

Working Together for Clean Water

9TH NATIONAL MONITORING CONFERENCE

April 28 - May 2, 2014

Cincinnati, Ohio



Panel Proposal Form

Proposals must be received no later than September 20, 2013

Panel presentation/discussion are 90 minute sessions that starts with an introduction of the issue and panel members by the session moderator, each panel member is given a few minutes (5 – 10 max) for a brief presentation or a summary of his or her experience or viewpoint, ends with Question and Answers (Q&A) from the audience and general discussion of the topic.

How to submit:

- Please name your file as follows: 2014Panel.YourLastName (For example, 2014Panel.Tate)
- When completed, please e-mail this form to: Cathy Tate, cmtate@usgs.gov

Important information:

If your proposal is accepted, you will be required to provide additional materials (e.g., presentations, final agenda, speaker biographies, etc.) by a set deadline. If panel coordinators do not meet the deadline, their event will be removed from the program. Room will be set up theater style.

Preference: Morning Afternoon No preference (Note: final scheduling may not permit first choice.)

Title of Panel:

Submitter Name:

Affiliation:

Phone:

Email:

Please briefly describe the importance of covering this topic at the National Monitoring Conference:

Please list the target audience for this event including any prerequisite knowledge:

List the perspectives that will be presented (volunteer monitor, non-profit, public official, regulator, practitioner/professional, etc.)

Please indicate if you require a special room set-up.

Speaker Seating:

- Podium only
- Podium with speaker table (____ seats)
- Panel Table with __ seats
- Other _____

Audio Visual Equipment and Onsite Needs:

- LCD projector/Screen
- Internet access (only if absolutely necessary*)
- Other _____

Pre-registration Required? Yes No

NOTE: *Internet access can be very costly, so only check if absolutely necessary for your session. Only pre-approved costs will be reimbursed. The NWQMC strives to set conference registration fees at an affordable level and sets nominal fees just to guarantee attendance or cover costs, so please try to keep any costs to a minimum. If you or your organization is willing to provide funds to cover costs at no charge as an “in-kind” sponsorship, you or your organization will be recognized appropriately.

Panel Coordinator

(This person will be the point of contact for all business associated with the submittal, may or may not be the panel moderator.)

Name:

Title:

Affiliation:

Address:

City/State/Zip:

Phone/Cell Phone/Fax:

Email:

Moderator: (List Name, Title and Affiliation):

Additional Panel members (List Name, Title and Affiliation, Panel Perspective):

Event Description (This description will be included in conference publicity.)

Please list at least three learning objectives for this event (i.e., what do you want your audience to walk away with – for example, increased knowledge, information, a skill, etc.):

Provide an agenda for the panel with approximate timing for each panelist, Q&A, discussions, etc.,:

