

# 14th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

March 10-14, 2025

Green Bay, Wisconsin



## Key Dates

1. **In-Person Presenters**, please upload your §508 compliant presentation slides as a \*.ppt \*.pptx or pdf file to [OneDrive](#) by the end of day **Friday, February 28, 2025** and be registered for the conference by **February 14**.
  - a. Presentation slides must be uploaded using the naming convention Session#\_Last Name\_Abstract# (for example: Session14\_Doe\_999) to [OneDrive](#). If this link does not work for you, please try opening it in an incognito browser. If issues persist, please contact [devan@avanticorporation.com](mailto:devan@avanticorporation.com).
  - b. The conference plans to record the in-person sessions to post on Whova for limited access viewing by conference attendees only (in-person and virtual registered attendees). The registered attendees will have view-only access for up to three months after the conference ends. If a presenter needs to opt-out of this limited access recording, they must contact the session moderator and [devan@avanticorporation.com](mailto:devan@avanticorporation.com) by **February 14**.
  - c. In-Person Presenters are strongly encouraged to submit your own §508 compliant recorded presentations with captions onto Whova. This will be a better quality recording and will provide attendees with more timely viewing during the conference. See instructions below on how to upload your recorded presentation to Whova.
  - d. Recorded presentations for virtual access MUST be a YouTube link or an .mp4 video file; no other formats (i.e.: not \*.ppt or \*.pptx) will be accepted.
2. **Asynchronous Presenters**, please submit your §508 compliant recorded presentations with captions onto Whova by no later than **Friday, February 28, 2025**. Presentations can be uploaded directly onto Whova (instructions below).
  - a. Recorded presentations MUST be in a YouTube link or a .mp4 video file. No other formats (i.e. not \*.ppt or \*.pptx) will be accepted.
3. **Poster Presenters**, please display your poster in the exhibit hall on **Tuesday March 11, 2025** and read the poster instructions below.
  - a. Poster Presenters are encouraged to upload their poster for the benefit of all attendees, including the virtual attendees, attendees who missed your poster during the poster viewing times, and those who access the posters on Whova after the conference ends. If uploading, please do so by no later than **Friday, February 28, 2025**.
4. All presenters, both oral and poster, must input their biographical information (3-4 sentences max) on Whova by **February 28, 2025**.
5. **An Informational Webinar for Presenters will be held on Wednesday, February 12 and Thursday February 20, 2025. Please join us! Invite to follow. Webinars will be recorded and placed on the [National Monitoring Conference Website](#).**

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Thank you for agreeing to present at the 2025 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, your session should run smoothly. Your contributions are critical to producing a meaningful and valuable conference!

## Presenter Guidelines

This document contains guidelines for your participation in the 14<sup>th</sup> 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 volunteers, scientists, professionals, and others 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 attendees, including sponsors, exhibitors, 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, 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. We encourage uploading your poster file, a recording of your presentation (or at minimum your presentation slides) to the conference app (Whova), 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.

New to the conference this year, we plan to record each concurrent session and upload them to Whova after the conference. This is intended to improve the experience for virtual and in-person attendees interested in viewing the sessions they miss. You may opt-out if necessary. The recorded sessions will be

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captured as the entire session, not individual presentations, so also providing a pre-recorded presentation will allow attendees to find your presentation directly and view it during the conference. We are 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](mailto:wqJEDI@gmail.com)).

## Conference Registration

**All presenters (in person, asynchronous, and poster) must [register](#) for the conference and pay the appropriate registration fee.** The conference will be using Whova to house the agenda, as well as all recorded presentations and supporting material. Presenters must be **registered** to gain access to Whova. Even if you do not plan to be in-person at the conference, you must register as a virtual attendee to be able to upload your content and communicate with virtual and in-person attendees through the conference app. Any presenter not registered by **February 14, 2025** will be removed from the agenda.

### Registration Options

*In-Person (full; week)* – Access to all in-person events (field trips and piggyback meetings may require separate registration). All Virtual attendee benefits (see below) provided via access to Whova.

