

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Thank you for agreeing to present at the 2023 National Monitoring Conference! We would not have a conference without you. Over the years, our experience has been that with a little pre-conference preparation, you can insure a smooth-running session. Your job is critical to producing a meaningful and valuable conference!

BIG TAKEAWAYS FROM THIS DOCUMENT

1. **In-Person Presenters**, please provide your PowerPoint presentation to Kristen Parry (Kristen.parry@tetrattech.com) by **Friday, April 7th**.
 - a. PowerPoint Presentations for use at the conference should be submitted separately to Kristen Parry who will load them onto conference computers for the live presentations.
 - b. In-Person Presenters are **STRONGLY ENCOURAGED** to pre-record their presentation and load them onto Whova before the conference.
 - i. Recorded presentations **MUST** be in a .mp4 video file or YouTube link. No other formats are compatible with Whova. If you record via PowerPoint, the standard format will export in .mp4.
 - ii. This is an important element for a more inclusive conference and benefits all attendees, including our virtual attendees, attendees who are unable to make your talk due to another concurrent session, and those who access the talks on Whova after the conference ends.
2. **Asynchronous Presenters**, please submit your recorded presentations onto Whova by **Friday, April 7th**. Presentations can be uploaded directly onto Whova (instructions below).
 - a. Recorded presentations **MUST** be in a .mp4 video file or YouTube link. No other formats will be compatible. If you record via PowerPoint, the standard format will export in .mp4.
3. **Poster Presenters**, please be read the poster instructions below.
 - a. Poster Presenters are **STRONGLY ENCOURAGED** to upload their poster to Whova.
 - i. This is an important element for a more inclusive conference and benefits all attendees, including our virtual attendees, attendees who are unable to make your talk due to another concurrent session, and those who access the talks on Whova after the conference ends.
4. **An Informational Webinar for Presenters will be held on March 16th and 23rd. Please join us! Invite to follow. Webinars will be recorded and placed on the National Monitoring Conference Website.**

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



PRESENTER GUIDELINES

This document contains guidelines for your participation in the 13TH National Monitoring Conference. Please read these materials carefully and promptly supply all information requested. This will allow conference preparations to proceed smoothly.

Code of Conduct

The National Water Quality Monitoring Committee commits to promoting a welcoming environment while fulfilling our mission of forging partnerships among citizens, scientists, and professionals to foster the management and protection of the Nation's waters. We intend to do this during daily operations by fostering environments that are safe, collaborative, supportive, and productive for all members and attendees, including sponsors, exhibitors, guests of members, invited speakers, and members of the media. We intend to conduct our business in a fair, honest, and ethical manner that values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among our membership and all conference and event attendees.

All attendees, speakers, sponsors, and volunteers at our conference are required to abide by the code of conduct. Organizers will be available for those that need to report an incident or concern. We expect cooperation from all participants to help ensure a safe, welcoming, and inclusive environment for everyone.

Why is it beneficial to upload my presentation and use other virtual modes of interaction during the National Monitoring Conference?

There are many benefits of virtual and hybrid conferences and using virtual formats (e.g., presentation recordings, virtual Q&A sessions) to share information, now backed by data from multiple scientific societies and fields (Rolls et al. 2022, Skiles et al. 2022, Wu et al. 2022). The benefits include increasing accessibility and belonging, broadening the audience and impact of your research, and reducing the environmental costs and potential health risks of in-person meetings. We hope that as a broader community united by our passion for water quality science and water resource protection, we can help each other share in these benefits. Even if you are presenting in person, we encourage uploading your poster file, a recording of your presentation (or at minimum your presentation slides) to the Whova platform, creating an online profile, and using the interactive features of Whova. We ask leaders of institutions to provide the same encouragement to their staff attending the conference, or to consider how to reduce restrictions to online sharing of presentation materials, such as using appropriate disclaimers or clearance processes.

The National Water Quality Monitoring Council is committed to increasing justice, equity, diversity, inclusion, and accessibility in all Council-sponsored activities, including the National Monitoring Conference. Our own experience with the 2021 fully virtual National Monitoring Conference showed increased numbers in participants and likely more participants from underrepresented groups. We are

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



continuing to learn, evaluate, and improve the quality of virtual participation and hybrid conference formats. We welcome your input and ideas on how we can do this better (wqJEDI@gmail.com).

References

Rolls, Rob & Rogosch, Jane & Kuehne, Lauren. (2022). How Shall We Meet? Embracing the Opportunities of Virtual Conferencing. *Fisheries*. 10.1002/fsh.10765.

