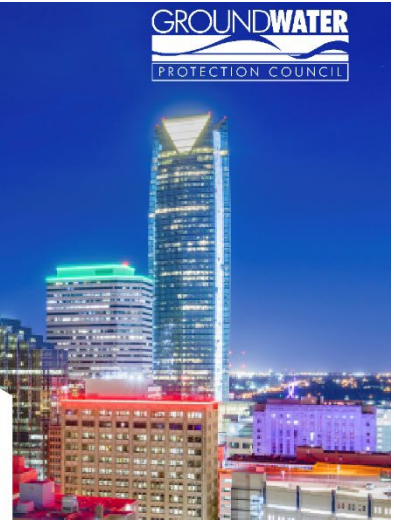


GWPC UIC CONFERENCE

FEB. 26-28, 2024

GROUNDWATER
PROTECTION COUNCIL



Presenter Guidelines

Please read all information carefully before uploading your presentation and arriving at the meeting. These guidelines will help ensure that your presentation goes smoothly.

If you have any programmatic questions or accessibility requirements (such as needing a wheelchair lift/ramp or tall chair/stool at the podium), please contact ecarr@gwpc.org by **Thursday, February 1**, so we can make arrangements.

General Information

- All presenters are required to register. Unless a scholarship was awarded and previously discussed or presenter is not attending other sessions, presenter cost is \$195, a more than \$300 discount to regular registration costs. Presenter registration includes attendance at all sessions, seminars, and networking events.
- Unless otherwise noted in your acceptance emails, presentations are 30 minutes in length: 25 minute presentation, 5 minute questions and answers
- Session moderators will introduce you and help to keep session on time.
- Dress Code: Attire is business casual.
- Arrive 15 minutes before the start of the session (not the start of your talk).
- If you are unable to present and need to send a replacement presenter, please inform GWPC by emailing ecarr@gwpc.org immediately. The replacement presenter must be approved by GWPC staff.

Slide Requirements

- A 16:9 widescreen format will be used for projection of slides.
- If your presentation utilizes any custom or unique fonts, consider embedding fonts to prevent formatting issues.
- If you require ANY special needs for your presentation (ie – sound, internet, video, extra mics, etc) please let us know by **Thursday, February 1**. Please note, those items that require additional AV cost may require approval.
- Please upload your slides by **Friday, February 23** by utilizing the [Presentation Upload](#) online form.

Speaker Check In

- Please check in at the Presenter Check In table, which will be located in the Foyer area of the Event Space at the Sheraton Downtown OKC.

Session Room Set Up and Equipment

- All session rooms are set up with a stage with steps, a podium, and a head table with chairs for moderators.
- A projector, computer run by an AV tech, and podium mics are included in each session room. A confidence monitor will be provided in front of the stage for presenter. We will also have mics set in aisles for audience Q/A.
- Computers will be PCs.
- Backup: Please bring a backup copy of your presentation with you. You should copy your PowerPoint and any videos to a folder on a USB thumb drive. PowerPoint does NOT embed videos. They must be placed in the same folder as your PowerPoint.

Help Us Share This Event & Your Presentation!

Lastly, we again want to thank you for presenting! Prior to the conference, we hope you will consider sharing your presentation through Linked In and via email with your colleagues and network.

You can follow GWPC on Linked In here: <https://www.linkedin.com/company/ground-water-protection-council>