



Specialty Conference Guidance:

How to Plan, Organize, and Conduct a Technically and Financially Successful A&WMA Specialty Conference



**AIR & WASTE MANAGEMENT
ASSOCIATION**

◆
SINCE 1907

Revised June 10, 2009

Table of Contents

Topic	Page
I. Goals of this specialty conference guidance document	3
II. Definitions of a specialty conference and alternate programs	4
III. Proposing a specialty conference	6
A. Deciding who the conference leadership will be	6
B. Deciding what is the appropriate type of program	7
C. Deciding where and when to hold the program	7
D. Trying to avoid potential conflicts	7
E. Review of the Program Proposal by Technical Council	8
F. Coordinating with Sections and Chapters Council and Education Council	8
IV. Organizing and conducting a specialty conference	8
A. Overview of the process	8
1. Specialty conference development timeline	8
2. Roles of the specialty conference leadership and A&WMA staff...	10
3. Summary of the roles and responsibilities for specialty conference chairs, committee members, and session chairs	13
B. Details of the process	14
1. Specialty conference proposal phase work process.....	16
2. Specialty conference planning and development phase work process..	17
3. Specialty conference execution phase work process	18

List of Supplemental Materials

SM01: Program Proposal Form.....	20
SM02: Program Proposal Review Form	24
SM03: Checklists for Conference Tasks and Events	26
SM04: Style Guide for Abstracts	41
SM05: Style Guide for Extended Abstracts	43
SM06: Style Guide for Full Manuscripts	51
SM07: Style Guide for Posters	59
SM08: Presentation Guidelines	61

I. Goals of this Specialty Conference Guidance Document

The Air & Waste Management Association (A&WMA) sponsors a number of specialty conferences each year. Specialty conferences are typically two to three days in duration, and are either single or multiple tracks. Professional development courses and an exhibition of related products and services may be held in conjunction with specialty conferences.

The local Section/Chapter should assist with the development of a conference if interest exists. The development of the specialty conference technical program is the responsibility of the technical program chair, who is usually a member of one of the sponsoring Technical Council Technical Coordinating Committees (TCCs). The courses held in conjunction with the conference are handled directly by the Programs Coordinator from the Association's staff under the direction of the Specialty Conference Program Committee.

This Specialty Conference Guidance document serves the following purposes:

- Defines what Air & Waste Management Association specialty conferences or alternate programs are and outlines the process of proposing, planning, and conducting them.
- Provides an overview, instructions, and factors to consider when proposing a specialty conference and completing the Program Proposal form.
- Provides guidance to reviewers of the Program Proposal.
- Provides guidance to the specialty conference planners on planning and conducting the program including a general timeline.
- Outlines the roles of the specialty conference leadership, headquarters staff, Technical Council, Sections and Chapters, and Education Council in the program proposal, planning, and implementation process.
- Helps to improve the proposal, planning, and implementation of specialty conferences to ensure their technical and financial success.

This Guidance represents the collective experience and wisdom of A&WMA staff and membership leaders with extensive experience in planning specialty conferences and other technical programs. It also includes new elements suggested by a Board Task Force team to help to ensure more successful conferences, both technically and financially.

II. Definitions of a Specialty Conference and Alternate Programs

In addition to the Annual Conference and Exhibition (ACE), the Air & Waste Management Association typically puts on five general types of technical programs:

1. Conference
2. Congress
3. Seminar
4. Symposium
5. Workshop

Each of these types of programs is defined below.

Conference – A conference is a participatory meeting designed for discussion, fact-finding, problem-solving, and consultation. It is also an event used by any organization to meet and exchange views, convey a message, open a debate, or give publicity to some area of opinion on a specific issue. No tradition, continuity, or periodicity is required to convene a conference. Although not generally limited in time, conferences are usually from two to four days in duration, depending on the specific objectives. Conferences are generally on a smaller scale than congresses.

An official A&WMA specialty conference is usually put on with the assistance of one or more Technical Coordinating Committees (TCCs) from Technical Council and involves a certain level of participation by A&WMA headquarters staff in planning, coordinating, and implementing hotel and other logistical considerations. Specialty conferences may be co-sponsored by other organizations.

Specialty conferences may be put on in conjunction with other A&WMA entities (such as Sections, Chapters, or Education Council) or with other organizations. The role of the headquarters staff in planning and logistics may vary widely for these other conferences. A&WMA entities interested in sponsoring a conference which differs from specialty conferences as described here should contact the Chair and Vice-chair of Technical Council to advise on the role they would like Technical Council to play. However, a Specialty Conference proposal form must be completed for these conferences.

Congress – A congress is the regular coming together of large groups of individuals, generally to discuss a particular subject. A congress will often last several days and has several simultaneous sessions. The length of time between congresses is usually established in advance of the implementation stage, and can be either annual or once every few years. Most international or world congresses are of the latter type while national congresses are more often held annually. A congress may also be a meeting of an association of delegates or representatives from constituent organizations. A congress is also the European term for convention. A&WMA participates regularly in the congresses of the International Union of Air Pollution Prevention and

Environmental Protection Associations (IUAPPA), which are held every three years, and is responsible for putting on the 15th IUAPPA World Clean Air Congress in Vancouver, BC, Canada, in 2010.

Seminar – A seminar is a meeting at which a small group of individuals with expertise in a particular area present the results of their work to educate others (and themselves) in the issues of importance in the area. The seminar is designed to promote intensive exchange and discussion of ideas, with a very strong educational component.

Symposium – A symposium is a meeting of a number of experts in a particular field, at which papers and/or presentations are given and discussed by specialists on particular subjects with a view to making recommendations concerning the problems under discussion.

Workshop – A workshop is a meeting of several persons for intensive discussion. The workshop concept has been developed to compensate for diverging views in a particular discipline or on a particular subject. A workshop allows for an informal and public session of free discussion organized to take place between formal plenary sessions or commissions of a congress or of a conference, either on a subject chosen by the participants themselves or else on a special problem suggested by the organizers. A workshop is also used to provide training sessions in which participants, often through exercises, develop skills and knowledge in a given field.

In many cases, elements of each of these types of programs may be included in a given technical program, regardless of what the program is called. In addition to specialty conferences and the alternate technical programs, there are other ways of conducting technical information exchanges and training. These include, but are not limited to, Webinars, online training courses, and training courses conducted at a variety of venues. These types of programs are usually conducted within A&WMA by the Education Council and will not be discussed in detail in this document. However, they should be considered as follow-ups or adjuncts to the types of programs listed above and included when planning the program.

III. Proposing a Specialty Conference

A Program Proposal Form has been created to help anyone with an idea for a specialty conference or alternate technical program to present his or her idea to A&WMA and to consider appropriate planning, timing, format, venue, financial, and other issues involved in implementing the program successfully. The Program Proposal Form is given as item SM01 in the Supplemental Material portion of this document and is also available on the A&WMA Web site at:

http://www.awma.org/events/events_resources.html

and

http://www.awma.org/about/tech_council/index.html

Anyone may submit an idea for a specialty conference or other technical program, but he/she will need to be a member of A&WMA International as he/she will need to have a major role on the program and/or general conference steering committees. He/she will be expected to work closely with the appropriate Technical Coordinating Committees (TCC) of Technical Council in the development of the specialty conference. He/she may, however, be designated as an official representative of a co-sponsoring organization. Leadership of the various TCCs is available on the A&WMA Web site at:

http://www.awma.org/about/tech_council/index.html

A. Deciding who the conference leadership will be: This is the most important decision that will be made by the submitters of a Specialty Conference program proposal. Accordingly, the leadership must be identified in the proposal. The Program Proposal must also identify the Technical Coordinating Committees who are sponsoring the Specialty Conference and identify the person from each TCC who will serve on the committees outlined below to assist in the development of the conference program. Proposals which contain a suitable (and possibly very timely) topic for a Specialty Conference but do not identify at least the main elements of the conference leadership will not be moved forward for approval. The individuals who have accepted the responsibility for overall oversight for development of the conference (Technical Program and General Program Chairs) must be identified. The responsibilities of these two individuals (they may be the same person) are:

- Technical Program Chair - This is the individual with responsibility for development of the technical program of the Specialty Conference. He/she must be familiar with the various scientific or policy topics to be covered by the conference. In addition, he/she should have had some prior experience with assisting in the organization of such conferences.
- General Program Chair - This is the individual with responsibility for the details of the local arrangements. He/she should be familiar with the local area and have a committee that includes local people. He/she would also work with the A&WMA staff (and with Section and Chapters Council where appropriate) in the development of marketing for the conference, the soliciting of sponsors and financial support for the conference, and the development of any planned exhibition.

