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Presenter Guidelines

Congratulations on the acceptance of your abstract submission for the 2024 Alabama Water Resources Conference (ALWRC)! Presentations will take place on Thursday and Friday (September 5 & 6, 2024) at the Perdido Beach Resort in Orange Beach, Alabama.

The following document contains guidelines and instructions for your participation in the 2024 ALWRC. Please read this information thoroughly and submit all information requested on time. Your cooperation is key to ensuring a smooth process during conference preparations and the event itself.

Students: Important information regarding student status, competitions, and lodging can be found at the end of this document.

For all Presenters

Conference Registration

Early Bird Rates – Open until August 5, 2024

Regular Registration: \$445

Student Registration: \$275

Standard Rates

Regular Registration: \$495

Student Registration: \$330

**ALL presenters must register and pay the appropriate conference registration fee. Visit aub.ie/alwrc for registration information.*

Conference Agenda

Schedule: A detailed, draft conference schedule including the order of specific presentations for each concurrent session will be posted to the [2024 ALWRC Webpage](#).

Accuracy: Presenters should check the draft agenda for accuracy of their abstract title, name, and affiliation. Please email alwrc@auburn.edu by 7/31/24 if corrections need to be made.

**Due to inevitable presenter withdrawals, we reserve the right to change the date and time of any presentation. We will make every effort to notify those impacted.*

PowerPoint Presentations

Presentations are due via online upload on August 30, 2024. You will be sent detailed instructions on how to upload your presentation as a PowerPoint file online. **Lightning talk PowerPoints will NOT be accepted after the August 30 deadline.**

If you do not upload your oral presentation by 8/30/2024, it is your responsibility to load your presentation onto a conference laptop in the Speaker Ready Room before your session, preferably as soon as you check in at the conference registration desk. *We do not recommend this last minute option.

Poster Presenters

Poster Set-Up

Poster Preparation:

- Presenters are responsible for mounting their own poster to foam board or hard backing to be placed upon an easel (easels are provided). We suggest you do this before arriving at the conference.
- The poster should be no larger than 4 feet by 6 feet.
- The poster should be readable from about 3 feet away; therefore, larger fonts are recommended. Consider using lists rather than long paragraphs.

Poster Storage: If you wish, you may store your mounted poster in the Speaker Ready Room starting at noon CT on Thursday, September 5th. Alternatively, you can store your poster in your hotel room.

Poster Setup: Poster Presenters are responsible for placing their posters on their designated easel on Thursday afternoon, between **5-5:30 pm before the *Poster Session/Social Hour*** in Grand Reef (downstairs from the resort lobby). *Remember only easels will be provided, we will NOT offer mounting material)

***For Students:** Posters not hung by 5:30 pm will be disqualified from the Student Competition.

Poster Session Details

Thursday (Sept. 5) from 5:30 pm - 7:30 pm

- **5:30-6:15 pm:** Presenters are encouraged to network and partake in the provided food/beverages while judges will use this time to visit posters **without** presenters.
- **6:15-7:00 pm:** **Presenters will stand with their posters** to answer questions; Judges will visit posters during this time to speak with presenters.
- ***For Students** – Judges shall spend approximately 5-7 minutes at your poster. Please be concise and respectful of your judges' time to visit other posters.
- **7:00-7:30 pm:** Presenters may leave their poster at this time to network and enjoy the Social.

Poster Removal

Presenters must remove posters from the session room immediately following the *Poster Presentation Session*, which will end promptly at 7:30 pm.

Standard Oral Presenters

Session length: 80 minutes with 4 presenters per session.

- **Oral presenters are allotted 15 each**
- Please follow your moderator's guidance regarding the time left for your presentation and wrap up your presentation within your allotted timeslot. To be fair to your fellow presenters and your session's audience, the moderators have been instructed to cut off your presentation if you extend past the allotted timeslot.

PowerPoint Presenters

Presentations are due on August 30, 2024 via [this Box link](#).

You will be sent detailed instructions on how to upload your presentation as a PowerPoint file online.

****If you do not upload your oral presentation by 8/30/2024, it is your responsibility to load your presentation onto a conference laptop in the Speaker Ready Room before your session, preferably as soon as you check in at the conference registration desk. We do not recommend this last minute option.**

Equipment available on-site for your presentation:

- LCD projector, screen, a podium with microphone (wireless, in most cases), and a wireless remote/laser pointer.
- Windows PC Laptop (on the podium) loaded with PowerPoint. Presenters will **not** be permitted to use their personal laptops to present.

Making your presentation run smoothly:

- Bring a back-up copy of your PowerPoint presentation on a USB drive (memory stick).
- If you use non-standardized fonts, you must embed your fonts in your presentation so they display properly on the conference laptops (*see more details below*).
- We discourage the use of other AV equipment or specialized computer software during presentations.
- In no case will presentations be allowed to run overtime due to any technical glitches from using additional software or technologies.

Embedding Fonts

If you are using non-standard fonts for text or bullets, you may see them changed to standard fonts when your presentation is displayed on a different computer. This can cause changes in the text layout of each slide or you may get bullet symbol substitutions. Embedding fonts ensures that what you see on your personal computer will display identically on any other computer. It may, however, make your file size much larger.

