

SPEAKER /PRESENTATION RULES

In submitting an abstract for consideration as a speaker at an AWWA NJ conference, the prospective speaker/author agrees to the following conditions:

- 1) He/She has the authority to present the material at a public forum and has secured the necessary permission(s) from the client, owner, etc., if the presentation involves a project or facility and in no way obligates the New Jersey Section of AWWA, its officers, representatives or members in any way.
- 2) The Section is proud of the high caliber presentations made at the conferences and encourages individuals to submit abstracts on topics they feel will be of interest to the audience. Individuals may submit more than one abstract as author and/or co-author for consideration by the Technical Program Committee. In order to maintain the high caliber of presentations, the Section's policy is to limit an individual to a single presentation as author/speaker or coauthor/speaker, unless specifically waived by the Technical Program Committee.
- 3) He/She agrees to have his/her material published as part of a conference proceeding without limitation or fee, unless the appropriate box (do not publish) is checked on the Abstract Submission form.
- 4) He/She understands that the Section Conference involves a number of integrated tasks and agrees to comply with the submission requirements established for the given conference. These requirements involve **the submission of the completed, final presentation no less than two (2) weeks before the conference** to enable the compilation of all presentations; their review for readability and operation; and conversion to a different file format to enable publication of proceedings. The failure of the prospective speaker to submit the presentation by the submission deadline may result in the presentation being dropped from the Conference.
- 5) The Section's goal is to obtain continuing education credits from the appropriate licensing agencies. Speakers may be required to submit additional biographical information and extended abstracts several months before the conference to assist in obtaining approval for continuing education credits. The failure of the prospective speaker to provide the needed information may result in the presentation being dropped from the conference.
- 6) He/She understands that changes to the presentation after its submission presents logistical and coordination problems and inconveniences a number of individuals and agrees not to request that the presentation be modified after its submission to the Technical Program Committee.

Under no circumstances will any modifications on the day of the presentation be considered.
- 7) **A speaker must register for the conference.** The Section will waive the registration fee for the day of the presentation only (i.e., single day registration). If a speaker attends the conference on other days, the speaker is responsible for the payment of the appropriate registration fee. Speakers are also responsible for all expenses related to preparation of the presentation and their travel to the conference (transportation, lodging and meals).