If the Specialty Conference is to be co-sponsored by an A&WMA Section or Chapter, or by another association, these two committees should also include representatives of those entities.

B. Deciding what is the appropriate type of program: Specialty Conferences may contain five different elements:

- Platform or poster presentations submitted in response to the call for abstracts for the conference and solicited by the program committee.
- Panel discussions on specific topics of interest to the Specialty Conference. These are usually solicited by the program committee.
- Invited speakers, either keynote or plenary. These are usually arranged for by either the program or general conference committee.
- An exhibition presenting the latest equipment and technology related to the topic of the Specialty Conference. While the exhibition for the A&WMA Annual Conference is the responsibility of the A&WMA staff, an exhibition for a specialty conference requires more direct involvement and guidance by the program and general conference committee.
- Courses, usually a half or full day intensive coverage of a topic(s) related to the theme of the conference, typically held the day before the general sessions begin, and for which a fee is charged.

A conference may contain any or all of the above outlined elements. The decision on what emphasis is to be given to each of these elements need to be made before the Program Proposal is submitted because these decisions will guide the development of the Specialty Conference.

C. Deciding where and when to hold the program: A number of factors should be considered when deciding on the appropriate location and timing for a Specialty Conference:

- Length of time since the last related Specialty Conference.
- Development (or release) of the science or public policy related to the topic of the Specialty Conference.
- Location significant to the topic of the Specialty Conference.
- Location of governmental or other groups with specific interest in the topic of the Specialty Conference.
- Potential for conflict with similar conferences from other organizations, including Sections and Chapters.
- Suitability and cost of facilities for the Specialty Conference (A&WMA staff is experienced and skilled in helping to locate facilities and identify expected expenses in locations identified by the program and general conference committees).

D. Trying to avoid potential conflicts: The technical program and general conference committees are expected to include the individuals most familiar with other planned scientific conferences that may be in conflict with the topic of the Specialty Conference. A reasonable effort should be made to avoid such conflicts; this should include a web search. They

should also consult the A&WMA Web site for postings of related conferences planned by the various Section and Chapters of A&WMA:

http://www.awma.org/events/events_calendar.html?sort=1&typeid=9

It may be very desirable to work specifically with a Section or Chapter where there is an identified common interest in the topic of the Specialty Conference. Once a tentative location and date(s) are determined, the officers of the Section and/or Chapter in which the Specialty Conference is planned to be held must be contacted to make sure that there is no conflict with Section and/or Chapter programs.

E. Review of the Program Proposal by Technical Council: The Program Proposal form is submitted to the A&WMA Programs Manager and also to the Chair and Vice-chair of Technical Council. Contact information for these individuals is included on the Program Proposal form. Any additional information needed after the initial submission of the form will be requested by these individuals. The form will also be submitted by A&WMA, along with the Program Proposal Review Form (SM02) to the Chairs of the Education, and Section and Chapters Councils for their input. All of these activities will be done in a very timely manner so the planning by the Specialty Conference committees for the conference can move quickly forward. The A&WMA Programs Manager will prepare a financial plan for approval by both Technical Council and the Specialty Conference committees. This plan, and the review by the various Councils, is intended to ensure that the scope of the conference is well defined at the start of the process. Technical Council and A&WMA staff will then assist the Specialty Conference committees in the development of the conference as desired.

F. Coordination with Sections and Chapters Council and Education Council: As outlined in the section above, the initial program proposal will be reviewed by these Councils for any input they may have. If the conference is to include significant input from these Councils in the development of the Specialty Conference, that involvement will be mutually identified and the members of these Councils who will serve on the Specialty Conference committees identified. In addition, once a tentative venue and date(s) are determined, the officers of the Section and/or Chapter in the area where the Specialty Conference is to be held must be notified about the dates to make sure there will be no conflicts with any of their programs.

IV. Organizing and Conducting a Specialty Conference

A. Overview of the Process: While each specialty conference is unique with respect to the topics, format, and outline of the meeting, there are elements that are common to each. These are summarized in the following table. The times given for each activity are considered optimum, but may be shortened somewhat depending on the nature of the meeting. There is a detailed timeline included as SM03, which may be used for conference planning.

1. Specialty Conference Development Timeline

Time Prior to
Conference

Action Item

10-12 months	Specialty conference proposal form submitted for approval (recommend submitting Call for Abstracts as supplement). Prepare and advertise call for papers (appears in <i>Journal & EM</i> until abstract deadline has passed; posted on Web site, etc.). Hotel/venue search and finalization.
4-5 months	Abstract deadline Technical Program Committee Chair (TPC) assembles program; acceptance/rejection notifications sent.
3 ½ months	TPC submits preliminary program and other information to Headquarters (HQ).
3 months	Preliminary program agenda printed and mailed to prospects; posted on Web site.
1 ½ to 2 months	Manuscripts due for proceedings (If desired, proceedings may be published after the conference and the deadline for manuscripts moved to closer to the start of the conference. This decision should be made, however, at the start of the planning process.)
Ongoing	Program promotion
3 ½ weeks	TPC submits final program to HQ.
2 weeks	HQ posts final program on Web site and distributes to attendees. General Conference Chair (GCC) provides room monitor and registration assistance names to HQ (if applicable). Proceedings finalized.
2 weeks post	Preparation of proceedings begins (if not completed prior) Distribution of attendance list to attendees Post-meeting survey (electronic) Thank-you notes to session chairs/presenters

Staff Contacts

Director, Programs / Sales & Marketing
(hotel, logistics)
Louise Wallach
412-904-6010
lwallach@awma.org

Programs Associate / Liaison to Technical Council
(technical program)
Lisa Breese
412-904-6004
lbreese@awma.org

2. Roles of the Specialty Conference Leadership and A&WMA Staff

The Role of the Association Staff

The Association staff provides whatever assistance the program committee needs to bring together all of the necessary committees and coordinate their work. Headquarters staff has primary responsibility for:

- Ensuring that the proper approvals are received
- Budget preparation and monitoring
- Site selection (in consultation with the program chair/committee)
- Courses and scheduling; course instructors
- Exhibition management
- Publicity and promotion
- Registration (pre- and on-site)
- Proceedings publication

Registration fees are set by the Executive Director. Corporate sponsorship donations and/or government/agency grants in support of the conference should be submitted to the Association for inclusion in the conference budget.

The Role of the General Conference Chair

A General Conference Chair (GCC) may be appointed from the Local Section/Chapter to oversee aspects of the meeting with the exception of the technical program. A Vice Chair or a Co-chair may be appointed to assist the GCC. If the Technical Program Chair performs the activities of both the General Conference and Technical Program Chair, the title is Conference Chair.

- Venue Selection - A&WMA staff initiate a hotel search in the venue. Local assistance may be requested to conduct a site inspection prior to finalizing a contract with a facility.
- On-site Registration Assistance - Pre-registration and on-site registration is handled by headquarters staff; at times, local support is advisable to assist during peak registration hours.
- Room Monitors – It is advisable that a volunteer be assigned to each session room to dim lights, assist with the loading of presentations, and in general to ensure that the audiovisual equipment is functioning and the speakers are not having problems with the equipment. In exchange for monitoring a session a person will not be charged a registration fee for the session that is being monitored, and has the option to attend one additional session at no charge. Luncheon/meals are not included. Due to budgetary constraints, local agency personnel and students from local universities are ideal candidates for this function.
- Publicity/Promotion - Advertising the conference in A&WMA publications, news releases to technical and trade journals, and the bulk mailing of the preliminary program is handled by headquarters staff; however, there is still a need for local publicity with regard to early local

distribution of the program and interacting with local media personnel. Local support to identify additional promotional venues/ mailing lists is advisable.

Welcome to Conference; Luncheon Speakers; Ancillary Programs – Typically, the GCC selects and secures the person to open the conference (welcoming comments) and any luncheon speaker(s); the keynote speaker is chosen by the Technical Program Chair. Coordination and consultation in these areas is strongly recommended. Unless there are unusual circumstances, spouse programs, banquets, and tours are not recommended.

Gratis Registrations - Per the Association Board Policy, the General Conference Chair (or Conference Chair) has the option of granting up to five full registration fee waivers. The intent of the waivers is to provide an avenue for those who may not otherwise be able to participate or to recognize the level of time and effort put into the program development (technical program committee members, chair, etc.). It is recommended that these registrations be awarded in consultation with the Technical Program Chair.

The Role of the Technical Program Chair

Immediately following the approval by Association leadership of the specialty conference, the Technical Program Chair (TPC) should begin to assemble a technical program committee (preliminary work in this regard should have already occurred in the preparation of the program proposal). In addition, a Vice Chair may be appointed to assist the TPC. A&WMA continuing education staff will contact the TPC for suggestions regarding appropriate course selection.

Arranging and coordinating the technical portion of a specialty conference is the responsibility of the TPC. Working with the A&WMA staff, the TPC is responsible for the following:

1. Preparing a Call for Abstracts which must include the title, purpose of the conference, and the titles or themes of the sessions for which papers are being sought. The deadline for the receipt of abstracts and the length of abstract desired should be specified. The abstracts are to be submitted to the TPC. Abstract deadlines are generally 4-5 months prior to the conference. Electronic submittal of abstracts should be encouraged.
2. Participate in a planning conference call with staff to discuss program specifications (number of sessions, anticipated attendance, suggested venue), so that a hotel search can be initiated and a meeting venue identified. Determine if proceedings will be available onsite or post-meeting.
3. Recruit session chairs/co-chairs for each session to form a technical program committee. This committee solicits papers to supplement the papers obtained from the Call for Abstracts.

Please advise all participants in the conference program, including session chairs and speakers, that the policy of the Association requires everyone to pay a registration fee.

It is strongly advised that the Technical Program Committee have frequent conference calls to coordinate their activities. A&WMA staff can assist in arranging for these calls.

4. Review all abstracts with program committee. Assign abstracts to sessions and provide information to Association staff for the development of the preliminary program promotional piece. Staff will send notification letters of acceptance/rejection to all who have submitted abstracts. Staff will arrange for the layout, printing, and distribution of the preliminary program.

Headquarters will distribute presenter and session chair communications (preliminary program, Style Guide for proceedings paper format, and a letter of instruction) to each primary author and session chair. The first author listed is assumed to be the presenting author unless otherwise indicated. This communication will indicate that manuscripts should be submitted to Headquarters' staff by a specified date (usually one month prior to the meeting).

The TPC is responsible for obtaining the keynote speaker, who is not asked to pay the registration fee. The General Conference Chair (if applicable) is generally responsible for obtaining the luncheon speaker(s), also not responsible for a registration fee. Many GCCs and TPCs work together in obtaining keynote and luncheon speakers. (Note: not all programs utilize a keynote speaker and/or luncheon speakers).

5. Submit a final program outline to staff approximately two-and-a-half weeks prior to the conference (indicate any revisions to sessions/presenters from the preliminary program agenda). Contact authors who did not submit a manuscript for the conference proceedings and make a presentation determination. Staff will revise the agenda and print a final program for on-site distribution to attendees.
6. Attend the Presenters' Breakfast daily at the conference. This continental breakfast is scheduled one hour before the start of the conference technical program each day and is intended to provide the opportunity for presenters to meet with session chairs and discuss final session arrangements. The presenters should provide session chairs with descriptive information (name, company/affiliation, title/job function) for introductory purposes.

In addition, an A&WMA staff representative will lead the discussion of such matters as the use of audiovisual equipment, timing of presentations, the question and answer period, and final manuscript collection for proceedings (if applicable). Any other matters pertaining to a quality execution of the technical program should be discussed at this time.

7. Following the conference, prepare an overview of the conference for inclusion in the conference proceedings (if applicable), as well as for publication in the *Journal* and *EM*.

Identify appropriate papers for consideration of publication in the peer-reviewed *Journal* or for follow-up articles in *EM*.

Send thank-you notes to session chairs for participation in the program.

3. Summary of Roles and Responsibilities for Specialty Conference Chairs, Committee Members, and Session Chairs

Time, Months	Committee Chair	Committee Chair and Members	Session Chairs	Notes
0	Develop a conceptual plan for a Specialty Conference			Jointly with TCC Leadership
0	Select and Recruit Committee Members			
0	Complete and Submit Proposal Form			Jointly with TCC Leadership
1		Outline plans for the Specialty Conference and set timeline for action with planned conference calls		Joint with staff
1		Select and recruit session chairs		
1		Prepare and issue announcement and call for abstracts		Joint with staff
2-6		Actively solicit abstracts	Actively solicit abstracts	
2-6		Evaluate submitted abstracts for gaps and increase effort where needed	Evaluate submitted abstract for gaps and increase effort where needed	
2-6	Plan and hold regular teleconferences to track progress			Include all committee and session chairs
6-7			Review abstracts for acceptance	
6-7		Develop program and notify speakers of acceptance and requirements for an extended abstract or manuscript	Develop program and notify speakers of acceptance and requirements for an extended abstract or manuscript	Joint with staff

7-9			Review submitted extended abstracts or manuscripts for approval	
9-10		Develop final program		
11		Hold conference		Joint with staff
11		Review conference and plans for a follow-on meeting		Joint with staff

B. Details of the Process

There are three phases to the development and execution of a specialty conference.

- Proposal preparation and approval: This effort is designed to help ensure that all elements are in place to create a successful specialty conference.
- Specialty Conference Planning and Development: This effort involves the major work by the specialty conference committees to ensure the conference is a success.
- Specialty Conference Execution: This is the fun part where the fruits of your labor are rewarded with an exciting and successful conference. However, work is still required.

There are several groups involved in the development of the specialty conference.

- Initiator/Promoter: This is the individual(s) who starts the process with a concept for a specialty conference and who will become one of the committee chairs for the execution of the conference.
- Program Chairs/Steering Committee: This will include both the General Conference and Technical Program Chairs and associated members of the Program Committee and the General Committee who will do the bulk of the work in the development and execution of the conference.
- TC Chair/Vice Chair: These Technical Council leaders will approve the program proposal and be resources for the specialty conference committees as needed.
- Headquarters: These are the A&WMA staff who will assist the specialty conference committees in the development and execution of the conference. **It is important to remember that, while they will provide valuable and needed assistance and guidance, they are not the ones responsible for the development of the conference.**
- Session Chairs: It is essential in the early stages of development of the conference that session chairs be identified who can take the lead in promoting various elements of the technical program.

Much of the work to be done in the three phases of the development and execution of a specialty conference has been outlined above. The details of the various steps that must be taken are outlined in the three-phase work processes that follow. A&WMA staff can help prepare

timelines for accomplishing each of the identified tasks and assist in the work of each task. **However, it is important to remember that you, as Specialty Conference Committee Chairs and members, are the ones responsible for seeing that each task is programmed and done.** Experience has taught us that each task is important and none should be overlooked.