*In-Person (partial; one day)* – May not be combined to create a two-day registration. Access to all in-person events occurring for that day of attendance. All Virtual attendee benefits provided via access to Whova.

*Virtual Only* – Access to uploaded presentations, posters, and pre-recorded virtual program materials via Whova. Access to live-stream of plenary sessions and most panel discussions/facilitated roundtables Tuesday – Thursday. Interaction with other in-person and virtual attendees, sponsors and exhibitors via the chat and social networking functions in Whova during and after the conference. Approximately 3 months post-conference access to additional presenter's uploaded materials and recorded concurrent sessions, panel and roundtable discussions, and plenary sessions (as available).

*Student In person* – Access to all in-person events. All Virtual attendee benefits provided via access to Whova. **Students must be full-time degree seeking students during the conference.** Students may be asked to show a valid student ID or some other proof of matriculation.

*Student Virtual Only* – Access to uploaded presentations, posters, and pre-recorded virtual program materials via Whova. Access to live-stream of plenary sessions and most panel discussions/facilitated roundtables Tuesday – Thursday. Interaction with other in-person and virtual attendees, sponsors and exhibitors via the chat and social networking functions in Whova during and after the conference. Approximately 3 months post-conference access to additional presenters' uploaded materials and recorded concurrent sessions, panel and roundtable discussions, and plenary sessions (as available). **Students must be full-time degree seeking students during the conference.** Students may be asked to show a validated student ID or some other proof of matriculation.

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

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## 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. Please refer to the [Whova User Guide](#) if you have any questions regarding this.

All presenters, both oral and poster, must input their biographical information (3-4 sentences max) on Whova by February 28, 2025.

As discussed above, the Program Committee Program Committee strongly encourages ALL presenters to upload a captioned, pre-recorded version of their talk to Whova, or both. This will allow for broader access, greater distribution of content for the virtual attendees, and another opportunity for in-person attendees to watch your presentation should they have an overlapping session that they would like to attend.

In addition to the pre-recorded presentation, Whova will allow for up to two supplemental documents to be attached in case you would like to share additional information with conference attendees. For instructions on how to upload your presentation and related materials, please see the

Poster Presentations

Due: February 28, 2025

Poster presenters are ***strongly encouraged*** to upload a PDF and/or short video presentation of their poster to Whova.

- Your poster/presentation will be available to all in-person and virtual-only attendees for 3 months after the conference.
- Posters/presentations should be uploaded no later than Friday, **February 28, 2025**.

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 and the floor space under the poster panel needs to remain cleared.

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, March 11 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

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break on Wednesday from 1:00-2:00 pm. 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, March 13.** All poster presenters (in-person and virtual) are encouraged to post a pdf of their poster in Whova and can also upload an audio or video file that discusses the poster in more detail.

Best practices for poster creation can be found in many places on the internet. Do a search or check postererd.com for ideas and templates.

**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!

**Uploading Presentations and Posters onto Whova** section below for more information.

## Conference Agenda

A detailed conference agenda including session dates and times will soon be available on [Whova](#). 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: February 28, 2025](#)

Please upload your PowerPoint presentation to [OneDrive](#) no later than **February 28, 2025**, using the naming convention **Session#\_Last Name\_Abstract# (for example: Session14\_Doe\_999)**. If this link does not work for you, please try opening it in an incognito browser. If issues persist, please contact [devan@avanticorporation.com](mailto:devan@avanticorporation.com). **Your slides need to be section 508 compliant. It is strongly recommended that you pre-record your presentation and upload to Whova prior to the start of the conference.** Please see below for [General Best Practices for PowerPoint and Recorded Presentations](#) and [Making Your PowerPoint Section 508 Compliant](#). You are allocated 15 minutes to give your presentation and 5 additional minutes to answer questions. 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.

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## Oral Presentation Guidelines

All presenters are *strongly encouraged* to upload a **captioned** recording of their presentation to Whova.

- Your presentation will be available to all in-person and virtual-only attendees for 3 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, both In-Person and Asynchronous, should be uploaded no later than Friday, February 28, 2025**
- In-person presenters can upload pre-recorded, captioned presentations anytime prior to the start of the conference.

