National Environmental Monitoring Conference
August 2 –5, 2027

Duties and Responsibilities:
Oral & Poster Presenters

Thank you for your interest in presenting at the 43rd Annual National Environmental Monitoring Conference. This document should provide you with the information you need to submit your abstract and prepare for your session. Once your abstract has been accepted and assigned to a specific session, you will also receive periodic e-mails to help guide you through specific deadlines. If you have questions or need assistance at any time, you can contact your Session Chair or:

Program Chair - Dr. Earl Hansen e.hansen-nemc@hotmail.com

Speaker Liaison - Barbara Hansen bzh-nemc@hotmail.com

Summary of Important Due Dates

Abstracts Due	February 5, 2027
Registration for the Conference	June 18, 2027
Presentations Due	July 9. 2027
Papers Due	September 10, 2027

Abstracts

All abstracts are due February 5, 2027. They are submitted on the Environmental Measurement Symposium (EMS) website (envirosymposium.group) by clicking on "Submit Abstract for 2027" on the left side of the home screen. A form will pop up for you to complete. A Guide for Abstracts is available to help you with the submission. **Please choose your title carefully and keep it consistent with the title you plan to use for your presentation.** You will be asked to agree to a Written Materials Agreement when you submit your abstract. The intention of this agreement is to ensure you have the permission to present the information. It is not intended to restrict the presenter in any way from publishing any written material.

Note: All presentations will be posted on the EMS website (envirosymposium.group) in PDF format after the conference. If you do not want to post your presentation, please do not submit an abstract. There are situations where presentations require approval that may extend beyond the conference date and we will work with you in these special situations. **An updated presentation where material has been removed will not be accepted after the conference for posting**.

Note: The author's information for the biography is collected at the same time the abstract is submitted. There is a Guide for Biographies available with suggestions for preparing your information for a biography.

You will be notified of the status of your abstract before the end of March 2027. You will receive contact information and a formal e-mail notifying you of acceptance. If you have not received confirmation, or been in contact with your Session Chair, please notify the Speaker Liaison listed at the top of this document.

If you make any changes to your abstract after submission, please resubmit the update and copy your Session Chair. All abstracts will be available for session chairs to review as they are submitted, and the Speaker Liaison will help to ensure the site remains accurate.

Papers

Papers are not required, but they are encouraged. They will be posted in the Meeting Proceedings on the NEMC website with the abstracts, biographies and presentations. A Style Guide for papers is available on the NEMC website under "Information for Presenters". **Papers are due September 10, 2027.** You should work with your Session Chair if you plan to prepare a paper. The Session Chairs will be the primary reviewers of these papers**.** All papers should be e-mailed directly to Barbara by the due date.

Preparing for Presentation

- Information is available on the EMS website that you will find helpful in preparing your presentation. The website includes: a PowerPoint document with suggestions for creating effective presentations, and a PowerPoint Style Guide that includes directions for submitting your presentation, as well as technical information related to PowerPoint.

  Note: All presentations must be turned in before July 9, 2027. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

  Note: If we do not receive your presentation by July 23rd, your presentation may be canceled.

- All final presentations will be posted on the website in PDF format after the conference. If there are any issues with providing any information on the NEMC website, please do not present this information in Houston. The information presented must be posted.

- Provide Barbara with any corrections to your presentation after the conference. She will ensure the corrected copy is posted on the NEMC website.

- Let Barbara and your Session Chair know of any special audio-visual needs at least 30 days before the conference.

- All presenters must be registered for the conference by **July 9, 2027** or your presentation may be canceled. Please note that there is a registration discount for all presenters, as well as an early bird discount for registrations received by June 18, 2027

- Contact Barbara and your chair with any last-minute cancellations or speaker substitutions. This is critical to make sure the Program is as accurate as possible. **Barbara must receive an updated speaker biography for any new speakers. She will also need the speaker's name, organization, email, physical address and phone number.**

Conference Presentation

- **Presentations must be submitted as PowerPoint files using the Wide-Screen (16:9) format.**

- Presentations will be recorded through TEAMS during the presentation and available for viewing after the conference from August 14-October 31, 2027, through the Symposium Portal.

- Ilona Taunton will be making a few practice sessions available the week before the conference to allow people to use the new sharing platform ahead of time. Historically we have been using WEBEX and this will be our second meeting using PowerPoint in TEAMS.

- Please arrive at least 15 minutes before the start of your session and be seated up front.

- A total of 25-30 minutes is allotted for each presentation (unless otherwise noted on the agenda). This includes 5 minutes for questions. Typically, one to two minutes are spent talking per slide, so please plan accordingly.

- The meeting room will be equipped with a projector, microphone, and remote slide presenter.

- Your presentation will already be loaded and ready when you arrive at your session.

- Please take into account that the conference room may be large, so the presentation should contain clear information with appropriate font (and image) size that is legible from the back of the conference room.

- Additional presentation information can be provided in handouts to provide supplemental details.

- Session Chairs will be the moderators for their sessions, introduce each speaker, pull up presentations and also be responsible for maintaining the time schedule for the session. Breaks are usually from 10:00-10:30 and 3:00-3:30.

Poster Presentations

The EMS website includes a **Guidelines for Poster Presentations** document that you will find helpful in preparing your poster presentation. **A PDF of your poster must be submitted online by July 9th.** This allows your Session Chair time to review your submission. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

You will receive information prior to the conference regarding the location and schedule for displaying your poster.

After the Conference

Recordings of all presentations will be uploaded to the EMS Portal website by August 13, 2027 and will be available for attendees to watch through October 31, 2026. On November 1, 2026, the EMS Portal website will be closed and PDFs of all papers and presentations will be made available to the public on the EMS website as part of the Meeting Proceedings. Please be sure to review your information to ensure it is accurate.

Presenters play a key role in the success of this conference, and your involvement is much appreciated.