Abstract Instructions

Abstract & Presentation Deadlines:

- Abstracts are due on February 16, 2018. The sooner the better!
- Presentations are due on April 13, 2018.

Presenting at the APWA Mid-Atlantic Chapter Conference is a great opportunity to:

- Share your knowledge, expertise and innovations with other public works professionals from the region.
- Discuss with your colleague's current public works trends and challenges.
- Be recognized by peers and colleagues.
- Advance your career.
- Mentor new and younger public works staff.

Abstract and Presentation Processing

- Acceptance is a two-step process; the first is the abstract and the second is providing the actual presentation material.
- Submission of abstracts represents the commitment to have the materials subjected to CEU review for certification and meet the established deadlines. Preparation and participation with presenting materials at the Conference is voluntary; the Chapter does not compensate presenters.
- The February 16, 2018 deadline for abstracts is needed so CEU certification (by independent third-party verifiers) is obtained in advance of the conference. ***Abstracts not received by February 16, 2018 will be dropped from the conference agenda and related marketing materials.***
- Information about your abstract and presentation, once accepted, will be included in Conference marketing materials. Registrants expect and look forward to your presentation. We expect all presenters to respect and comply with the requirements as provided with these instructions.
- The April 13, 2018 deadline for presentations is needed in order for the Technical Program Committee to review the material, make copies of the presentations for the master conference binder at the registration desk, and assemble the presentation files into their respective time block digital folders. Failure to provide the presentation files by this date puts an undue burden on the Technical Program Committee volunteers and should be avoided.

Abstract Form

- The *Call for Abstracts Form* is available as a MS Word 2016 file. It may be found on the chapter website using the following link, Call for Abstracts form.
- Complete all of the fields and entries. Send the completed Abstract Form by e-mail to the Technical Program Committee Coordinator listed on the last page of these instructions. We may contact you should there be any questions regarding the abstract.
- **Be sure to provide the required 3 Learning Objectives; this is a strict requirement for CEU processing. Examples of Learning Objectives are provided on the Abstract Form. Abstracts cannot be accepted without the inclusion of the Learning Objectives.**

- Match your topic with one of the presentation interest areas listed on the Abstract Form. The presentation interest area selected will be used to match your presentation with other presentations having a similar topic.

Presenter Expectations and Responsibilities

- Once accepted, you will receive written confirmation, containing the speaker instructions and expectations.
- Each Technical Program Schedule time block is 105 minutes long. There may be one, two or three presentations in each time block. Where there are three presentations in a time block, each of the three presentations has about 35 minutes. Where there are two presentations in a time block, each of the two presentations generally shares the 105 minutes equally. Time for questions and answers must be budgeted for each presentation. **Presenters should indicate their presentation length preference (~35, ~52, or ~105 minutes) in the Abstract Form. The Technical Program Committee will use this information to help build the Technical Program Schedule. Every effort will be made to accommodate the presentation length requests.**
- Based on the abstract responses, your topic may be paired in an educational track with a similar or related topic. We will advise you of this so you can coordinate with the other presenters.
- Presentations are not to be advertisements for a company's products or services. If a product comparison is part of your presentation, disclose your financial interest in the product or service and discuss the merits and weaknesses of competing products fairly.
- We encourage panels featuring a common theme; if you have a proposal for a panel, we can accommodate up to three presenters per panel.
- Most of the Conference rooms will be set up as auditorium style seating, with a podium and microphone. Individual computers and projectors will be furnished in each room.
- A speaker-ready room will be provided on-site so that you can check your files and run-through your presentation.
- Presenters must provide a brief (200 words or less) biographical sketch for each speaker on the Abstract Form. This information will be used by the session moderators to introduce the speakers.
- We will load each presentation onto the computer provided in each of the meeting rooms, in advance of the conference. If you have changes to your presentation between April 13th and the time of your presentation, please bring the file on a portable flash drive so we can transfer the files. Substantive changes to your presentation after April 13th should be avoided because this may negate the CEU/PDH approval.
- Plan to be at your session no later than one hour before your scheduled time. The moderator will assist in checking the presentation.
- The Chapter or APWA does not reimburse travel expenses or make lodging arrangements for presenters and/or educational session speakers. You are responsible for making your own travel arrangements and covering the expenses. A block of rooms will be reserved for Conference participants. Details will be available on the Chapter website.
- Submission of the abstract and presentation represents that the Chapter can post the material on our website.

Presentation File Format

- Each presentation shall be provided using MS PowerPoint format.
- **VISTA presentations are not acceptable.**
- A dedicated FTP site will be provided by the Technical Program Committee Coordinator for uploading the MS PowerPoint presentation files.
- Presenters must identify on the Abstract Form if they have any special presentation requirements such as the inclusion of videos or the need to access the internet as part of their presentation. Links to videos and websites will need to be included in the MS PowerPoint presentation file provided by the April 13, 2018 deadline so that the links may be tested by the Technical Program Committee.

Suggested Presentation Topics

- If you have a topic area you would care to learn more about at the 2018 Conference, and can possibly suggest a speaker that we can contact, please indicate below. Thank you for your thoughts and input.
  Suggested topic: _____
  Suggested speaker/presenter and contact information: _____
  Have you heard this topic or speaker before, if so where and when? _____

Submit Abstract Forms and Presentations to:

- Kelly Mattingly, Technical Program Committee Coordinator, e-mail: kmattingly@blacksburg.gov