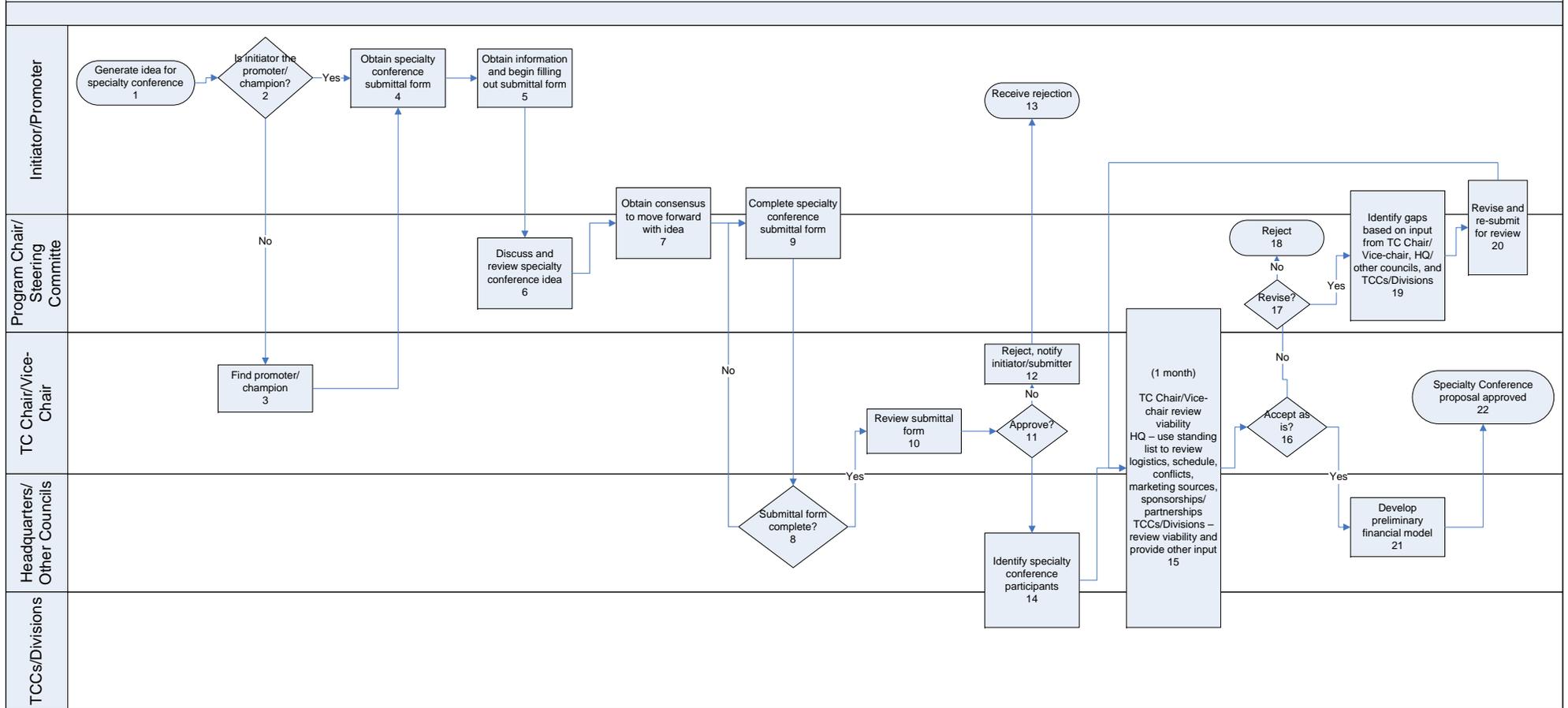
While the effort is significant, the personal rewards for conducting a successful specialty conference are substantial.

If you are not sure of the reasons why a particular task in the following Work Process charts is important or how to proceed with the task, do not hesitate to contact the Chair or Vice-Chair of Technical Council.

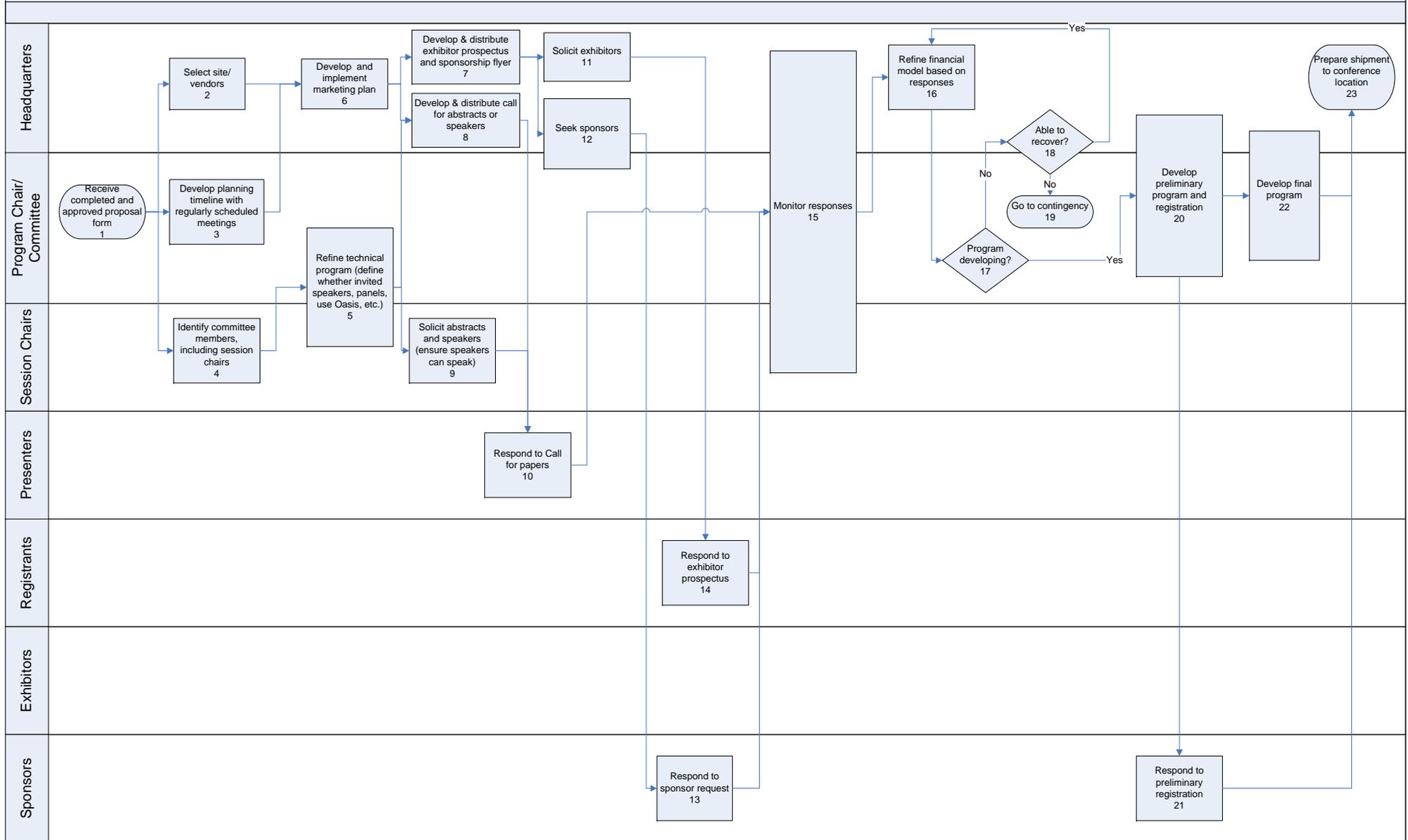
Ricky Tropp
Chair, Technical Council
rtropp@dri.edu
775-674-7094

