PRESENTATION GUIDELINES
DEADLINE FOR PRESENTATION SUBMISSION
August 26, 2024

Presentations are to be technical in nature concentrating on science and policy related to decentralized wastewater treatment for NOWRA attendees. Attendees expect the content to be advanced and unbiased. Our association was formed to create a forum for the sharing of the best research, ideas, innovations and policies to improve the industry as a whole. Members do not expect vendors to offer one-sided, product-focused presentations.

When you submit your presentation slides as a PowerPoint file, please use the following name: LASTNAME.pptx. If you are submitting for multiple presentations, please include a key word after your last name (i.e., LASTNAME_ATUs.pptx). ***Company logos or trade names are allowed on the first and last slides only.*** Please feel free to use the Mega-Conference logo in your presentation. Slides that will diminish or discount others' views, models, technologies, or products **will not be allowed**.

Do NOT have streaming video (YouTube, vimeo, etc.) imbedded in your presentation. Any video or audio files must be local copies on the moderator's computer. Please specify if Wi-Fi connection and audio integration is needed as generally conference internet service is not always reliable for streaming video.

Avoid cluttering slides with excess data. Visuals must be legible from a distance of 100 feet—the audience should be able to read the words/type on slides. Ensure presentation slides are not overloaded with information. We suggest fewer than six lines of text in each slide. Remember, you want attendees to listen to you, not read your slides! Use PPT default font throughout your slide set and ensure that font size and color are easily readable (light colored fonts, such as yellow, or fonts smaller than 20 pt can be very difficult to read from the back of a room).

A NOWRA Technical Presentation Review Committee will review **ALL** PowerPoints. The committee's function is to review technical sessions for content and elimination of promotional material. Any current Board of Directors, technical practices committee or education committee member is eligible to serve as a member of the Technical Presentation Review Committee.

Violation of NOWRA's policies regarding commercialism will be cause for denial of the opportunity to speak at future NOWRA events.

All presentations MUST include a statement up front that the materials being presented represent their own opinions, and do NOT reflect the opinions of NOWRA.

Presenters MUST be registered for the conference by September 2, 2024, and are responsible for covering their own registration and travel expenses to attend the conference.