Skiles, M., Yang, E., Reshef, O. et al. Conference demographics and footprint changed by virtual platforms. *Nat Sustain* 5, 149–156 (2022). <https://doi.org/10.1038/s41893-021-00823-2>

Wu, J., Rajesh, A., Huang, YN. et al. Virtual meetings promise to eliminate geographical and administrative barriers and increase accessibility, diversity and inclusivity. *Nat Biotechnol* 40, 133–137 (2022). <https://doi.org/10.1038/s41587-021-01176-z>

Conference Registration

All presenters (in person, asynchronous, and poster) must [register](#) and pay the appropriate registration fee. The conference will be utilizing Whova again this year to house the agenda, as well as all pre-recorded presentations and supporting material. Presenters must be **registered** to have access to the Whova platform. The Program Committee **strongly encourages** ALL presenters to upload a pre-recorded version of their talk to Whova. This will allow for broader access as well as serve as a back-up in the event of technical difficulties, will provide greater distribution of work for the virtual attendees and will provide an opportunity for in-person attendees to watch your presentation should they have an overlapping session that they would like to attend.

Registration Options

In-Person (full; week) – Includes virtual Whova component.

In-Person (partial; one day)– May not be combined to create a two-day registration. Also includes virtual Whova component.

Virtual Only – Access only to presentations posted on Whova and access to limited networking and JEDI panel discussions.

Student In person – Includes virtual Whova component. Must be full-time degree seeking students during the conference. Students may be asked to show a validated student ID, a letter on college/university letterhead signed by their department chair or major advisor to indicate that they are a full-time student or some other proof of matriculation.

Student Virtual Only – Access only to presentations posted on Whova. Must be full-time degree seeking students during the conference. Students may be asked to show a validated student ID, a letter on college/university letterhead signed by their department chair or major advisor to indicate that they are a full-time student or some other proof of matriculation.

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Please refer to the [National Monitoring Conference website](#) for specific fees.

Whova Usage: Edits to Abstract, Biographical Information and Uploading of Recorded Presentations

All presenter abstracts will be included in the online pre-conference materials and post-conference proceedings on Whova. If you need to change your abstract or its title, you may do so on Whova. THIS IS OPTIONAL.

All presenters, both oral and poster, must input their biographical information (3-4 sentences max) on Whova by April 7th. In the presenter bios, consider including your preferred pronouns and acknowledgment of indigenous lands (refer to the guides on the conference website to learn more). For In-Person Presentations, Presenters will be responsible for introducing themselves. Moderators will provide your name and affiliation prior to the talk.

In addition, it is STRONGLY ENCOURAGED that In-Person presenters also upload recordings of their presentation on Whova. The location of the pre-recorded presentation will allow for up to two additional supplemental documents to be attached in case you would like to share additional information with conference attendees. For instruction on how to upload your presentation and related materials, please see the section **Recording and Uploading Presentations and Posters onto Whova** at the end of this document for more information.

Conference Agenda

A detailed conference agenda including session dates and times will soon be available on the [Whova platform](#). 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 affected. We assume that presenters will participate in the entire conference and not solely the day of their presentation. We also encourage In-Person presenters to engage with virtual attendees by checking the Whova app frequently during the conference to note if there are any questions that come in from the virtual audience.

PowerPoint Presentation

Due: April 7th, 2023

Please send your PowerPoint presentation to Kristen Parry (Kristen.Parry@tetrattech.com) no later than April 7th, 2023. It is strongly recommended that you pre-record your presentation and upload onto the Whova platform prior to the start of the conference. Please see below for best practices and tips for PPT presentation uploading and pre-recording. Remember, presenters are limited to 20 minutes total to give their talk and take questions. We recommend you plan on a 15-minute presentation. In no case will your moderator allow a speaker to go past their allotted time slot. Any overtime of the presentation within its time slot will reduce the time for questions.



Oral Presentation Guidelines

All presenters are ***strongly encouraged*** to upload a recording of their presentation to Whova, the conference platform.

- Your presentation will be available to all in-person and virtual-only attendees for 6 months after the conference.
- This is in addition to providing your PowerPoint file for use during your sessions. Your recorded video will NOT be played during your session.
- Presentations should be uploaded no later than **Friday, April 7th.**

In-Person Presentations

Prior to the Conference

Please send your presentation to Kristen Parry (kristen.parry@tetrattech.com) and update your profile on the Whova app with your bio by no later than Friday, April 7th. Please respond to your moderator's requests in a timely fashion.

Remember you are limited to 20 minutes total to give your talk and take questions. We recommend you plan on a 15-minute presentation. In no case will your moderator allow a speaker to go past their allotted time slot. Any overtime of the presentation within its time slot will reduce the time for questions.

