Due September 14, 2020

|  |
| --- |
| **Abstracts** |

**All abstracts are due January 27, 2020**. They are submitted on the NEMC website (NEMC.us) by clicking on “Submit Abstract for 2020” on the right side of the home screen. A form will pop up for you to complete. A [Guide for Abstracts](http://www.nemc.us/meeting/2018/guide-abstracts.php) is available to help you with the submission. **Please choose your title carefully and keep it consistent with the title you plan to use for your presentation.** You will be asked to agree to a Written Materials Agreement when you submit your abstract. The intention of this agreement is to ensure you have the permission to present the information. It is not intended to restrict the presenter in any way from publishing any written material. Please note that the Written Materials Agreement will be extended to include a video of your presentation too.

**Note:** **All presentations will be posted on the NEMC website in PDF and video format after the conference. If you do not want to post your presentation, please do not submit an abstract**. There are situations where presentations require approval that may extend beyond the conference date and we will work with you in these special situations. **An updated presentation where material has been removed will not be accepted after the conference for posting**.

**Note:** The author’s information for the biography is collected at the same time the abstract is submitted. There is a [Guide for Biographies](http://www.nemc.us/meeting/2018/guide-bio.php) available with suggestions for preparing your information for a biography. This year we will also be asking people to submit a photograph to be placed with their biography if they have one available.

You will be notified of the status of your abstract before April 1, 2020. If you have not yet been in contact with your Session Chair, you will receive contact information and a formal e-mail notifying you of acceptance.

If you make any changes to your abstract after submission, please resubmit the update and copy your Session Chair. All abstracts will be posted to the website in April and Barbara will help to ensure the site remains accurate.

|  |
| --- |
| **Papers** |

Papers are not required, but they are encouraged. They will be posted in the Meeting Proceedings on the NEMC website with the abstracts, biographies and presentations. A [Style Guide for papers](http://www.nemc.us/docs/2018/2018-NEMC-PaperStyleGuide.doc) is available on the NEMC website under “Information for Presenters”. **Papers are due September 14, 2020.** You should work with your Session Chair if you plan to prepare a paper. The Session Chairs will be the primary reviewers of these papers**.** All papers should be e-mailed directly to Barbara by the due date.

|  |
| --- |
| **Preparing for Presentation** |

* Information is available on the NEMC website that you will find helpful in preparing your presentation. The website includes: a [PowerPoint document](file:///C:\Users\jerry\AppData\Local\Temp\2019-NEMC-Creating%20Effective%20PowerPoint%20Presentations.ppt) with suggestions for creating effective presentations, and a [PowerPoint Style Guide](http://www.nemc.us/docs/2018/2018-NEMC-PowerPointPresentationStyleGuide.doc) that includes directions for submitting your presentation, as well as technical information related to PowerPoint.

**Note: All presentations must be turned in before July 13, 2020**. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns. Please upload your presentation as a **powerpoint** file in the 2016 Microsoft Office default setting of **16:9**.

**Note:** **If we do not receive your presentation by July 13th, your presentation may be canceled.** If you need to make a change to your presentation after Thursday, July 13th you must make arrangements with your Session Chair and Barbara to get a copy of your presentation updated.

* When you upload your presentation on the website, you will have the opportunity to upload a photo of yourself that will be posted on the website with your bio. We encourage you to include this photo.
* Although we strongly discourage it, if you find an error in your presentation and need to provide an update, it must be submitted directly to Barbara three (3) days prior to your session.
* All final presentations will be posted on the website in PDF and video format after the conference. If there are any issues with providing any information on the NEMC website, please do not present this information at the virtual conference. The information presented must be posted.
* As a virtual conference on Webex, all presentations will be recorded and made available to the attendees after the conference. No post-conference changes will be made to these recordings.
* Provide Barbara with any corrections to your presentation after the conference. She will ensure the corrected copy is posted on the NEMC website. No changes to the recorded proceedings will be made.
* Let Barbara and your Session Chair know of any special audio-visual needs at least 30 days before the conference. This will include letting them know you have a video embedded in the presentation.
* Contact Barbara and your chair with any last-minute cancellations or speaker substitutions. This is critical to make sure the Program is as accurate as possible. Barbara must receive an updated speaker biography for any new speakers. She will also need the speakers name, organization, email, physical address and phone number. Note: No speaker may give more than two presentations at the conference.

|  |
| --- |
| **Conference Presentation** |

* Cisco Webex is the technology that will be used for this virtual conference. Training sessions for this technology will be held prior to the start of the conference so that all Session Chairs and Presenters are familiar with the process and to check the functionality of each participant’s hardware. Details regarding these trainings will be forthcoming and will occur within two weeks of the conference. We want everyone to be comfortable with this format before the conference and one-on-one training will be available to work out any issues that arise during the training sessions.
* Generally, you should have a minimum of 10 mbps upload and download capability. You can verify your internet speed by going to speedtest.net. Please let Barbara know immediately if you do not have the appropriate connectivity speed so we can confirm that your presentation can be advanced by your Session Chair.
* You can improve the speed of your internet by connecting your modem directly to your computer rather than using wifi. Many newer computers will require an adapter to make this work.
* Please join your Webex session 30 minutes before the start of your session to ensure that all technology is functioning smoothly on that day. Once you are checked into your session, you can leave and return 5 minutes before the session start time.
* Session Chairs will be the moderators for their sessions, introduce each speaker, pull up and advance presentations, and also be responsible for maintaining the time schedule for the session.
* Plan to remain for the entirety of your session.
* A total of 25-30 minutes is allotted for each presentation (unless otherwise noted on the agenda). This includes 5 minutes for questions. Typically, 1 to 2 minutes are spent talking per slide, so please plan accordingly.
* Your presentation will already be loaded and ready when you join your session.
* Please consider that this is a virtual conference and you need to speak clearly into your microphone. We have found that some of the best microphones are actually in your computer or are microphones that connect to your computer. Webex will let you choose to use your computer for sound, or you can phone in.

|  |
| --- |
| **Poster Presentations** |

The NEMC website includes a **Guidelines for Poster Presentations** document that you will find helpful in preparing your poster presentation. A pdf of your poster must be submitted through the NEMC website by July 13th . This allows your session chair time to review your submission. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

Your poster, as well as your abstract and bio, will be posted on the poster section of the conference webpage for the entire conference and will be assigned to a Technical Track. It is expected that at a minimum, you will monitor for, and respond to, all submitted comments about your poster during the dates of the Technical Track in which your poster has been assigned, and you are encouraged to respond to comments throughout the entire duration of the conference. You will receive information prior to the conference regarding the process for responding to comments regarding your poster.

|  |
| --- |
| **After the Conference** |

All papers, presentations, biographies and abstracts will be uploaded to the NEMC website in PDF and mp4 format as part of the Meeting Proceedings after the conference. Please be sure to review your information to ensure it is accurate.

Presenters play a key role in the success of this conference and your involvement is much appreciated.

|  |
| --- |
| **PRESENTER AGREEMENT** |

Please read below and sign on the provided line.

By typing in my full name, I acknowledge that should my presentation be selected for NEMC 2020, I will complete the duties described above, adhere to deadlines, work with my session chair to develop my session, and pay for any sessions attended outside of the one in which I am presenting.

I have read and agree to the above Presenter Agreement.



Please indicate your agreement by typing in your full name above