Pat Brush
Vice-Chair, Technical Council
pat.brush@airliquide.com
713-624-8461

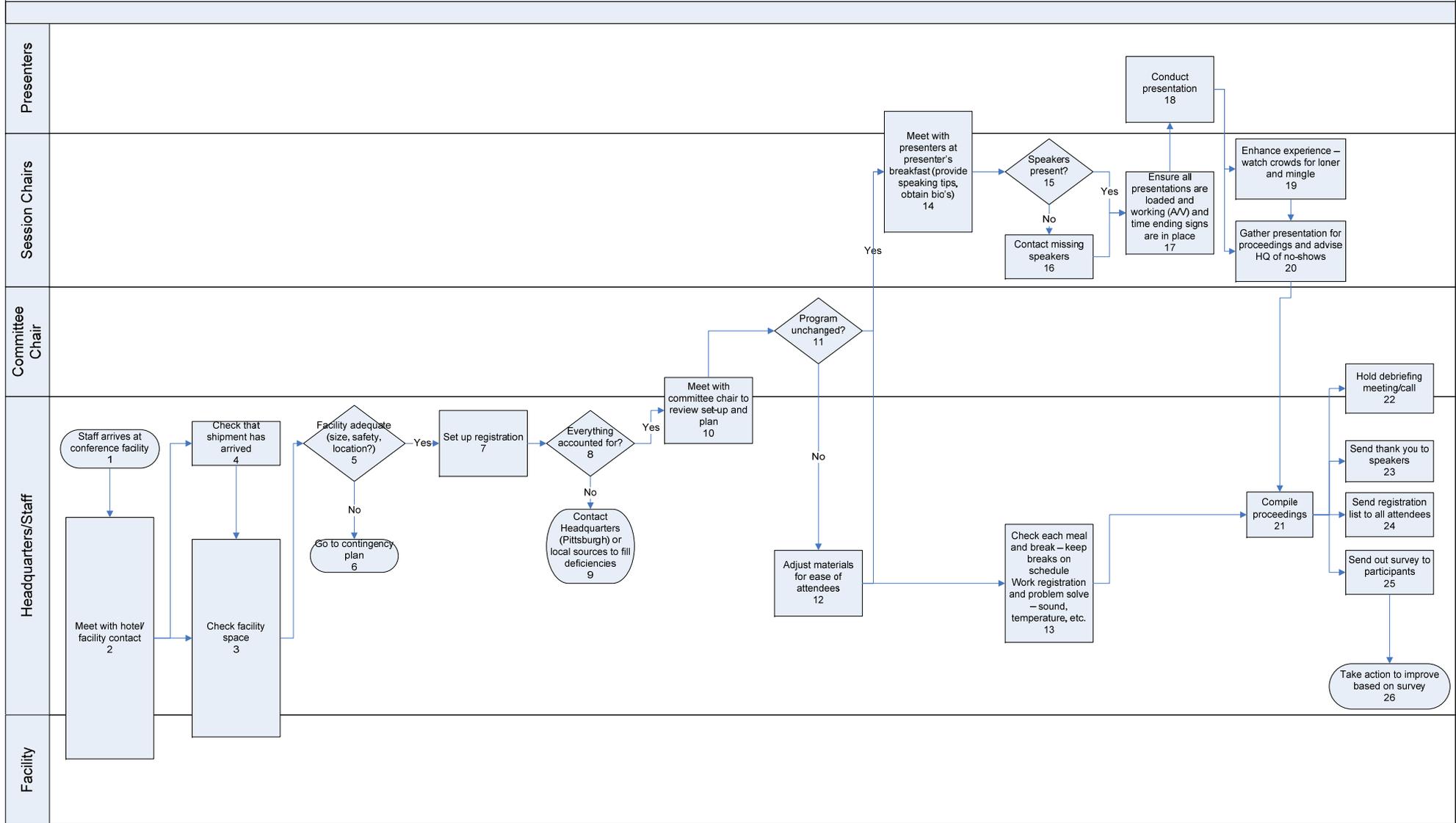
A&WMA Specialty Conference Proposal Phase Work Process



A&WMA Specialty Conference Planning and Development Phase Work Process



A&WMA Specialty Conference Execution Phase Work Process



**Supplemental Materials (SM)
for Specialty Conference Guidance**
(also available as separate documents)

- SM01: Program Proposal Form
- SM02: Program Proposal Review Form
- SM03: Checklists for Conference Tasks and Events
- SM04: Style Guide for Abstracts
- SM05: Style Guide for Extended Abstracts
- SM06: Style Guide for Full Manuscripts
- SM07: Style Guide for Posters
- SM08: Presentation Guidelines

SM01
Program Proposal Form

Program Proposal

(IMPORTANT: Please read the Specialty Conference Guidance before completing this form)

Date Submitted _____

Conference Overview

Check one: Specialty Conference/Symposia _____ Workshop/Seminar _____

Proposed title: _____

Reason or need for this program: _____

Anticipated attendance: _____ Suggested location: _____

Suggested dates and locations, with preferred days of the week:
(Conferences are typically 2 ½ days while workshops are 1 ½ or 2 days in duration)

Is the timing tied to a specific regulatory event? _____

Do you know of possible conflicts with other programs on similar topics or dates, including Sections and/or Chapters?

Do you know of possible organizations that might sponsor programs on this or similar topics?

Target audience: _____

Groups or other organizations for potential marketing and if they will share membership emails addresses etc.

What is the current status of this program's development, in percentages? _____%

Submitted by:

Name: _____ Title: _____

Affiliation: _____

Address: _____

E-mail & Phone#: _____

Member? (Check one) Yes No Member # _____

Technical Council Information

Sponsoring Committee(s)	Technical Council Coordinating Committee Representative	E-mail Address and Phone Number

Program Proposal – Continued

Specific Conference Information (Continued)

Presenters/experts that are available to be approached (Include as much information as available):

Please list potential financial sponsors and contacts: _____

Additional comments: _____

Contact Information

Please send this form to:

Lisa Breese, Programs Associate
Air & Waste Management Association
One Gateway Center, 3rd Floor
420 Ft. Duquesne Blvd.
Pittsburgh, PA 15222 USA
lbreese@awma.org

And copies to:

Technical Council Chair

Richard J. Tropp, Ph.D.
Associate Research Professor
Division of Atmospheric Sciences
Desert Research Institute
2215 Raggio Parkway
Reno, NV 89512 USA
rtropp@dri.edu

Technical Council Vice-Chair

Patricia Bush
Director, HSE & Security
Air Liquide Process & Construction, Inc.
2700 Post Oak Blvd., Ste. 1800
Houston, TX 77056 USA
pat.bush@airliquide.com

SM02
Program Proposal Review Form

Councils Program Proposal Review Form

Conference Overview (Program Proposal Attached) Section Completed by Staff

Type of Conference: Specialty Conference/Symposia _____ Workshop/Seminar _____

Proposed Title: _____

Review by (Sections and Chapters Council ____ Education Council ____) due to A&WMA Program Manager and Technical Council Chair (see Page 3) by _____

Review Comments (Provide on separate pages if needed):

Potential Conflicts for Council which should be considered.

1. Timing
2. Location
3. Topic

Additional Program Ideas to Include in this Conference.

Areas Where Council would like to be involved (include Council individual(s) who would be involved in each identified area).

Overall Impression of Proposed Conference. Please rate (5 most desirable). Provide any additional comments on Proposed Conference.

