

# 14th NATIONAL MONITORING CONFERENCE



Working Together for Clean Water

March 10-14, 2025

Green Bay, Wisconsin



## Workshop Guidelines

**All workshop 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 or they will be removed from the agenda. Acceptance to facilitate/present at a workshop or receiving a Whova link does not count as being registered.** Any changes to your facilitator/presenter list need to be reported to Jeff Schloss ([jeff.schloss@unh.edu](mailto:jeff.schloss@unh.edu)) by February 21<sup>st</sup>. 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 workshop as an option. If you, or one of your presenters have not received the link please contact Alyssa Anderson ([aanderson@nalms.org](mailto:aanderson@nalms.org)). Be sure to include the email to send the link to.

Unless otherwise noted, all workshops will take place in the Auditorium located in the east section of the KI Conference Center. This is in a separate location, closer to the registration desk of the Hyatt, away from the larger west section complex, where the exhibition and concurrent sessions will be held. The Auditorium is particularly suited for attendee laptop use as the mobile classroom tables allow for power distribution to laptop chargers. The presentation podium will allow for a hard-line internet connection for the presenter only. As previously discussed, the available free wireless internet is very limited in bandwidth so if you require the attendees to have use of software or datasets to follow along, you must post those files preconference for downloading and/or bring a number of copies on thumb drives for attendees to access. For those Workshops not planning to do software or web app tutorials, the tables and chairs are movable, but you must return the room to its original condition right after your session ends.

**It is assumed all workshop presenters will provide their own laptop to present any of their presentation or demonstration visuals. Laptops should allow for, or have dongle(s) (adapters) that will accept, a headphone jack, an HDMI video connection, and a network connection, and also able to receive wireless internet. If this is not the case please contact Jeff Schloss ([jeff.schloss@unh.edu](mailto:jeff.schloss@unh.edu)) to reserve a laptop or adapters to use for your workshop session.**

Attendee sign-up for workshops went online last week. We will send out a list of registered attendees for each workshop once our online registration ends (soon after February 28<sup>th</sup>). While we have previously learned that it is impossible to restrict an unregistered attendee from participating, as our laptop power receptacles are limited, you may prioritize the powered tables to those that have previously signed up for those workshops incorporating demos.

While we have encouraged concurrent session presenters and panelists to upload prerecorded presentations and hope to capture concurrent sessions, panel discussions and facilitated roundtables sessions for viewing soon after the conference, we will not be capturing any of the workshop sessions. It would be best to offer a virtual webinar in the future that would allow for better virtual attendee participation. We do encourage you to upload any materials you think might be of interest to attendees that are participating in your workshop to use for preparation and/or any materials that might create interest for a future webinar. **See the Presenter Guidelines and recorded videos for additional information for accepted presentation formats and how to upload presentations to Whova (for virtual viewers).**