2021 CASQA Annual Conference
Abstract Submission Requirements & Guidelines: Panel or Training Workshop

Important Dates
- Submittal period open: Monday, May 10, 2021
- **Submittal deadline: Monday, June 21, 2021, 12:00 NOON PT**
  - IMPORTANT: 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: Week of August 2, 2021
  - CASQA will email selection results (selected and not selected) to the submitter.
  - At the discretion of the Conference Program Team, abstracts may be selected for a different category/track, type, or length than for that submitted.
  - Following selection notifications, further instructions will be sent to speakers and panelists.

2021 CASQA Annual Conference Theme
Recovery & Resilience: Achieving Sustainable Stormwater Management

“Resilience is not bouncing back from adversity, but bouncing *through* it.” - LaRae Quy

Now, more than ever, resilience is vital as we deal with a changing climate and more extreme wildfires, floods and droughts, recovery from the COVID-19 pandemic, and shifting governmental priorities, among other issues. For stormwater management, there are so many necessary ingredients in the mix to attain sustainability - we need forward thinking policies, appropriate and achievable permits, environmentally sound solutions, sufficient funding, good science, public awareness and support, collaboration on improved solutions, and opportunities, like the CASQA conference, to share all our best ideas and lessons learned. Join us, submit your abstracts, and share your knowledge and experience as part of the 2021 CASQA Conference program - we look forward to hearing from you!

Tanya Bilezikjian and Sharon Gosselin, 2021 Conference Co-chairs

Track Development

Track development for the 2021 CASQA Conference will be different from prior years. Abstracts will be submitted under the four Guiding Principles of the [CASQA Vision for Sustainable Stormwater Management](https://www.casqa.org), along with an additional category for topics that may expand beyond the four main categories. The intent is to create a more inclusive call for abstracts, without limiting topics due to pre-determined track themes. After the close of the abstract submittal period, tracks will be developed based on the submissions. We want to hear your ideas and interesting projects related to stormwater, regardless of whether they explicitly tie to an abstract submission category.
Abstract Submission Categories

1. **Program Implementation**
   This category is focused on projects and programs that use stormwater as a resource, protect water quality and beneficial uses, and efficiently minimize pollution. Topics may be related, but not limited to, municipal, industrial, or construction programs; monitoring; BMP design and implementation; trash, source control, planning or any other element of stormwater program implementation.

2. **Permits, Regulations, and Legislation**
   This category is focused on stormwater permits, regulations, and legislation needed to focus on effectiveness and desired outcomes that support sustainable stormwater management. Topics may include, but not limited to, permit renewals, updates from regulators, discussions of future policy and legislative initiatives, examples of innovative ways that regulatory obligations can be met, and updates from legal experts.

3. **Public Education**
   This category is focused on public awareness and understanding required to support sustainable stormwater management. Topics may include, but are not limited to, sharing experiences creating and implementing innovative stormwater outreach campaigns, building community to foster a sense of stewardship, using social media as an outreach tool, reaching school-age children with programs in or out of the classroom, or measuring effectiveness.

4. **Funding**
   This category is focused on financial investment required to achieve sustainable stormwater management. Topics may include, but are not limited to, stormwater program infrastructure funding and financing, both public and private, and asset management.

5. **Additional Topics**
   This category is intended to capture topics outside of the four Guiding Principles of the CASQA Vision for Sustainable Stormwater. Examples include, but are not limited to, diversity, equity, and inclusion (DEI); scientific studies; new technologies; emerging contaminants; data management/GIS; modeling.

Session Type Definitions

*Note:* The final length of panels and training workshops will be determined by the Conference Program Team.

**Panel:** The abstract shall propose a 60-minute session featuring a panel of up to four subject matter experts responding to questions from a moderator on a specific subject, question, or issue affecting our field. CASQA will solicit audience questions prior to the panel. The moderator shall prepare their own questions to lead the discussion, as well as a brief opening statement (five minutes maximum) to introduce the panel and the subject. The panel is not a technical presentation, but rather a discussion of an issue or topic from multiple perspectives, and exploration of potential solutions.

**Training Workshop:** The abstract shall propose a 2-hour or 3-hour interactive training designed to include attendee participation and engagement. The training workshop lead / moderator will prepare concepts and techniques to be
Abstract Submission Requirements and Guidelines
Panel or Training Workshop

presented and discussed through a combination of visual materials, interactive tools or equipment, and demonstrations. This may include take-home assignments or readings prior to the session.