1 2 3 4 5

Submitted by:

Date:

SM03
Checklists for Conference Tasks and Events

Post Call for Abstracts (CFA) online - include author permission form if not using OASIS	10 mos.				
Write/distribute CFA press release to all appropriate trade media, association media	10 mos.			Communication	
CFA e-mail distribution to A&WMA academic list/student list if applicable; paper interest list	10 mos.			Communication	
CFA in EM/Journal	10 mos.				
Final edits/printing/Distribute exhibitor prospectus - discuss/request mail list	8 mos.				
Final edits/printing/Distribute sponsorship flyer - discuss/request mail list	8 mos.				
ID/approve professional development course(s), if appl. - send confirmation pkgs to instructors with deadlines	8 mos.				
Begin bi-weekly (?) checks on number of abstracts received	8 mos.				
Schedule house ads for EM (size and content)	7 mos.			Communication	
Establish registration fees and post reg form online	6 mos.				
Set up registration in Osprey and develop/open online registration, if appl.	6 mos.				
Identify outside ad opportunities, reserve space and send creative	6 mos.			Communication	
Abstract deadline	6 mos.				
ID if any invited sessions	6 mos.			Committee	
Reviewers' contact information due for input into OASIS	6 mos.			Committee	
Assign reviewers to abstracts, based on topic	6 mos.				
Update any guidelines for papers, posters, session chairs, etc.	6 mos.				
Abstract review deadline	5 mos.				
Ask committee if any high-level, very interesting, etc. speakers/presentations to use for marketing purposes	5 mos.				
Staff kickoff meeting	5 mos.				
Author notification	4-5 mos.				
Schedule sessions and assign session chairs / co-chairs	4-5 mos.				
Provide Preliminary Program (abstracts assigned to sessions, scheduled times; includes titles/authors) - also any special events, socials, tours, courses, etc.	4-5 mos.				
Assess status - is program developing? If not, go to contingency	4-5 mos.				
Draft Preliminary Program to designer for layout/then to committee and staff for edits	4 mos.				
Request Preliminary Program mail list from Member Services	4 mos.				
Send Accounting notice to deposit postal funds	4 mos.				
Inform Member Services what tickets are needed	4 mos.				
Finalize Preliminary Program - designer to upload to printer	4 mos.				
Post Preliminary Program to Web - inform all staff, committee, authors, session chairs, reviewers, etc. - and send notice to any promo sources	4 mos.				
Apply for appl. Continuing Education Units for conf/courses	4 mos.				
Send Exhibitor Service Manual	3-4 mos.				

Preliminary Program mail drop	3 mos.				
Begin weekly registration checks/updates	3 mos.				
Draft paper deadline	3 mos.				
Write/distribute general press release	3 mos.			Communication	
Invite appropriate press to attend event for professional development	3 mos.			Communication	
Draft paper review deadline / Review comments due to authors	2 mos.				
Final paper deadline	1.5 mos.				
Author permission form deadline (if not using OASIS)	1.5 mos.				
Proceedings information to CD vendor, if producing CD	1.5 mos.				
Obtain course manuals from instructors	6 wks.				
Order signs and committee plaques	6 wks.				
E-mail reminder to all unregistered speakers & session chairs	6 wks.				
E-mail distribution re: approaching early reg deadline / hotel cutoff	6 wks.				
Process gratis registrations from committee	6 wks.				
Finalize hotel arrangements (schedule, A/V, room setups, special needs for luncheon speakers)	3-4 wks.				
Determine on-site staffing needs - make travel arrangements	3-4 wks.				
Make go/no-go decision for courses if borderline - advise instructors to make travel arrangements - register instructors	3-4 wks.				
Make go/no-go decision for tours / social events if borderline	3-4 wks.				
Committee review of proceedings	3-4 wks.				
Information from committee for Final Program/to designer	3-4 wks.				
Place notifications in local business calendars	3-4wks.				
Print course manuals	2-4 wks.				
Send Final Program to staff and planning committee for edits/comments	2-4 wks.				
Abstract book completed/printed if onsite delivery	3 wks.				
Exhibitor guide completed/printed if onsite delivery	3 wks.				
Finalize proceedings if onsite delivery	3 wks.				
Finalize and print Final Program, Door Posters, and Table Tents	2 wks.				
All attendee tote bag materials printed, including attendee list and evaluation form - If applicable	2 wks.				
Early reg deadline / hotel cutoff	2 wks.				
Refund deadline	2 wks.				
Compile course instructor pkgs for shipment	1 wk.				
Verify all speakers, session chairs, exhibitors, and course instructor registrations are entered	1 wk.				
Finalize registration for shipment	1 wk.				
Conference shipment	5+ days				
Conference	conf				
Collect final papers/presentations if CD proceedings post-conf or online	onsite				
Submit onsite payments with collection form to Accounting	post conf				
Reconcile travel expenses	post conf 10 days				

Send thank-you notes to planning committee, speakers & session chairs	post conf 2 wks.				
Final Attendee list, conf and course surveys, and presentation link (if applicable) to all attendees	post conf 2 wks.				
Process Continuing Education Units	post conf 2 wks.				
Add 'no-shows' to blacklist	post conf 2 wks.				
Reconcile invoices	post conf 1 mo.				
Produce proceedings for post-conf delivery	post conf 2 mos.				
Wrap-up conference call and final numbers, including financials	post conf 2 mos.				
*Mail list considerations:					
1. Previous event attendees					
2. Related event registrants (review confs, wrkshps, courses, online courses, audio + web, etc.)					
3. Members from surrounding geographic area					
4. Member demographics / related interests					
5. Section/Chapter lists					
6. Other organization lists					
7. www.hoovers.com					
8. Purchased lists					
9. Lists from committee members					
10. Etc.					

Site Selection

Item	Completed	Date	Description
Define Meeting Requirement			
Goals & objectives			
Number of participants			
Location of participants			
Meeting rotation schedule			
Preferred activities			
Urban, Resort Setting			
Pre- & Post-convention trips			
Spouses & families attending			
Special needs			
Affordable vs. luxury			
Meeting Budget			
Prepare Mtg. Specifications			
Preferred Dates			
Number & type of guestrooms			
Number, size and usage of meeting rooms			
Range of acceptable rates			
Dates & types of food-beverage events			
Exhibits & other special events/activities			
Special requirements			
Include Meeting History			
Past facility & Service Usage			
Past promotional assistance provided by facility			
Past guestroom usage (org. block & actual usage)			
-breakdown single, dbl occupancy			
-# of no-shows			
-#of rooms outside rm. block			
Food-beverage guarantees & actual consumption			
Meeting & exhibit space used			
A/V requirements			

Registration patterns			
Arrival/Departure Patterns			
Service areas such as reg., ticket sales, parking			
Prioritize Negotiating Points			
Flexible meeting dates			
Meeting room set ups			
Arrival/departure patterns			
Guestrooms rates			
Products/services provided			
List of Prospective Sites			
Search mtg. Industry websites			
Request proposals in writing			
Arrange site visit			

Facility Selection

Item	Completed	Date	Description
Prepare for selection process			
Meeting goals & objectives			
Requirements & history			
Meeting specifications			
Site inspection checklist			
Facility questionnaire			
Research Potential Venues			
Convention Centers			
Conference Centers			
Hotels			
Non-traditional venues			
Schedule Site Inspection			
Before contract negotiations			
1-2yrs before meeting date			
Before/after property renovations			
At same time of year as mtg.			
Conduct Site inspection			
Make appt. with sales mgr.			
Bring notepad, camera, etc			
Meet with sales mgr. Operations, svc. Vendor			
Ask each contact about checklist points			
Record responses & note concerns			
If Delegating Inspection Duty			
Choose staff who live in area			
Provide written mtg. Specifications			
Define responsibilities & expected outcomes			
Provide guideline for reporting recommendations			
Follow-up after Inspection			
Thank you note			
Question not answered			
Intention to use/release space			

Tips for Hotel Negotiations			
Provide accurate historical data (food/bev, rooms, etc)			
Select 2-4 sites for negotiation			
Inform properties of their competition			
Learn status of market in destination city			
Consider seasonal competition			
Leverage short lead time for better rates on unsold space			
Prioritize negotiating points			
Request rate quote for group			