## In-Person Presentations

Due: February 28, 2025

### Prior to the Conference

**Please upload your presentation slides to [OneDrive](#) and update your profile on Whova with your bio by no later than Friday, February 28, 2025**, using the naming convention Session#\_Last Name\_Abstract# (for example: Session14\_Doe\_999). If this link does not work for you, please try opening it in an incognito browser. If issues persist, please contact [devan@avanticorporation.com](mailto:devan@avanticorporation.com). The moderator of your session will be in communication with you prior to the conference. Please respond to your moderator's requests in a timely fashion.

### Presentation Parameters

You are allocated 15 minutes to give your presentation and 5 additional minutes to answer questions. 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 choose to use 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 concurrent session rooms for any online demonstrations. Presenters are encouraged to capture and incorporate online content directly into their presentation if they would like to showcase something that requires internet connection or prerecord



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and post their presentation on Whova and then refer attendees to that recording during your presentation.

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.

## Tips for a successful presentation

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 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! Unrehearsed presentations tend to run long, get off track, and fail to convey the most important findings or 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 at least 15 minutes prior to the listed start time to account for potential technical difficulties, login time, etc. A copy of your presentation will be downloaded to the session computer by conference staff prior to the start of the session. However, **please also bring a back-up copy of your presentation on a USB flash drive.**

The following visual equipment will be available for use:

- Windows-based laptop loaded with MS PowerPoint on the presenter's podium. The laptop will have amplified audio output but as stated previously, we discourage any use of extensive animations, video, audio, or software demonstrations (additional software installation on the presentation computers will not be permitted. **Presenters will NOT be allowed to use their own computers for presentations. While limited internet is available in the conference center, each room will NOT have streaming capabilities.**
- Podium microphone.
- LCD projector. Projectors will project images in widescreen 16:9 format.

We are trying something new this year to expand the reach of all presenters and improve access for virtual and in-person attendees. We will attempt to record each session as one continuous recording to capture all four presentations and the Q&A. We will post the recordings on Whova for registered conference attendees to view for up to three months after the conference. If you need to opt out of the recording, contact the session moderator and [devan@avanticorporation.com](mailto:devan@avanticorporation.com) by **February 14**. They will

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move your presentation to the end of the session. Remind the moderator to stop recording before you start.

During the presentation:

- 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 projector 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.
- Please use the microphone; do not assume that everyone can hear you even in a smaller room. Try not to turn your head away from the podium microphone as you present so your voice is captured consistently. Also, the microphone needs to capture your voice for the session recording.
- 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 as 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 or use the conference app for extended explanations.

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.

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

Due: February 28, 2025

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 3 months post-conference. These presentations must be pre-recorded and loaded onto Whova by February 28, 2025.

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.



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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 Whova. 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, 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 PowerPoint 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.

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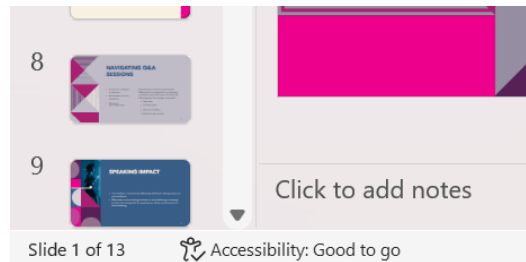
Put key conclusions on a slide at the end that can serve as the basis for questions and discussion.

## Making Your PowerPoint Section 508 Compliant

To be section 508 compliant, PowerPoints must include alternative text (Alt Text) on all images and graphs, titles on each slide with the slide contents in the proper reading order, and slides that have good color contrast that is easy on the eyes.

More in depth training videos are available through Section508.gov at [How to Author and Test Microsoft PowerPoint Presentations for Accessibility](https://www.section508.gov/How-to-Author-and-Test-Microsoft-PowerPoint-Presentations-for-Accessibility).

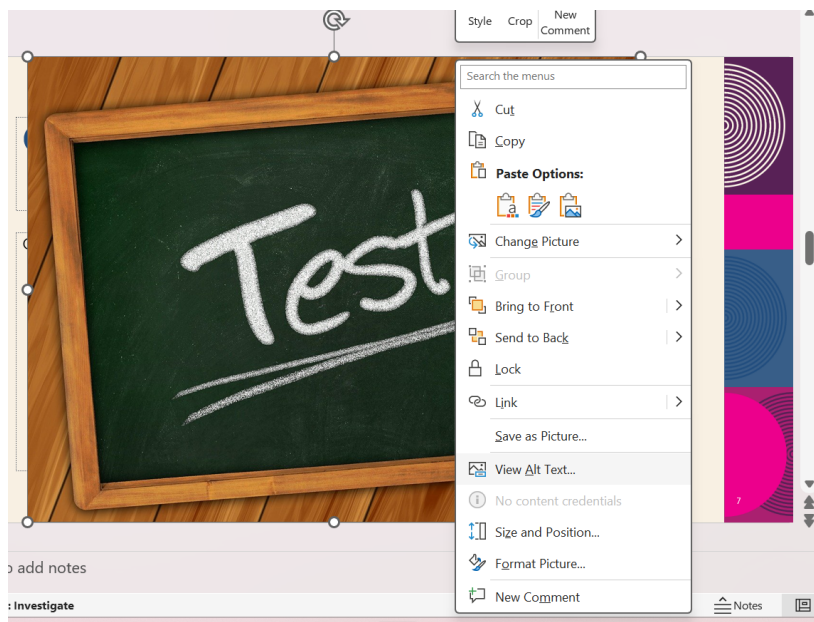
PowerPoint makes creating an accessible presentation easy with the accessibility assistant. The button to toggle this view is in the bottom left corner next to the number of slides.



### Adding Alternative Text

Alt Text is used by screen reader programs to read text aloud and provide information about images or graphs for those that are visually impaired.

Right click on your image, select 'View Alt Text' and the Alt text edit bar will appear on the right side of PowerPoint. Here you can enter a description of your image. Manually check the Alt Text on all images, as some images come with poorly autogenerated Alt Text that will need to be updated.



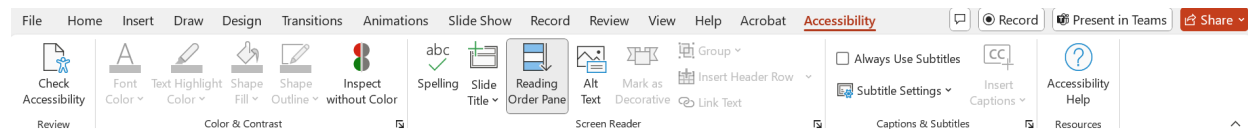
Good image descriptions provide visually impaired persons with information about what the image is portraying, and/or explain why you included the image in your slide, rather than just a list of what is showing.

For example, if an image is of two people in gloves standing in a field holding bottles of collected water, good Alt Text for that image would be, “students conducting water sampling at Site 2 and testing for bacteria.”

Images that are purely visual and do not add to the context of your presentation can be marked as “decorative”, so the screen reader program ignores it.

### Composition of a Slide

Ensuring that each of your slides has a unique title and a text box ensures a screen reader can properly narrate your presentation to a visually impaired person.



Opening the “Reading Order Pane” will allow you to click and drag to rearrange the elements on your slide so the screen reader announces your elements in the order you would discuss them in. The typical order is title, subtitle, text, then image. Headers must be arranged in descending order.

### Color Contrast

Using black text on a white background is recommended. If images include text, ensure that it stands out. If graphs include color, ensure that each section of the graph has a distinct color. Avoid using yellow



text on a black background as this is difficult to read. If unsure if your slides have good contrast, you can use a web contrast checker such as <https://webaim.org/resources/contrastchecker/>.

### Links

While the use of links is discouraged in PowerPoint presentations, as the audience members will not be able to access the links while watching your presentation, links should be written in a distinguishable and descriptive manner. Avoid linking the term 'here.'