Embedding your fonts in Microsoft PowerPoint

Most TrueType and Open fonts can be embedded. A few Adobe fonts may also be embedded in PowerPoint 2010 and 2013. There's a TT icon next to True Type fonts in PowerPoint's font dropdown menu. Adobe PostScript/Type1 fonts usually appear with a printer icon in PowerPoint; if your chosen font cannot be embedded, you will get a message before the save process is complete. Mac versions of PowerPoint cannot embed fonts. Alternative: If you do not need to have any animation or effects in your presentation, you can save your presentation as an Adobe PDF. Otherwise, make sure you send your Mac-derived .ppt or .pptx to us to make sure it will run correctly before the conference. Use standard type fonts when possible to ensure smooth substitutions.

Using PowerPoint 2007, 2010, 2013, 2016 or 365

- In the Save As dialog box, click Tools in the lower right corner, and then click Save Options in the drop-down menu
- Under "Preserve fidelity when sharing this presentation", put a check next to "Embed fonts in the file", then choose to embed only the used characters or all characters. A few TrueType fonts are not embeddable. If no window pops up indicating fonts cannot be
- embedded, you are in the clear. If a font is not embeddable, change your font choice to one that is.
- Click OK and continue saving normally

Using PowerPoint 2003

- Choose File, Save As
 - In the Save As dialog box, click Tools, then Save Options
 - In the Save Options dialog box, put a checkmark next to "Embed TrueType fonts"
 - Click "Embed characters in use only" if you want smaller PPT files and don't need to let others who don't have the embedded fonts edit the files or...
 - Click "Embed all characters" if others will need to edit the presentation using the
 - embedded fonts. This will produce larger PPT files; if you embed Unicode or double-byte fonts, the files will be MUCH larger.
 - Click OK and continue saving normally
-

Lightning Talk Presenters

Session length: 80 minutes with 12 lightning talks per session.

- **Lightning talks have a strict 5-minute timeslot.**
 - All presentations MUST BE submitted online by August 30, 2024 via [this Box link](#).
 - Presentations are combined ahead of time, if your talk is not submitted on time you will not be included.
 - The 5 minute allotment will be enforced by the session moderator and moderator assistant. We will give you a 2- and 1-minute warning.
 - Understand that if you exceed your 5 minutes, you will be asked to leave the podium, even if you have not completed your presentation.
 - Q&A for all presenters will commence after the last lightning talk of the session.
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Student Presenters

Proof of Full-Time Student Status: To participate in the student competition for oral, poster, and lightning talks as well as be eligible for the student registration rate, you must provide proper student identification including a [Full Time Status Confirmation Form](#) with the signature of your major professor as well as a photocopy of your student ID card **no later than August 5, 2024.**

You can find detailed instructions and the **required student full-time status confirmation form on the [conference website](#).*

Poster Presentation Judging Criteria

- Efficient use of allotted space.
- Author's understanding of the subject matter.
- Significance and originality of material presented.
- Organization and layout.
- Overall quality of the poster.
- Overall quality of student's presentation.
- Quality of responses to questions (if applicable).

Oral Presentation Judging Criteria

- Efficient use of allotted time.
- Presenter's understanding of the subject matter.
- Significance and originality of material presented.
- Organization and logical progression of presentation.
- Effective use of audio-visual materials.
- Presentation style and effectiveness as a communicator.
- Quality of responses to questions (if applicable).
- Overall quality of the presentation.

Lightning Talk Judging Criteria

- Efficient use of allotted time.
 - Presenter's understanding of the subject matter.
 - Significance and originality of material presented.
 - Organization and logical progression of presentation.
 - Effective use of audio-visual materials.
 - Presentation style and effectiveness as a communicator.
 - Quality of responses to questions (if applicable).
 - Overall quality of presentation.
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Student Competition Awards

Best Student Oral Presentations and Best Student Poster Presentations:

- 1st (\$400)
- 2nd (\$300)
- 3rd (\$200)

Best Student Lightning Talk - (\$200).

The Conference Planning Committee will recognize student competitors during the Friday Keynote address on the final day of the 2024 ALWRC and announce student winners after the 2024 ALWRC by email.

Limited Complimentary Student Presenter Lodging

The Alabama Chapter of the American Water Resources Association (AWRA) is pleased to offer a *limited number of rooms* (for the nights of Wednesday [9/5] and Thursday [9/6] only) at the Perdido Beach Resort for student presenters, *with priority to students giving standard oral presentations*.

To qualify for one of the complimentary student rooms you must:

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1. Email alwrc@auburn.edu requesting a complimentary student room with your student documents attached including the [Student Full-Time Status Confirmation Form](#) signed by your major professor and a photocopy of your student ID card as a combined PDF. The subject line of the email MUST contain “2024 ALWRC Student Room Request” to be considered for a complimentary room.
 2. Register for the 2024 ALWRC.
 3. Be a student presenter who has confirmed their abstract via the Qualtrics survey provided in your abstract acceptance email.
 4. Be willing to room with one fellow student presenter (roommate requests can be made via email so long as you and your prospective roommate request each other).
 5. Be willing to serve as a moderator assistant for at least one concurrent session (this cannot be the same session you are presenting in).

*Complimentary student rooms will be provided on a first-come, first-served basis upon completing the above 5 requirements.

Thank You!

Thank you for your submission and we look forward to seeing you at the conference!

Sincerely,

Jessie Curl

alwrc@auburn.edu

Auburn University Water Resource Center
Alabama Water Resources Conference Committee