

Guidelines for speakers, session moderators, and poster presenters at the 2019 MWMC Annual Conference

*All abstracts and speaker bios must be submitted by **October 25, 2019**.*

Speakers and session moderators

Although oral presentations may be on any topic related to water in Maryland (with some exceptions), the conference organizers ask that presenters weave the conference theme into their talk in some way.

Talk slots are 30 minutes (20 for the talk and 10 for Q and A) unless the session has a special format (e.g., panel discussion). Some sessions may have 20-minute talks (total time).



Windows laptops, projectors, wireless mice and laser pointers will be provided by MWMC. Presentations (Power Point compatible with MS Office 2007) should be brought to the session room on a flash drive at least 15 minutes prior to the start of the session. The session moderator will load files into a folder named for the appropriate session/moderator. MWMC requests that authors allow MWMC to convert their files to pdf format for later posting on the MWMC website.

Session moderators will keep the session running on time. The Maritime Center has password-free WiFi throughout the conference area if speakers require internet access.

Questions about oral presentation logistics may be directed to Dan Boward (dan.boward@maryland.gov).

Poster presenters

Poster sessions will be held in the Maritime Center's corridors. Student posters will be placed in the Memorabilia Room (just outside the auditorium). Poster placement is on a first come-first served basis. Choose any empty easel upon your arrival at the Maritime Center.

Three-legged easels will be provided as well as a 32" X 40" sheet of foamboard for mounting your poster (no wall mounts are permitted). You must provide your own tape, pins, clamps, etc. for mounting your poster to the foamboard. Feel free to bring your poster pre-mounted and use the easel provided or you can bring your own easel and mounting board if your poster is large.

Questions? email Dan Boward at dan.boward@maryland.gov