### Tables

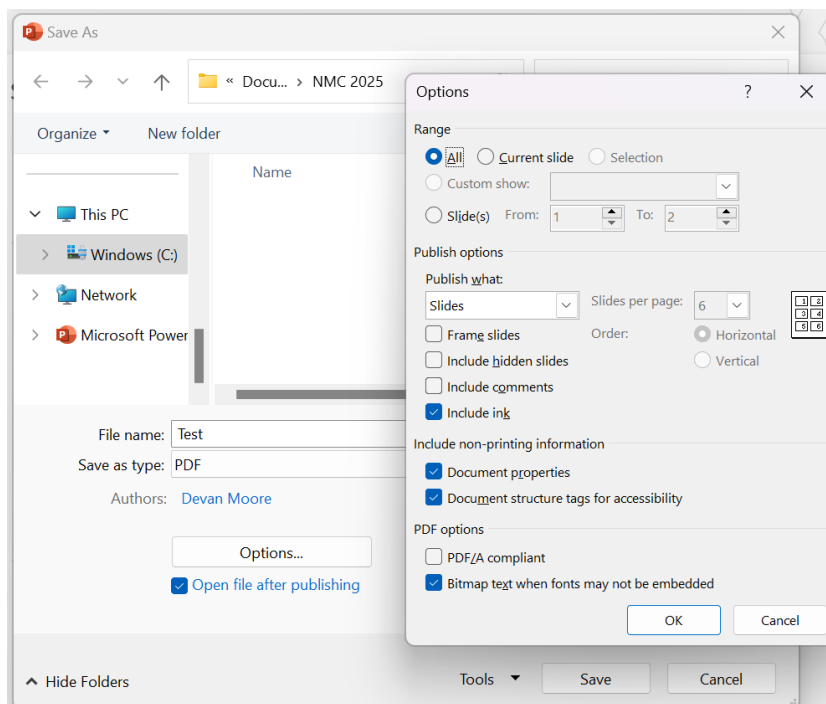
Table can be tricky for screen readers to read aloud in the proper order. All tables must have an equal number of rows and columns, with a corresponding header for each row and column. It is recommended to avoid using tables in your presentation slides. If a table is needed, it is recommended to turn the table into a picture and add alt text describing the contents of the table.

## Turning your PowerPoint into a Section 508 Compliant PDF

Once you have followed the steps to make your PowerPoint accessible, it must be saved as a PDF a specific way for the PDF retain this metadata.

You must save as a PDF by following these steps: File> Save As> Browse, in the pop-up File Explorer dialog, choose ".pdf".

While the save pop up is still open, click on "Options...", and under "Include non-printing information" check to make sure "Document Properties" and "Document Structure Tags for Accessibility" are checked.



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## General Best Practices for Recorded Presentations

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

**It is strongly encouraged that all presenters, whether in-person or asynchronous, upload recordings of their presentation on Whova.**

### Recording in Compliance with Section 508

We welcome recordings that have been made accessible before they are posted on Whova.

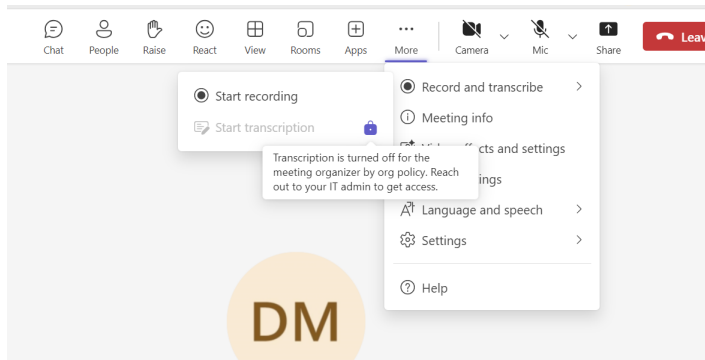
#### YouTube

YouTube will add auto captioning to videos uploaded to the platform. You can then add your YouTube link to Whova.

