

14th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

March 10-14, 2025

Green Bay, Wisconsin



Panel Discussion and Facilitated Roundtable Guidelines

All panel and roundtable moderators, presenters and co-facilitators need to be registered for the conference before February 28th (<https://nwqmcconference.org/registration-fees/>) and plan to attend the conference in-person (unless previous approval was obtained) or they will be removed from the agenda. Acceptance to facilitate/present at a panel or roundtable and/or receiving a Whova link does not count as being registered. Any changes to your moderator /presenter/facilitator list need to be reported to Jeff Schloss (jeff.schloss@unh.edu) by February 21st. All facilitators/presenters that had their emails included in the proposals or follow-up communications should have received Whova presenter links. This allows for prepopulating/editing biographies as well as the ability to upload any pre-recorded materials or documents related to the panels/roundtables as an option. If you, or one of your presenters have not received the link please contact Alyssa Anderson (aanderson@nalms.org). Be sure to include the email to send the link to (as not having contact information supplied by the moderator/facilitator is a prime reason for this to occur).

Unless otherwise noted, all panels and roundtables will take place in Ballroom A3 & A4 located in the main (west) section of the KI Conference Center and accessed through the Exhibition Hall. Ballroom A3 & A4 will be set up with a panel table for up to 6 panelists and a podium. The presentation podium will be supplied by a dedicated laptop with a hard-line internet connection and audio coupling for real time transmission of the session to be available to virtual attendees. **It is assumed all panel presenters will use the provided laptop to present any of their presentation or demonstration visuals unless other arrangements have been approved. Please contact Jeff Schloss (jeff.schloss@unh.edu) if you have a justification to use a personal laptop for your session. Know that due to the live streaming aspect of the session, only one laptop can be used for the entire session.**

The presentation laptop will have internet bandwidth sufficient for accessing web sites and most content. We will also have a podium mike, a remote mike for the panelists' table and one or two remote mikes for audience questions and comments.

We encourage concurrent session presenters and panelists/roundtable presenters to upload prerecorded presentations for virtual attendees and in-person attendees that attended a different session. The uploaded presentation can be longer than your panel/roundtable presentation if you want to provide more details than your session time allows. We hope to capture concurrent sessions, panel discussions and facilitated roundtables sessions for viewing (as a complete session) soon after the conference and make them available for about three months. **See the Presenter Guidelines and recorded videos for additional information for accepted presentation formats, how to upload presentations to Whova (for virtual viewers) and to the One Drive link provided by our program service provider for preloading presentations for installation on the computer used for your session. Be sure to bring a back-up of your presentation on a USB drive when you arrive at least 15 minutes before the start of your session.**