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| National Environmental Monitoring Conference  August 6-10, 2018 |

**Duties and Responsibilities:**

**Oral Presenters**

Thank-you for your interest in presenting at the 34th Annual National Environmental Monitoring Conference. This document should provide you with the information you need to submit your abstract and prepare for your session. 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 anytime, 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)

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| Summary of Important Due Dates |

Abstracts Due January 29, 2018

Registration for the Conference July 16, 2018

Presentation Due July 20, 2018

Paper Due September 14, 2018

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| Abstracts |

**All abstracts are due January 29, 2018**. They are submitted on the NEMC website (NEMC.us) by clicking on “Submit Abstract for 2018” 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.

**Note:** **All presentations will be posted on the NEMC website 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.

You will be notified of the status of your abstract before April 2, 2018. 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 forward the update to Barbara 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.

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| 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, 2018.** 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.

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| 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](http://www.nemc.us/docs/2018/2018-NEMC-DeathByPowerPoint.ppt) for preparing effective PowerPoint presentations, and a [PowerPoint Style Guide](http://www.nemc.us/docs/2018/2018-NEMC-PowerPointPresentationStyleGuide.doc) that includes directions for minimizing file size for uploading.

**Note: All presentations must be turned in before July 20, 2018**. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

**Note:** **If we do not receive your presentation by July 20th, your presentation will be canceled.** If you need to make a change to your presentation after Thursday, August 2nd, you must make arrangements with your Session Chair to get a copy of your presentation to his/her Session Flash Drive by breakfast the day of your session.

* 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 by end of day on Thursday, August 2nd.
* The Session Chairs will be receiving final copies of their session presentations on a Session Flash Drive on the first day of registration and this drive will be used to run all presentations during the session. If you are planning to use video during your presentation and did not get the files to Barbara, please get this to your Session Chair no later than breakfast on the day you are presenting.

**Note:** After your Session Chair receives the Session Flash Drive, only your Session Chair can update copies of your presentation. Barbara and persons at the registration desk will no longer be able to update your presentation for your session.

* You are encouraged to bring a copy of your presentation on a flash drive just in case any issues arise. If there is a problem with your presentation on the drive, please add a copy of your actual presentation to the Session Flash Drive **before** you leave.
* All final presentations will be posted on the website after the conference. If there are any issues with providing any information on the NEMC website, please do not present this information in New Orleans. The information presented must be posted.
* Provide Barbara with any corrections to your presentation after the conference. She will ensure the corrected copy is posted on the NEMC website.
* Let Barbara and your Session Chair know of any special audio visual needs at least 30 days before the conference.
* All presenters must be registered for the conference by **July 16, 2018** or your presentation may be canceled. Please note that there is a registration discount for all presenters.
* 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.

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| Conference Presentation |

* Please arrive at least 15 minutes before the start of your session and be seated up front.
* Session Chairs will be the moderators for their sessions, introduce each speaker, pull up presentations and also be responsible for maintaining the time schedule for the session. Breaks are generally from 10:00-10:30 and 3:00-3:30.
* Your presentation will already be loaded and ready when you arrive at your session. Pointers are not always available, so please bring one if it is necessary for your presentation.
* Each session room will have an LCD projector, screen, and laptop computer as well as a microphone. If you are in need of additional equipment such as a sound system for the computer, inform your session chair, as it must be ordered prior to the conference and will be provided at the speaker's expense.

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| After the Conference |

All papers, presentations, biographies and abstracts will be uploaded to the NEMC website as part of the Meeting Proceedings within 30 days 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.