Facility Contracts & Insurance

Item	Completed	Date	Description
ID of Group and Label			
Names & Addresses of organization and facility			
Key Individuals			
Arrival & Departure Dates			
Early & Late Arrival Requirements			
Name & Type of Meeting			
Clear definition of obligations			
Specificity of Terms of Contract			
Scope of Contract			
Sleeping Room Reservations			
Number & Type of guestrooms			
Room Reservation and Confirmation Details			
Complimentary Room Policy			
Special Room Requirements			
Rates for VIPS, Staff and Suppliers			
Cut-off Dates			
Guarantee and Deposit Requirements			
Check-in and Check-out Times			
Specific Room Rates for Group			
Walking/Relocation Policy			
Facilities for Meetings & Exhibits			
Room Rental & Set-up Charges			
Convention Services & Equipment			
Exclusive Services			
Food & Beverage			
Number, Type & Attendance at functions			
Confirmation Dates & Approximate Attendance			

Dates for Confirmation of Menus & Beverage			
Dates for Confirmation of Food-Beverage Costs			
Gratuities, Regulations & Taxes			
Exhibit Program			
Exhibit Booth Requirements			
Storage, Set-up, Dismantling			
Security			
Operating Hours			
Services & Facilities			
Rules & Regulations			
Miscellaneous			
Transportation			
Parking			
Gratuities			
Recreational Fees			
Promotional Support			
Default & Breach of Contract			
What Constitutes Breach of Contract?			
Extent of Liability			
Clause Committing Party to Pay Attorney's Fees			
Terms for Terminating or Cancelling Contract			
Termination			
Who can Terminate Contract?			
When & How Contract be Terminated?			
Cancellation			
Cancellation Terms in Contract			
Time Limit & Fees for Cancellation			
Protection Clauses			
Fire Protection			
Cancellation			
Arbitration			

Insurance			
Change in Management			
Facility Remodeling			
Alternative Dispute Resolution			
Disabilities Compliance			
Financial Issues, BK			
Insurance Coverage			
General Liability			
Fire Legal Liability			
Broad Form Property Damage			
Medical Payment			
Incidental Medical Malpractice			
Cert. Of Insurance from Contractors			
Independent Contractors Liability			
Products Liability			
Host Liability/Liquor Liability			
Add'l Insurance for Chartered Transportation			
Valuable Records & Papers			
Office Contents Coverage			
Burglary & Robbery			
Worker's Compensation			
Travel Accidental Death			

Convention Services

Item	Completed	Date	Description
Set up meetings with the Convention Services Manager			
Preliminary planning meeting			
Pre-convention briefing			
Daily briefings during mtg.			
Post-meeting critique			
Questions for Hotel CSM			
To whom do you report?			
Who do you supervise?			
Do you write the resume?			
-What info do you need from me?			
-Deadline?			
-Who will receive these?			
Do setup crews report to you?			
Does the catering dept write its own meeting resume?			
Is the catering dept in charge of room setup for meals?			
Who handles breaks/service to hospitality suites?			
At what times will you be on duty before, during, after meeting?			
How can you be reached at all times?			
Who is your backup person in case of emergency?			
Do you handle arrangements for meeting room signs?			

Identify Contingency Plan

Additions to Timeline:

- Monitor hotel and vendor contracts or milestone dates.
- Monitor cancellation schedule with hotel, vendors, etc.
- Monitor sleeping room pick up – note date of how far out this should be monitored.

Planning Program Phase

- Identify additional marketing options.
- Decision to cancel or reschedule.
- Committee and staff to make personal phone calls.
- Enlist the support of the Board of Directors for contacts.
- Do we still need to use OASIS (this is not always an option as we may have already signed the contract by now and can only apply to a meeting exactly alike).
- Consider less staff at conference.
- Consider no drink ticket at the exhibitor reception if exhibit is below budget. Reduce the amount of food served.
- Check shipment arrival before departing for the conference.
- Contact all outside vendors to ensure that they have the correct information and dates for service
- Ensure a timely arrival at conference location by being sure to book an early enough flight. Confirm flight the day prior to travel.
- Collect cell phone numbers for all staff traveling as well as committee members and course instructors.

Execution Phase

- Hand-carry the shipment tracking information, a registration list, and a few copies of the final program.
- Identify and know the hours of operation for a location to make copies if needed.
- Discuss Emergency & Evacuation plan with hotel at pre-con meeting.
- Discuss need for a written crisis and emergency plan like used at ACE that gets sent with shipment.
- Identify how to handle accidents. If staff or attendee, who can accompany the injured person to the hospital.
- If space is not adequate, check the possibility of moving into another meeting room. If not, are any other facilities available in very close proximity.
- Check registration materials to ensure that all presenters have registered.
- Check registration materials to ensure that all complimentary registrations and all technical exhibitors have been registered.
- If there are cancellations, post on door signs.
- Review all arrangements with the hotel staff and make any changes necessary before the conference begins.
- Review all arrangements with outside vendors (A/V) and make any changes necessary before the conference begins.
- Familiarize self with A/V (how to turn on microphones, how to use data projector remote, etc.).
- Identify the location of the closest restrooms and telephones to meeting rooms. Check if wireless Internet service available.
- Identify onsite contacts (hotel, banquets, vendors) once arrive and keep numbers by registration in case problems arise.

- As soon as arrive at facility, locate shipment and verify contents.
- Check for cleanliness and request assistance if needed.
- Check for safety (power cords taped down, skirting pinned up properly, etc.).
- Take any conference materials with sensitive information (payments by credit card) and items of value (data projector, laptop) to room at day's end.

SM04
Style Guide for Abstracts

Abstract Format for the A&WMA Conference

Author One¹ and Author Two²

¹ Affiliation, Address, City, State Zip Code

² Affiliation, Address, City, State Zip Code

Principal Contact: Author One, Title, Affiliation, Address, City, State Zip Code, Phone, Fax, E-mail.

Abstract

This abstract provides instructions on the format to be used when submitting the initial abstract to an A&WMA Specialty Conference. The abstract should be 300 words or less. Margins should be at least 1” on all sides. Type font should be Times Roman 12 point. The title should appear at the top, centered, and in bold. The authors’ names should appear below the title, centered. Each author’s name should appear as a first name, middle initial (if applicable), and last name. A superscript numeral should designate the author’s organization. For each separate organization, the superscript numeral should appear followed by the address. Next, contact information should be given for the author serving as primary contact. This information should include name, mailing address, phone number, fax number, and e-mail address. The e-mail address should be double-checked since it will be used as the primary means of contacting the authors. The conference chairs reserve the right to edit this abstract for grammar and format since it may be used in the preliminary and final programs. Authors will be given a chance to review and approve of the changes.

See the style guide for full manuscripts or the style guide for extended abstracts (depending on applicability) at http://www.awma.org/events/events_overview.html

SM05
Style Guide for Extended Abstracts

Extended Abstract Style Guide for A&WMA's Specialty Conferences

Extended Abstract # (Number referenced in your acceptance notification)

Air & Waste Management Association (A&WMA), One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435

INTRODUCTION

This Style Guide details the document formatting standards for an extended abstract, one of the two options required of authors presenting papers at A&WMA's Specialty Conferences. Your extended abstract should look *exactly* like this Style Guide in terms of layout, margins, spacing, font, and section headings. Following these guidelines will ensure that printed extended abstracts have a uniform and standardized appearance and that they will be reproduced accurately on the conference proceedings. You must clearly indicate that your submittal is an extended abstract by including the line, "Extended Abstract #" and your abstract number. Otherwise your submittal may be reviewed using the standards for a full paper and be rejected.