The computers in the session rooms will be Windows-based. PowerPoint presentations created both on Windows and macOS platforms should work, but verification of proper performance is essential. MacOS users should be sure to include the ".ppt" extension in their file names.

The National Monitoring Conference discourages any use of extensive animations, video, audio, or software demonstrations. If you are adamant on using anything beyond the basic presentation, it is at your own risk, and your moderator will not compensate your presentation time if anything goes wrong. Note, there will not be high speed bandwidth internet in the rooms for any online demonstrations. Presenters are encouraged to pre-record and incorporate into their presentation if they would like to showcase something that requires internet connection.

If your presentation uses symbols, bullets, or uncommon fonts, please embed your fonts in the presentation. You can do this by using the "Save As" function and before saving, click on the "Tools" drop-down menu of the save window and select "Embed TrueType Fonts." Also select "Embed characters in use" if no further editing is expected as this saves file space or select "Embed all..." if further editing is expected using a different computer than the original.

Please focus your talk on the uniqueness of your approach, your results and findings, lessons learned and transferability. Presenters tend to spend too much time on background and methods and run out of

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



time to present the most interesting findings. In general, the breadth of the abstracts received goes well beyond what can be explored in a 15-minute presentation. Make sure you will be communicating the most useful parts of your work. Avoid jargon and acronyms as much as possible.

Practice the talk! Extemporaneous presentations tend to run long, get off track, and fail to convey the most important lessons learned.

At the Conference

Each oral platform session is 90 minutes long and contains four 20- minute presentation blocks. Oral presentations must be no longer than **15 minutes in length** to allow time for audience questions after each presentation and speaker transition. Moderators will be timing your presentation and will signal when 15 minutes is up. Please arrive to the session 15 minutes prior to the listed start time to account for potential technical difficulties, login time, etc. Please also bring a back-up copy of your presentation on a USB flash drive. A copy should be downloaded to the session computer by conference staff well before the start of the session.

The following visual equipment will be available for use:

- Windows-based laptop loaded with MS PowerPoint (please bring a backup copy of your PPT presentation on a USB flash drive) on the presenter's podium. * The laptop will not have amplified audio output.
- Podium microphone.
- LCD projector. Projectors will project images in widescreen 16:9 format.

***Please keep in mind, presenters will NOT be allowed to use their own computers for presentation. While limited internet is available in the conference center, each room will NOT have streaming capabilities.**

Presenters will be responsible for introducing themselves. Moderators will provide your name and affiliation prior to the talk. When presenting, please face the audience, not the screen. Do not read what is on the screen, the audience can read faster than you can talk and can absorb relevant commentary while they take in the slide. Also, please use the microphone. Do not assume that everyone can hear you even in a smaller room. Finally, when taking questions, repeat the question after it was asked if the questioner does not have a microphone so that the audience will know what you are addressing. Answer the question concisely, others may have questions and getting into the weeds of one question will limit the amount of time for additional questions in the short time allotted. If you are able, arrange to talk more with the questioner during one of the many breaks.

It is extremely important to make sure each speaker sticks to their allotted time since conference participants may switch rooms during sessions. Please be courteous to your fellow presenters and stick to your assigned time slot. After each presentation, the floor will be open for any questions to the speaker, only if time allows (i.e., you did not go over your talk time). We will need to limit the questions to avoid going over into the next presenter's time.

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Thank you again for taking on the role of Session Presenter at the National Monitoring Conference. We are looking forward to gathering in person (as well as virtually) and holding what we hope will be the National Monitoring Conference's most successful and engaging conference yet. With your help, we're confident it will be!

Asynchronous Presentations

Asynchronous presentations will be listed in the program with the In-Person session to which they are related. However, these presentations will not be live or streamed at the conference. Rather, they will be available on Whova for the week of the conference and an additional 6 months post-conference. These presentations must be pre-recorded and loaded onto Whova by April 7th.

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. You may also include thumb-sized video of the speaker overlaid on the slide images.

The scheduled date and time of your session is meant to facilitate interaction between presenters and attendees, but asynchronous presenters are not required to be available at that time. Your presentation will be available to attendees throughout the conference no matter the scheduled date and time.

Conference attendees will be able to interact with presenters throughout the conference using the Whova platform. Asynchronous presenters are encouraged to check Whova frequently to answer questions related to their recorded presentation.

