



National Environmental Monitoring Conference August 2 – 12, 2021

Duties and Responsibilities: Oral & Poster Presenters

Thank-you for your interest in presenting at the 37th 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 any time, you can contact your Session Chair or:

Program Chair - Dr. Earl Hansen - papaearl41@hotmail.com

Speaker Liaison - Barbara Hansen – bzh-nemc@hotmail.com

Note: This conference has been planned as a hybrid meeting. Week 1, August 2-5, will be held as both an onsite and a virtual conference. Week 2, August 9-12, will be a virtual-only conference. Some information is specific to each week and will be noted as such. Recordings of presentations will be available to attendees on the NEMC Conference Portal until October 31, 2021.

Summary of Important Due Dates

Abstracts Due	February 1, 2021
Registration for the Conference	July 12, 2021
Presentation Due	July 19, 2021
Paper Due	September 14, 2021

Conference Registration

If your session will be held onsite in Bellevue during the first week of the Symposium, you are expected to register and travel to the meeting. Exact session dates have not been determined yet; your session chair will contract you when assignments have been made.

All presenters must be registered for the conference by **July 12, 2021** or your presentation may be canceled. Please note that there is a registration discount for all presenters.

Registration for the onsite meeting as full conference includes participation in all meetings (both onsite and virtual), all printed materials, continental breakfasts, lunches on Monday, Tuesday, and Thursday and access to the NEMC Portal until October 31, 2021.

For the virtual-only portion of the Symposium (week 2), presenters receive free registration only for the session in which they are presenting or chairing. All presenters who wish to attend sessions outside of the session in which they are participating should register online for the Tracks they wish to attend. If you will only be attending the session in which you are presenting, you must inform your session chair to facilitate your session-only registration.

All registrations, whether onsite or virtual (free and purchased tracks), include access to all keynote, plenary, lunch and poster presentations, the Virtual Exhibit Hall, and access to the portal through October 1, 2021.

Abstracts

All abstracts are due February 1, 2021. They are submitted on the NEMC website (NEMC.us) by clicking on “Submit Abstract for 2021” on the right side of the home screen. A form will pop up for you to complete. A [Guide for Abstracts](#) 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 and this document 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 in PDF 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 and their photo are collected at the same time the abstract is submitted. There is a [Guide for Biographies](#) available with suggestions for preparing your information for a biography. It is recommended that you include a photo on the title page of your presentation to enhance the virtual aspect of the conference.

You will be notified of the status of your abstract by April 1. If you have not been notified by that date, please contact Barbara Hansen.

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](#) is available on the NEMC website under “Information for Presenters”. **Papers are due September 14, 2021.** 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](#) with suggestions for creating effective presentations, and a [PowerPoint Style Guide](#) that includes directions for submitting your presentation, as well as technical information related to PowerPoint.

Use of Video, Animations, and Transitions – Not permitted

All sessions in this conference will have a virtual component to them. All presentations are uploaded directly into the platform prior to the session and **the platform does not allow for the use of video, animations, or transitions.**

Note: All presentations must be turned in before July 19, 2021. 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 19th, your presentation may be canceled.

Let Barbara and your Session Chair know of any special audio-visual needs at least 30 days before the conference.

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 and photo for any new speakers. She will also need the speaker’s name, organization, email, physical address and phone number.**

All final presentations will be posted on the website in PDF format after the conference. If there are any issues with providing any information on the NEMC website, please do not present this information in Bellevue. Posting of material will follow the Written Materials Agreement that you signed upon submitting your abstract.

Cisco WebEx is the technology that will be used to relay your presentation to virtual attendees and to record your presentation for posting on the 2021 NEMC Conference Portal. Your session chair will have your presentation ready when you arrive. No post-conference changes will be made to the recordings.

Although we strongly discourage it, if you find an error in your presentation and need to provide an update, it must be uploaded to the website two (2) days prior to your session.

You are encouraged to bring a copy of your presentation on a flash drive just in case any issues arise.

Onsite Conference Presentation - August 2-5

As a hybrid meeting, the onsite portion of this meeting will be held virtually simultaneously for those attendees who are unable to attend. Cisco WebEx is the technology that will be used for the virtual portion of the conference. Training sessions for this technology will be held prior to the start of the conference so that all Presenters are familiar with the process. 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.

Please arrive at least 15 minutes before the start of your session and be seated up front.

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.

The meeting room will be equipped with a projector, microphone, and remote slide presenter.

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.

Please consider that the conference room may be large, so the presentation should contain clear information with appropriate font (and image) size that is legible from the back of the conference room.

Session Chairs will be the moderators for their sessions, introduce each speaker, assist with Q and A, and also be responsible for maintaining the time schedule for the session. Breaks are from 10:00-10:30 and 3:00-3:30.

Virtual-Only Conference Presentation - August 9-12

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.

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, assist with Q and A, 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 upload online by July 19, 2021. You must also bring your full-size printed poster with you to the conference for display.

You will receive information prior to the conference regarding the location and schedule for displaying your poster.

After the Conference

All papers, presentations, biographies and abstracts will be uploaded to the NEMC website in PDF format 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.