



## INFORMATION & GUIDELINES FOR PRESENTORS

### General Guidelines

The New Jersey Water Association Annual Technical Conference is the premier training forum for water and wastewater industry operators, managers and decision makers in the State. The Association invites professional presentations on all suitable topics related to the industry. Class descriptions, instructor biographies and contact information will be printed in the Conference Program. Eligible classes will be assigned New Jersey Technical Contact Hours (TCH) Operator Certification Credits. Most classes are scheduled for 30-60 minutes. Instructors should be prepared to begin their class on time and fill the entire block allotted. Questions from the attendees are encouraged, and typically fill at least 10 minutes of time. NJWATER reserves the right to accept or reject any proposed class or instructor.

### Class Title

The title for your presentation should be a concise, straightforward description of the primary content of the class. Avoid long or complex class titles.

### Class Description

The class description will be printed in the conference program and should give attendees an overview of the major topics of your class. Descriptions should be between 75 – 100 words, longer descriptions may be submitted, but will be edited due to space constraints. Electronic submissions are preferred. Please email your description to [event@njwater.org](mailto:event@njwater.org)

### Instructor Biography

The instructor biography will be printed in the conference program and will be used to introduce you as a presenter before your class. The biography should give attendees an overview of your relevant experience. Biographies should be between 75 – 100 words. Longer biographies may be submitted but will be edited due to space constraints. Electronic submissions are preferred. Please email your description to [info@njwater.org](mailto:info@njwater.org)

### Handouts / Materials

If you choose to provide materials, you should plan to make 35 – 50 copies. Conference attendees are free to select the classes they wish, so actual attendance may be more or less. If you have more participants than materials, you may pass around a sign-up sheet and NJWATER will mail or post copies of your materials after the conference.

### Class Procedure

Your classroom will be set up according to the audiovisual requirements you indicate on the Instructor Information Form. All classrooms have a projection screen and a wired clip-on microphone. You may elect to not use the microphone, but unless you have a strong speaking voice, conference participants will prefer that you use the sound system. Your presentation will be introduced by a conference host, likely a NJWATER staff member. This person will also pass around a class sign-in sheet, and evaluation forms. Please remind participants to fill out evaluation forms at the end. Any questions or requests regarding certification credits should be referred to the technical assistant.