#### Teams

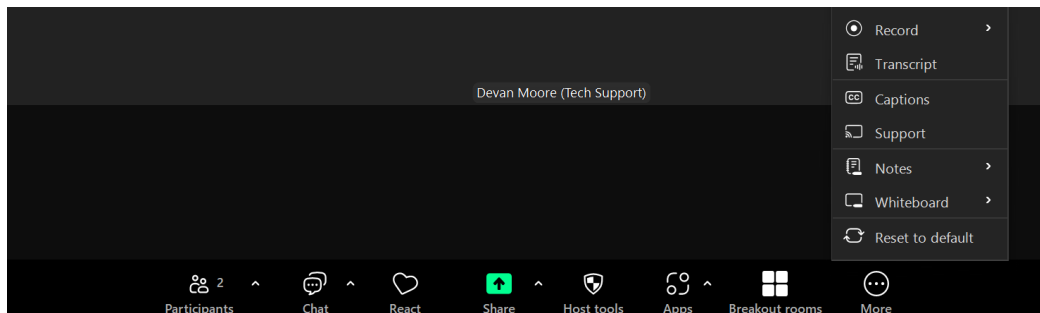
Before you begin recording, turn on auto captioning and transcript generation. These will be saved as a separate VTT file which will need to be uploaded to Whova alongside the mp4 file.

On Teams, these options are under More. If your transcript option is automatically turned off by your IT department, you will need to use a different platform to record.



#### Zoom

On Zoom, these options are found either in the main tool bar or under 'More'. Beginning the transcript will automatically begin the captioning and vice versa.



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Read over the generated transcript and fix any misunderstood words.

## VTT File

The VTT file will be saved in the same location as your recording. When you are uploading your mp4 recording to Whova, you must also include the VTT file, which houses the captions.

## Presenting Tips

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

Describe and interpret the information presented in graphics.

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 PowerPoint 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 you begin recording. Close out all unnecessary programs from your desktop to ease this process.



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## 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.

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, to avoid creating a shaky video.



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, adjust where you are sitting, or to use a background blur feature.

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The plainer and simpler the better. A white wall, a sheet, office background - whatever you have easy access to. 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.

## 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.

## Poster Presentations

Due: February 28, 2025

Poster presenters are *strongly encouraged* to upload a PDF and/or short video presentation of their poster to Whova.

- Your poster/presentation will be available to all in-person and virtual-only attendees for 3 months after the conference.
- Posters/presentations should be uploaded no later than Friday, **February 28, 2025**.

**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 and the floor space under the poster panel needs to remain cleared.

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, March 11 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.

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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 1:00-2:00 pm. 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, March 13.** All poster presenters (in-person and virtual) are encouraged to post a pdf of their poster in Whova and can also upload an audio or video file that discusses the poster in more detail.

Best practices for poster creation can be found in many places on the internet. Do a search or check [posternerd.com](http://posternerd.com) for ideas and templates.

**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!

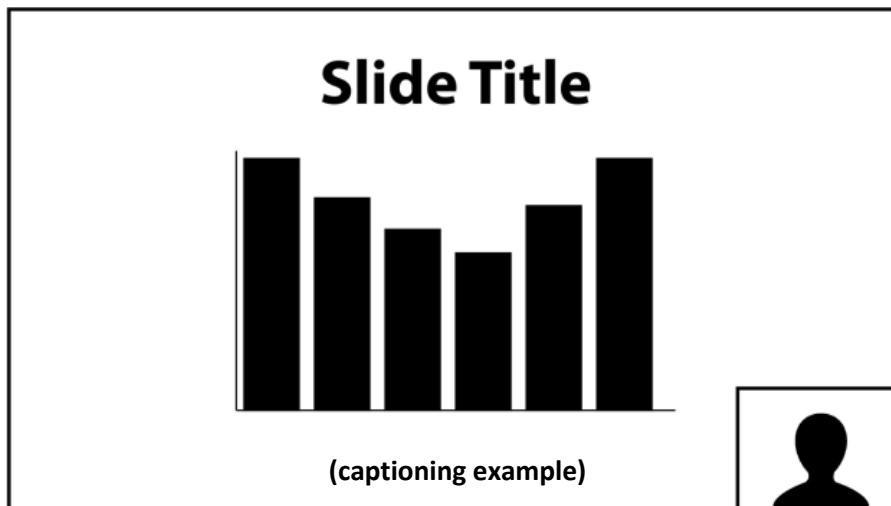
## Uploading Presentations and Posters onto Whova

All presenters are **highly encouraged** to upload a recording of their presentation to Whova.