Should you, as an Asynchronous Presenter, be present at the National Monitoring Conference in Virginia Beach, we encourage you to attend the In-Person associated session as your talk will be acknowledged at the beginning of that session. Moderators have been told to highlight asynchronous talks and allow for Asynchronous Presenters to raise their hand at the beginning so that attendees know to review your presentation and come to you with any questions about your talk during the week of the conference.

Thank you again for taking on the role of an Asynchronous Session Presenter at the National Monitoring Conference. We are looking forward to holding what we hope will be the National Monitoring Conference's most successful and engaging conference yet. With your help, we're confident it will be!



General Best Practices for Power Point Presentations

(Adapted, in part, from River Rally and NPS Workshop)

Keep it simple! Avoid lots of text or animation features, you want the audience to listen to you not read your slide. Less clutter makes for greater visual impact.

- Make all images and words on each slide visible to someone sitting 100 feet away. In general, use nothing smaller than 24-point font, and preferably use 30-point font or larger.
- Limit words on the slide; graphics convey the message much better than words, and the words should just be key words or phrases drawing attention to key points or acting as reminders to the speaker about what to say.
- Use graphs rather than tables wherever possible. Audiences can glean the key messages from a graph faster than from a table and less explanation will be needed.

Stick to standard fonts that are most likely to be on every computer and avoid using serif fonts because they're designed to be read at smaller sizes.

Slides should have a consistent design and color scheme to flow easily and guide your audience through the presentation.

Heighten contrast. Use either a light background and dark letters and images or a dark background and lighter letters and images. Avoid clashing or hard to discern colors for letters on whatever background you have chosen.

A useful rule is no more than one slide per minute of presentation. Some will go faster than others, but a 15-minute talk should rarely have more than 20 slides.

Put key conclusions on a slide at the end that can serve as the basis for questions and discussion.



General Best Practices for Recorded Presentations

(Adapted, in part, from River Rally and NPS Workshop)

Presenting Tips

Speak slowly and clearly, with volume. Allow for natural pauses in your delivery to allow audience members to absorb the material.

Smile! Your enthusiasm will come through.

Information overload can happen quickly, and when you aren't in the room to read your audience, you don't know when they start to wander! Keep your focus clear and stay on point.

Stay authentic and be yourself.

Script Advice

Speak naturally, as you would in front of a live audience. Check to make sure after recording that you did not speak too fast. Avoid sounding like you're reading from a script (even if you are!)

Develop an agenda to determine how much time you want to spend on each main point.

If using Power Point to present your slides, pause when transitioning between slides to avoid audio glitches when editing slides.

The audience will begin to lose attention after 8 to 10 minutes of hearing from the same speaker. Here are a couple tips to keep folks engaged:

- If you have co-presenters, plan to transition who is speaking regularly enough to maintain their attention. Practice these transitions to feel out what works best.
- If you are presenting solo, interject a question or put up a photo that will spark an anecdote around this time in your presentation, to pull the focus back to you. Since you won't have a live audience to pose questions as you go, imagine what questions could be asked. E.g., "At this point in my story, people are usually curious about XXXX... Here's how I would answer that... "

If you would like, you may switch between your slideshow and another program during your presentation (e.g., a PDF of a handout or a mapping program). If so, have all your materials ready on your desktop when your session starts. Close out all unnecessary programs from your desktop to ease this process.

Set-up/Staging Best Practices

Lighting

Light yourself as well as possible, including from the front and above if possible. A window or open bulb desk lamp can really help here. Try to avoid up-lighting or light that comes from under your face.

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Please check to be sure there are no bright lights BEHIND you. This is known as "backlight," and most cameras cannot produce decent images if this happens.

Test your camera and try different angles in relation to lamps, overhead lights, and windows. Also keep in mind the time of day you will be recording and note how the sun might impact your light.

Camera / Video

Your camera should be at the height of your eye level and should be "level" itself (not pointing up or down at you). Look directly into it when you want to connect with your audience. Be sure your camera is stable and won't move at all during your presentation, which can create a shaky video.



So, what should it look like? We should see some of your shoulders up to the top of your head. Don't place your face in the center of the frame with too much headroom above you in the shot. The top of your head should be right at the top edge of the frame with your shoulders showing at the bottom.

Avoid striped or plaid clothing, as well as large or shiny jewelry, which do not visually translate well on screen. Most cameras will boost contrast, so colors like black or white may not be the best choice as they can become too dark, or bright and 'blind' the viewer. Neutral tones like gray or light pastels like lilac or blue are good options.

Try to keep looking straight at your camera. Turning your head is distracting to viewers.

Background

Examine what the audience will be looking at behind you - it might be worth taking a few minutes to tidy a bookshelf or adjust where you are sitting.

