



National Onsite Wastewater Recycling Association
PO Box 982, Westford, MA 01886

Phone 978-496-1800; Fax 703-997-5609; info@nowra.org

July 2, 2024

RE: Speaker Agreement for the 2024 Onsite Wastewater Mega-Conference

Dear Speaker,

Congratulations on your abstract below being accepted for inclusion for the **2024 Onsite Wastewater Mega-Conference** to be held October 20 – 23, 2023, in Spokane, Washington!

Abstract Title: _____

Below please find additional information about your abstract, including important dates and a **Speaker Agreement**. Also included are links to speaker resources for Presentation Guidelines, Paper (or Poster) Guidelines, and a current draft agenda/outline for the conference. Abstract titles will be filled into the agenda over the next week or two and will be sent out to all participants once finalized.

Please use the following customized Speaker Agreement form to confirm the title of your talk, author, presentation format, and length of presentation. Note that some presentation times may be changed in order to fit into the agenda. You can reply to the email message to fill out the form, or feel free to scan and email, print out and US mail, or fax. A blank Speaker Agreement Form is also available on the [Speaker Information page](#). **Speaker agreements are requested to be returned by Friday, July 19, 2024.**

If you submitted multiple abstracts, a separate email will be sent for each abstract AND a Speaker Agreement will be needed for each.

Feel free to contact me if you have any questions or if anything has changed regarding your submission. Congratulations again, we are looking forward to a great event in Spokane!

Sincerely,

A handwritten signature in black ink that reads "Thomas M. Groves". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Thomas Groves
Executive Director
tgroves@nowra.org



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SPEAKER AGREEMENT FORM – 2024 ONSITE MEGA-CONFERENCE

Please complete, sign and return by July 19, 2024

Speaker Questions

1. Do you still plan to attend and present at the 2024 Mega-Conference? _____ Yes/No/Unsure
2. If you indicated NO, is there someone else who is planning to attend who can do the presentation in your place? _____ Yes/No Name of presenter: _____
3. If you are not sure whether you will be able to attend:
 - a. When do you think you will be able to make a decision? _____
 - b. What factors will influence your decision to attend? _____
4. If you did not originally agree to submit a paper, are you interested in submitting now? ____ Yes/No

Presentation Details

Speaker/Presenter Name: _____

Session Title: _____

Is session Title and Speaker listed above correct? _____ Yes/No. If No, please edit and submit.

Is there a co-presenter for this presentation? _____ Yes/No. If yes, please list below.

Date/Time: **TBD. Refer to Draft Agenda posted on Speaker Info page**

Format: _____

Speaker AV Needs

NOWRA will supply a laptop computer, an LCD projector, screen, slide advancer/laser pointer, and a lapel or handheld microphone for each session. If you have additional needs such as Wi-Fi access and/or audio integration, send your request to Tom Groves at tgroves@nowra.org and we will do our best to accommodate them. ***Please note that NOT all rooms will be set up for audio integration so we must know in advance.***

Paper and Presentation Deadlines and Uploading

In efforts to conserve resources, we are not printing papers or presentations, instead they will be available to conference attendees by either the NOWRA website or, if a sponsor is obtained, on a USB flash drive distributed at the conference.

- If you have committed to writing a paper, the draft is due **August 12** for review. Comments and feedback from the review committee will be provided to you by **September 2**. Your final paper is due by **September 16, 2024**.

- **ALL** Draft Presentations are due **August 19** for review. Comments and feedback from the review committee will be provided to you by **September 9**. Final presentations must be uploaded by **September 16, 2023**.
- Draft and final papers and presentations will get uploaded to NOWRA's Dropbox folder. Instructions will be sent at a later date. When saving files for upload, please use your last name as the file name (i.e. Smith.doc or Smith.pptx). **PLEASE DO NOT INCLUDE EMBEDDED VIDEOS. These will not be accepted.**
- A draft agenda, blank Speaker Agreement Form, and formatting instructions for Papers and Presentations can be found on the **Call for Abstracts and Speaker Information** web page (<https://www.nowra.org/conference/mega-conference/call-for-papers/>).

