



## 2019 CASQA Annual Conference

### Abstract Submission Requirements and Guidelines

#### Technical Presentation or Poster

#### 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 primary speakers & poster-only presenters.
  - At the discretion of the Conference Program Team, abstracts may be selected for a different track and/or presentation length than for that submitted.
  - Following selection notifications, selected speakers & poster-only presenters will be confirmed and sent speaker and/or poster instructions.
    - The Technical Program sessions are held on Tuesday and Wednesday. Speakers and poster presenters must register to attend the CASQA Annual Conference (unless attending only the session in which they are speaking). Primary speakers and poster presenters are eligible for discounted registration fees; supporting speakers are not eligible. Speaker and poster presenter registration will open following abstract selections and speaker confirmations.
    - Posters will be displayed during the entire conference (Monday -Wednesday). While posters should be self-explanatory, poster presenters should plan to be available to stand by their poster to answer questions during the morning break on Monday (typically 10:00 - 10:30) and during other breaks as available. There is no charge if a poster-only presenter will only be attending to put up and take down their poster and be there for the morning break on Monday. However, if they will be attending any sessions, they must register for the conference.
      - Poster presenters are responsible for mounting their posters on the supplied poster display stands by 10:00 AM on Monday.
      - Poster presenters are responsible for removing their posters by Wednesday at 3:30 PM. Remaining posters will be discarded.
    - Speakers and poster presenters are responsible for their own travel and lodging costs.
    - Substitution of speakers and poster presenters is not allowed without advance approval of the conference co-chairs.

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## Technical Presentation or Poster

### Session Type Definitions:

**Technical Presentation:** A 20-minute oral presentation followed by a 5-minute Q&A. Limited to one or two speakers; one of those being the primary speaker. Technical presentations will be grouped into 55-minute sessions based on related content within the Technical Program Tracks.

**Poster Presentation:** A research presentation that generally includes an Introduction and Background; Methods or Approach; Results; and the Conclusion and/or Discussion.

- When submitting an abstract for poster consideration you will select one of the following options under 'Presentation Type Preference':
  - Poster presentation for the poster session
  - Both an oral presentation and a poster presentation

### 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 presentation will engage audience participation
- Adheres to the abstract submittal process requirements

# Abstract Submission Requirements and Guidelines

## Technical Presentation or Poster

### Abstract Submission Requirements and Guidelines:

1. Abstracts submitted for consideration as an oral presentation or poster must succinctly describe the project, program, or study proposed, and 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 presentation
  - 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 speaker 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) The title of the presentation or poster:
    - Should be indicative of the content of the abstract
    - Avoid nonstandard abbreviations
  - b) Whether submitting for an oral presentation, poster, or both
  - c) 1st choice and 2nd choice proposed conference tracks (e.g., Sustainability)
  - d) Name, organization, and contact information for the primary speaker or poster presenter (and any supporting speakers)
    - Note: Presentations are 20 minutes followed by a 5-minute Q&A. There will be one primary speaker per presentation. Due to time constraints, we suggest limiting the number of supporting speakers to one, if any.
  - e) Name and organization of contributing author(s)
  - f) Brief biography of the primary speaker (and any supporting speaker) - limited to 100 words each
6. By submitting an abstract, a speaker agrees to prepare PowerPoint slides and make an oral presentation or display a poster at the conference. PowerPoints will be converted to a .pdf, password protected, and made available on the CASQA website following the conference consistent with the publishing permissions required during the online abstract submission process.
7. 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. You will not receive a submittal confirmation email.