- Your presentation will be available to all in-person and virtual-only attendees for 3 months after the conference.
- For in-person presentations: 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 record with auto captioning turned on so your presentation can be accessible to all audience members.**

**Please double-check your presentation for audio quality 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. **Any audio spoken should be displayed in captions at the bottom of the video.** You may also include thumb-sized video of the speaker overlaid on the slide images:



**Video format: Whova supports YouTube links and mp4 video files.** PowerPoint (PPT, PPTX) and PowerPoint Show (PPSX) files will not work.

- 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.
- Zoom and Microsoft Teams both record in mp4 format and allow for easy captioning.
- PowerPoint allows for each slide to be recorded separately and exports the entire presentation in mp4 format. Captioning is not consistent with PowerPoint and the recording would need to be uploaded to YouTube for auto captioning to be applied.

### Uploading your video file

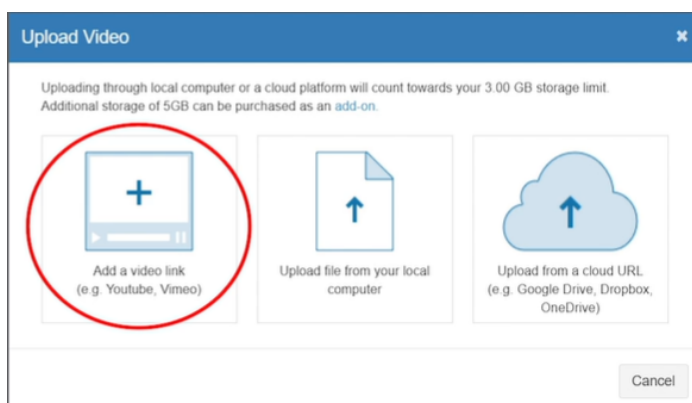
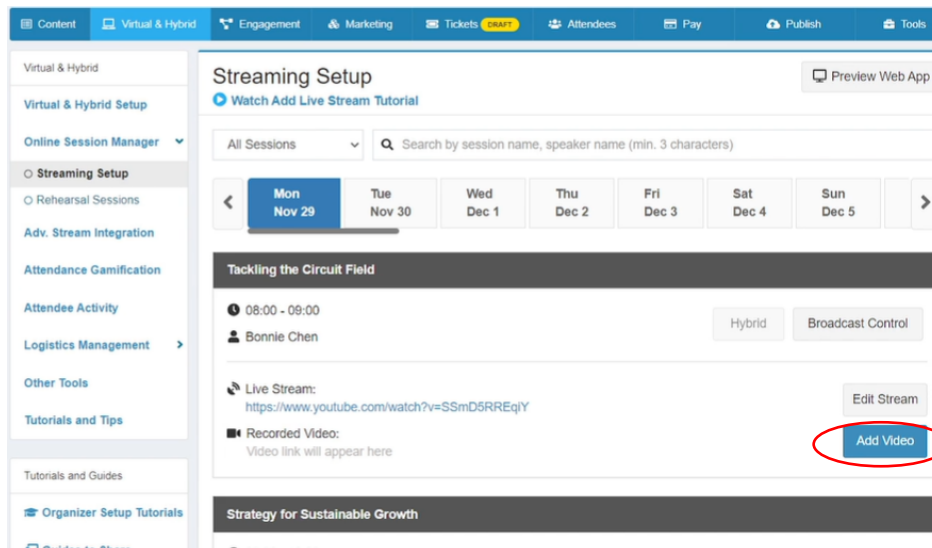
- You will receive an individualized link from Whova to complete your presenter profile.
- Open the link, fill in or update your information such as bio and photo.
- To upload your pre-recorded video, click Add Video in the relevant session, and choose the video source to upload.

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- 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](mailto:nmc@nalms.org) and Devan Moore at [devan@avanitcorporation.com](mailto:devan@avanitcorporation.com).