Registration

All presenters must register for the conference by **September 2, 2024** and are responsible for covering their own registration and travel expenses to attend the conference. If you are not registered by the deadline, your presentation may be removed from the agenda. Registration opens in mid-July and can be accessed via the 2024 Mega-Conference website: www.nowra.org/conference/mega-conference. Registration provides you entry to all conference sessions and functions. NOWRA will allow speakers to register at the lowest member/early rate. One-day registration options are also available.

Please note that for 2024 we can only extend complimentary speaker registrations in cases of hardship. Any hardship requests must be made in writing to Tom Groves at tgroves@nowra.org no later than July 9, 2024.

Conditions

NOWRA sessions are for educational purposes and should not be influenced by the special interests of individuals associated with their presentations. Subject matter should be free from commercial bias or promotion. All presenters should maintain professional conduct and refrain from making disparaging remarks about other vendors or professionals in the industry. If secondary sources of information are used in a PowerPoint presentation, the reference must be cited. It is mutually understood that you are not an employee of NOWRA, but rather you are volunteering your services. As such, you will need to carry your own general liability and worker's compensation insurance.

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

In signing this agreement, the speaker acknowledges their willingness and ability to fulfill the speaking commitment, to furnish the required drafts and final documents in a timely fashion, and to agree to abide by the professional conduct code above. If an unavoidable conflict arises, the speaker agrees to notify NOWRA immediately and to seek a suitable replacement speaker for their presentation. NOWRA seeks continuing education credit from regulatory authorities from around the country, and many conference participants make their decisions to attend the Mega-Conference because of specific content in the program. As such, we rely on the commitments made by our speakers when we submit the conference agenda for continuing education approval and when we publish the conference agenda in promotional materials. Sessions which must be cancelled have a negative impact on our reputation and credibility as an education provider. The speaker understands that future speaking opportunities at NOWRA events may be limited, depending on the specific circumstances leading to the cancellation.

I agree to abide the terms of this Speaker Agreement.

Speaker Signature: _____ **Date:** _____

Copyright Transfer Form

Author/Employer Rights: If you are employed and you prepared the work identified in this release as part of your job, the work is considered a "work for hire," the copyright to which initially rests with your employer. By signing this copyright transfer form, you are certifying that you are a properly authorized agent of your employer and have the permission of all co-authors to sign Part A of this form. It is the responsibility of the author(s), not NOWRA, to determine whether the prior consent of other parties is necessary for the transfer and release of copyright to their material.

U.S. Government Employees: Please sign Part B of this form. Any co-authors who are not U.S. government employees should sign Part A of this form.

Author(s): _____

Title of Presentation/Paper: _____

PART A

The above identified author(s)/employer hereby grants the National Onsite Wastewater Recycling Association (NOWRA) the nonexclusive right to publish the above-described work in all electronic and print form(s).

Author(s)/employer represents that he/she/they are the sole proprietor(s) of the work; that the work does not infringe any existing copyright or any other right of any person; that the reproduction, exhibition, or any other use by NOWRA of the work in the publication(s) and form(s) described above will not in any way, directly or indirectly, infringe on the rights of any person; that the work is not a work of the U.S. government; and that to the best of the author's knowledge, the work contains no libelous or other unlawful matter. The author/employer shall indemnify NOWRA against any claim, demand, or recovery finally sustained in any proceedings brought against NOWRA as publisher of the work by reason of any violation of proprietary right of copyright by, or any unlawful matter contained in the work.

Author(s)/employer retains the right to revise, adapt, prepare derivative works of, present orally, or distribute the work provided that such use is for their personal, noncommercial benefit.

The undersigned certifies that, if this is a work for hire, he/she/they is an agent of the employer, authorized to grant rights to and use of the above-identified work for hire.

Authorized Signature (Author)

Title of Signee

Employer

Date Form Signed

U.S. GOVERNMENT EMPLOYEES ONLY - PART B

(Note: If your work was performed under a government contract but you are not a government employee, sign Part A above. If any of your co-authors are not U.S. government employees, they should sign Part A above.)

The above identified author(s) certify that he/she/they were employees of the U.S. government and that he/she/they performed the above identified work as part of their official duties and the work is therefore a work of the U.S. Government not subject to U.S. copyright protection.

Authorized Signature (Author)

Title of Signee

Employer

Date Form Signed