



2019 CASQA Annual Conference

Abstract Submission Requirements and Guidelines

Panel, Forum, Roundtable, or Training Workshop

Important Dates:

- Submittal period open: Monday, April 22, 2019
- **Submittal deadline: Monday, May 20, 2019, 12:00 NOON PT**
 - IMPORTANT: Please allow plenty of time to complete the online abstract submittal form. Do not wait until 11:30 AM on the last day!
 - Abstracts not submitted by the deadline will not be reviewed or selected.
- Notifications: July 1, 2019 (expected)
 - CASQA will email selection results (both selected and not-selected) to the submitter.
 - At the discretion of the Conference Program Team, abstracts may be selected for a different track, type, or length than for that submitted.
 - Following selection notifications, panelists/speakers will be sent speaker instructions.
 - The Training Workshops are held on Monday and the Technical Program sessions are held on Tuesday and Wednesday. All confirmed panelists/speakers must register to attend the CASQA Annual Conference (unless attending only the panel/forum/roundtable/training workshop in which they are a panelist or speaker). Training Workshop speakers and panelists (panel, forum, roundtable) are eligible for discounted registration fees. Speaker/panelist registration will open following abstract selections and speaker/panelist confirmations.
 - Speakers/panelists are responsible for their own travel and lodging costs.
 - Substitution of speakers/panelists is not allowed without advance approval of the conference co-chairs.

Session Type Definitions:

Panel: A 55-minute session where a group of people are gathered to discuss a topic in front of an audience. Panels include a moderator who guides the discussion and elicits audience questions, with the goal of being informative and entertaining.

Forum: A 55-minute session where ideas and views on a particular topic are exchanged. These informal discussion-based gatherings are aimed at building networks and exploring ideas. This is the only session type for which there is no formal presentation; instead the facilitators ensure that there is time for introductions amongst those in attendance and come with questions or ideas to spark discussion around a particular topic area.

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Roundtable: A 55-minute session where participants agree on a specific topic to discuss and debate. Each person is given equal rights to participate. Roundtables typically include 15 minutes of presentation, followed by 40 minutes of discussion and feedback. Roundtable presenters should bring targeted questions to pose to others at the tables, in order to learn from and with those attending. Roundtables are an ideal format for networking and in-depth discussion on a particular topic. (Note: We will not have attendees seated around a table, but instead will have them move chairs around to simulate a roundtable within our standard room set-ups.)

Training Workshop: A 3-hr interactive training where participants are requested to actively participate. The Training Workshop Lead(s)/ has prepared the concepts and techniques they will present and discuss through a combination of visual materials, interactive tools or equipment, and demonstrations.

Abstract Submission Evaluation Criteria:

- Addresses the 2019 CASQA Annual Conference theme: **Stormwater... Why We Do What We Do!**

“You cannot get through a single day without having an impact on the world around you. What you do makes a difference, and you have to decide what kind of difference you want to make.” - Jane Goodall

Looking back over the last 30 years, it was in 1989 that a few early champions of California’s stormwater community banded together to form the California Stormwater Quality Task Force. The Task Force quickly emerged as the cutting-edge statewide stormwater collaborative organization, bringing together stormwater professionals to help members achieve the goals of the Clean Water Act while improving the efficiency and effectiveness of stormwater management. As the stormwater regulatory arm reach broadened, so did the needs of the California stormwater community. To help meet these growing needs, the Task Force organized and formed the California Stormwater Quality Association (CASQA) in 2002. CASQA continues to be a leader in stormwater and is committed to seeing stormwater managed as a vital component of California’s water resources, to support human and ecological needs, to protect water quality, and to restore our waterways.

Looking forward into the next thirty years and beyond, it is vital to not only be stewards of our waters, but to also be mentors for the next generation that will continue to protect and enhance our waterways for future generations. As an organization, CASQA will foster sustainable solutions to our water quality challenges, incorporating the best science and technologies to promote the health and viability of our natural waters.

- Demonstrates knowledge of the abstract subject matter
- Significance of the content to the track selected
- Current relevance of the abstract topic to CASQA Conference attendees
- Inclusion of clear take away tools, ideas, and concepts
- Describes how the panel, forum, roundtable, or training workshop will engage audience participation

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1. Abstracts submitted for consideration must succinctly describe the proposed panel, forum, roundtable, or training workshop based on the evaluation criteria noted above.
 - a) The abstract may not exceed 4,000 characters (including spaces)
 - b) The abstract itself will be the sole basis for selection; supplemental data may not be submitted along with the abstract
2. The abstract submission should contain:
 - a) An explanation of the purpose of the panel, forum, roundtable, or training workshop
 - b) A brief description of the main ideas
 - c) A summary of the tools, ideas, and concepts that audience members can apply
 - d) A statement of how the panelists/speakers will engage the audience to make it an interactive experience
 - e) A statement on how the content will address the conference theme
3. Do not use all caps when filling out the online abstract submittal form; use upper and lowercase as appropriate.
4. Abbreviations may be used in the body of an abstract if they are defined at their first mention in the text.
5. When completing the online abstract submittal form, be prepared to provide the following required accompanying information (not included in the 4,000-character limit):
 - a) Track to which you are submitting (e.g., Sustainability)
 - b) Contact information for the submitter (i.e., the moderator or lead for the panel, forum, roundtable, or training workshop)
 - c) Panelists/Speakers Information

Notes:

- It is not required to include all of the panelist or training workshop speaker names at the time of submittal; however, it would be helpful. Please include as many panelists/speakers as possible.
- We suggest limiting panels/forums/roundtables to four people (not including the moderator) due to the 55-minute sessions. Training Workshops may have more speakers.

For each panelist/speaker include:

1. Title of Presentation (if presenting)
 1. Avoid nonstandard abbreviations
 2. Do not use all capital letters; use upper and lowercase as appropriate
2. Name, organization, and contact information
3. Brief biography - limited to 100 words each
4. Presentation publishing terms for each panelist/speaker, in the event they will have a PowerPoint presentation. FYI - You will select one of these 3 options for each panelist/speaker:
 1. The Author hereby agrees that CASQA shall have the unrestricted right, at no charge to CASQA, to both reprint the Original Work and post* the Original Work (in PDF format and password protected) on CASQA's website for an indefinite period of time.

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2. The Author hereby agrees that CASQA shall have the right, at no charge to CASQA, to both reprint the Original Work and post* the Original Work (in PDF format and password protected) on CASQA's website; provided, that such right shall expire on the date specified below after which time CASQA will no longer make the Original Work available in print or on CASQA's website. >> Note: If this option is selected, an authorization expiry date field will open to enter the desired expiration date.
3. The Author hereby agrees that CASQA shall NOT have any rights to reprint the Original Work or post* the Original Work on CASQA's website.
6. Upon submitting, submitters will be redirected to the CASQA website home page where they will see a green text box with a confirmation message including the abstract ID number. Please make a note of it. Submitters will not receive a submittal confirmation email.