The plainer and simpler the better. A white wall, a sheet, office background - whatever you have easy access to. Please avoid any distracting elements in the background.

Close any unnecessary programs or windows during your presentation and turn off or mute any pop-up notifications that might appear on your desktop while you're sharing your screen.

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Microphone / Audio

Test your sound to make sure it is acceptable. To avoid feedback from your laptop speakers, it may be necessary to use a headset/headphone plugged into your computer.

Please make sure your microphone is plugged in. Some laptops have decent mics built into them, so test yours to see if the results are good. You want a direct sound; you do NOT want to sound like you are sitting 10 feet away in a huge room.

- A note about mic placement: The closer you can get the mic to your mouth and away from other surfaces, the better it will sound. If the mic is more than 12 to 16 inches away from you, it becomes "roomier" and less "direct."

Minimize potentially distracting background noises, like pets, kids, ringing phones, or circulating fans.



Recording and Uploading Presentations and Posters onto Whova

All presenters are **highly encouraged** to upload a recording of their presentation to Whova, the conference platform.

- Your presentation will be available to all in-person and virtual-only attendees for 6 months after the conference.
- This is in addition to providing your PowerPoint file for use during your session. Your recorded video will not be played during your session.

Please double-check your presentation for audio quality and length before uploading to Whova. Watch the entire recording to be sure the audio quality is consistently clear.

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. You may also include thumb-sized video of the speaker overlaid on the slide images:



- PowerPoint and Keynote include tools for recording audio and video which can then be exported to a .mp4 video file.
- PowerPoint Instructions
 - [How to record your PowerPoint presentation with audio and video](#)
 - [Export your PowerPoint presentation with audio and video to MP4 Video format](#)

13th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

April 24-28, 2023

#nwqmc



Video format: Whova supports .mp4 video files and YouTube links. No other file formats (such as PowerPoint Show.ppsx files) will work when uploading videos onto Whova.

- File too large? You have a couple of simple options:
 - Add a video link (e.g., YouTube, Vimeo, etc.)
 - Upload from a cloud URL (e.g., Google Drive, Dropbox, OneDrive, etc.)
 - Make sure you have turned link sharing on to make the link public. We will only use the link during the upload process.

Uploading your video file

- You will receive an individualized link from Whova to complete your presenter profile.
- Open the link, fill in or update your information such as bio and photo.
- To upload your pre-recorded video, click Add Video in the relevant session, and choose the video source to upload.
- If you would like, you may also upload handouts, share online articles, or even create a poll on the form.
- Click Save at the bottom of your form once everything is done. You will receive this popup notice if you were successful:

✓ Information submitted successfully

- You can return to your profile to update info whenever needed.

Need Help? If you encounter any difficulties or have questions that are not answered here, please contact NALMS Staff at nmc@nalms.org.



Poster Presentation Guidelines

Poster presenters are *strongly encouraged* to upload a PDF or short video presentation of their poster to Whova, the conference platform.

- Your presentation will be available to all in-person and virtual-only attendees for 6 months after the conference.
- **Presentations should be uploaded no later than Friday, April 7th.**

Each poster will be mounted to a 4' (1.22 m) tall x 8' (2.44 m) wide display panel, and posters can be no larger than 3.75' (1.14 m) tall x 6' (1.8 m) wide. Please size your poster to fit this space. Pushpins will be provided to mount the poster to the panel.

Poster presenters should plan on bringing manila envelopes to tack informational handouts to the display panels. Tables will not be provided or permitted.

Your poster will have excellent visibility. It will be displayed for the entire length of the conference in the Exhibition Hall. Poster boards will be available starting at 7:00 am Tuesday, April 25 for set up. Posters are organized by Session Number, Abstract ID, and Presenter Name. These will be tacked to each available poster space. Please use the space where your name/abstract ID appear.

Posters will be displayed during the entire conference giving participants the opportunity to view posters at their leisure during refreshment breaks and lunch. In addition, there is a designated poster break on Wednesday from 1-2pm. Poster presenters are expected to be at their posters during that time to entertain questions and discussion from attendees. You may post additional times that you are available during the week as well. Posters must be taken down prior to Noon on Thursday, April 27th.

Best practices for poster creation can be found in many places on the internet. Do a search or check out posternerd for ideas.

The National Monitoring Conference does not endorse specific products or services. Therefore, posters presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor.

Thank you again for taking on the role of Poster Presenter at the National Monitoring Conference. We are looking forward to gathering in person (as well as virtually) and holding what we hope will be the National Monitoring Conference's most successful and engaging conference yet. With your help, we're confident it will be!