Note: We suggest a maximum of six (6) panelists / speakers for a 2-hour or 3-hour training workshop.

Abstract Submission Evaluation Criteria

- Addresses the 2021 CASQA Annual Conference theme (see description on page 1): Recovery & Resilience: Achieving Sustainable Stormwater Management
- Demonstrates knowledge of the abstract subject matter
- Corresponds content-wise to the abstract submission category/track selected
- Demonstrates current relevance of the abstract topic to CASQA conference attendees
- Provides clear take away tools, ideas, and concepts
- Describes how the panel or training workshop will engage audience participation
- Adheres to the abstract submission requirements

Abstract Submission Requirements and Guidelines

1. The submitter must concisely describe the proposed panel or training workshop based on the evaluation criteria noted above.
   1. The abstract may not exceed 4,000 characters (including spaces)
   2. The abstract itself will be the sole basis for selection; supplemental data will not be reviewed or accepted
2. The abstract submission should:
   1. Explain the purpose of the panel or training workshop
   2. Briefly describe the main ideas
   3. Summarize the tools, ideas, and concepts that conference attendees can apply
   4. State how the content will address the conference theme
   5. For panels: include a statement of how the panels will be moderated and any polls, surveys, or other methods of engagement that will be used
   6. For training workshops: include a statement of how the presenters will engage the audience to make it an interactive experience, such as polls or games
3. General dos and don’ts when filling out the online abstract submittal form:
   1. Do not use all capital letters; use both upper and lowercase as appropriate.
   2. Check the spelling of the panel or training workshop title, panelist / speaker names, organizations, job titles, and email addresses; mistakes in spelling can carry through to the agenda and conference program
   3. Abbreviations may be used if they are defined at their first mention
4. When completing the online abstract submittal form, the following information will be required (not included in the 4,000-character limit):
   1. The title of the panel or training workshop
      • Should clearly indicate the content of the abstract
      • Avoid nonstandard abbreviations
      • Should not be too long
   2. Category / track to which you are submitting (e.g., Program Implementation)
   3. Submitter name, organization, job title, and contact information (typically also the moderator for the panel or training workshop)
4. Moderator name, organization, job title, and contact information

5. Panelist / speaker information (REQUIRED):
   All panelist or training workshop speaker names and information must be provided at the time of submittal, or the submission will be considered incomplete and will not be reviewed, including:
   - Organization, job title, and contact information
   - For training workshop speakers: the presentation title (if they will be using a PowerPoint)

   Following submittal and selections substitution of speakers and panelists is not allowed without advance approval of the Conference Program Team.

5. **Note:** At the time of submittal abstract submitters will be required to accept the following agreement included on the submission form:

   By submitting this abstract I acknowledge the following:
   1. I am responsible for securing the participation of each proposed panelist / speaker
   2. I, not CASQA, am requesting participation by the proposed panelist / speaker
   3. Panelists / speakers are not invited speakers or guests
   4. If the panel or training workshop is selected to be part of the program, all panelists / speakers will be required to pay the applicable speaker registration fee
   5. I have communicated this information to all proposed panelists / speakers
   6. All proposed panelists / speakers have agreed to participate in this panel or training workshop, if selected

6. Upon submitting, abstract 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.

**Speaker / Panelist Registration**

The Technical Program sessions are held all conference days (Tuesday - Wednesday). Speaker and poster presenter registration will open following abstract selections and speaker confirmations. CASQA offers a reduced conference fee for eligible speakers and panelists, as well as the CASQA Member discount. The following applies:

- **Technical Presentation:**
  - The primary speaker is eligible for the speaker discount (the presentation is limited to one primary speaker)
  - Supporting speakers who are not also a primary speaker or panelist in another session, are not eligible for the speaker discount and must pay the full Member or Non-Member general attendee fee.

- **Panel or Training Workshop:** All speakers or panelists are eligible for the speaker discount.

- **Poster Presenters** who are not also a primary speaker or panelist, are not eligible for the speaker discount and must pay the full Member or Non-Member general attendee fee.

- For this year's virtual conference, we are not offering a no-charge option for only attending during the session in which you are presenting. Note that all presentations will be recorded and available on-demand to conference registrants through the end of 2021. This is over 70 hours of technical content.