An extended abstract is not simply a long abstract. An extended abstract should contain references, comparisons to related work, proofs of key theorems, and other details found in an extended paper. Writing a good extended abstract can be more demanding than writing a research paper. The extended abstract should clearly specify the problem(s) that the research is addressing, the expected contributions(s) of the work, a brief description of the methodology adopted, results obtained, and the conclusions resulting from the work. Some things that can be omitted from an extended abstract include future work, details of proofs or implementations that should seem plausible to reviewers, and ramifications not relevant to the key ideas of the abstract.

This Style Guide provides a working example of a properly formatted extended abstract, while also instructing authors how to prepare their extended abstract for inclusion in the conference proceedings. Please follow the instructions in this Style Guide as closely as possible so that your extended abstract can be reproduced electronically. This Style Guide first discusses the items specific to the extended abstract and then discusses more general issues such as the submittal process and general formatting guidelines.

If you have any questions about this Style Guide, please contact:

Lisa Breese, Programs Associate, Air & Waste Management Association, One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435, phone: 412-904-6004; e-mail: lbreese@awma.org.

PARTS OF THE EXTENDED ABSTRACT

When typing body text or headlines, please be sure to apply the appropriate formatting styles as described below "Using Predefined Styles".

Your extended abstract should include the following parts, in the order listed:

- Title
- Extended Abstract Number (referenced in the acceptance e-mail)
- Author(s)

- Affiliation
- Introduction
- Main Body Text (including experimental methods, results, discussion, and summary sections)
- References
- Key words

Title/Authors

Include a brief, informative title for the extended abstract. The title should be pre-formatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type Extended Abstract # (followed by your actual extended abstract number) in Times New Roman 12-pt bold type. Immediately beneath your number, type the first name, middle initial, and surname of the author(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the author, identify his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font. Please reference page one of this Style Guide for an example of the placement and format of the Title and Author(s).

Introduction

The introduction of your extended abstract should state in no more than 700 words the nature of the project or problem you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

Body

The body of your extended abstract should follow the introduction and should include experimental methods, results, discussion, and a summary. The experimental section should be descriptive enough that the reader can identify what was done. References to experimental techniques are appropriate. The results and discussion sections may be combined. Within the body of your extended abstract, you can apply as many first-, second-, and third-level headings as you need. You can also include numbered and/or bulleted lists, as well as bold and italic type, and superscript and subscript characters.

Summary

The summary should highlight key findings and compare the results of your work to others as appropriate. Your summary should be based on the evidence presented in your extended abstract. Discuss how your work contributes to other studies.

Acknowledgments

If your extended abstract contains acknowledgments, they should be placed immediately after the conclusion but before the list of references.

References

References should be cited within your extended abstract using superscript Arabic numerals, as in this example.¹ Use the Microsoft Word or WordPerfect superscript functions for reference numbers.

The references section should immediately follow the acknowledgments section. List your references numerically as they appear in your manuscript (not alphabetically). Use the Microsoft Word or WordPerfect numbered list function to number your reference list.

Examples of reference formats are given here. For additional information on formatting references, refer to the *ACS Style Guide*, edited by J.S. Dodd (American Chemical Society, Washington DC, 1986).

REFERENCES

1. Carson, M.A.; Atkinson, K.D.; Waechter, C.J. *J. Biol Chem.* **1982**, *257*, 8115-8121.
2. *ACS Style Guide*; Dodd, J.S.; American Chemical Society: Washington, DC, 1986.
3. Geactinov, N.E. In *Polycyclic Hydrocarbons and Carcinogenesis*; Harvey, R.G., Ed.; ACS Symposium Series 283; American Chemical Society: Washington, DC, 1985; pp 12-45.
4. Norman, L.O. U.S. Patent 4 379 752, 1983.
5. Kanter, H. Ph.D. Thesis, University of California at San Francisco, 1984.
6. Sherma, J.; Beroza, M. *Manual of Analytical Quality Control for Pesticides and Related Compounds*; U.S. Environmental Protection Agency; U.S. Government Printing Office: Washington, DC, 1979; EPA-600/1-79/008.
7. *Beilstein Online*; Beilstein Institute: Frankfurt, Germany (accessed March 1999).
8. ChemCenter Home Page. See <http://www.chemcenter.org> (accessed December 1999).

Extended Abstract Length

The maximum file size of your extended abstract should be 0.5 MB or less, including figures, tables, and graphics. Extended abstracts should be at least three pages, but not more than five pages in length. If your extended abstract exceeds the file size limit, try converting your original file to a PDF format before submitting it to compress the size of the file.

SUBMITTING YOUR FINAL EXTENDED ABSTRACT

Your extended abstract will be reproduced in the conference proceedings as a CD-ROM, or as online proceedings. To facilitate this electronic production process, you must attach your extended abstract as a Microsoft Word, WordPerfect, or Adobe PDF file via the online abstract management system. The file must be inclusive of all text, color, or black-and-white illustrations, photos, and all other charts and tables. Unwieldy color images, including large PowerPoint presentations, cannot be published electronically.

During the review process, a dialogue will be created between you and your reviewer. You will be required to submit revised drafts until your reviewers accept the extended abstract as final. Then, you will need to submit the final extended abstract into the online system by the published deadline.

Scanned images may be used judiciously in charts, graphs, and other line art only. All images (illustrations, charts, photos, and tables) must be placed in your text as digital files just after the first point of reference. **Do not group them at the end of your extended abstract.**

If you have problems using the online submittal system, please contact either Lisa Breese (see contact information above) or the *Oasis* staff at support@abstractsonline.com.

OTHER CONSIDERATIONS

This Style Guide details how to prepare and submit your extended abstract for A&WMA's Specialty Conferences. Subsequent sections discuss general details of the submittal process and general formatting requirements. Please be sure to follow all of the instructions very carefully,

as a failure to do so may result in your extended abstract not being published in the conference proceedings. Thank you in advance for your cooperation.

DETAILS ON THE PROCESS

If all of the publication requirements are met, A&WMA will include your extended abstract in the conference proceedings, which will be available for purchase after the conference in the A&WMA Online Library. To facilitate this electronic production process, you must submit your extended abstract as a Microsoft Word, WordPerfect, or Adobe PDF file through the online abstract submission system by the published deadline.

FORMATTING

Using Predefined Styles

The style elements identified in this section have been defined for you to lend consistency to the group of papers that comprise the conference proceedings. **Times New Roman** is the preferred font because it is resident in very similar forms in both Microsoft Word and WordPerfect. (Macintosh users should use their default font.) Use the following five levels of this font to describe the different sections of your extended abstract:

1. Title: **18-point Times New Roman Bold**
2. Heading 1: **14-POINT TIMES NEW ROMAN BOLD, ALL CAPS**
3. Heading 2: **14-Point Times New Roman Bold**
4. Heading 3: *12-Point Times New Roman Bold Italic*
5. Body: 12-point Times New Roman

SPECIAL CHARACTERS

Microsoft Word

If you are using Microsoft Word, you can insert special characters (e.g., ®, ©, or ™) into your manuscript using the Microsoft Word “Insert Symbol” function. You may insert any of the characters found in the Times New Roman Symbol/Special Characters selection windows. **Do not include any characters that are functions of any other fonts.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) should be inserted into your manuscript using Word’s Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as to the use of separate equations. See the section below on creating equations for further details.

WordPerfect

WordPerfect users can insert special characters that are part of the Times New Roman Symbol/Special Characters selection areas. **Do not use any other fonts or the WordPerfect Mathematical Symbols font to create special characters and equations.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) must be inserted into your extended abstract using the WordPerfect* Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as the use of separate equations. See the section below on creating equations for further details.

Creating Equations with the Equation Editor

Formulas, equations, and text statements that include special characters not found in the Symbol/Special Characters selection windows must be created using either the Microsoft Word or WordPerfect* Equation Editors.

Important note: Proper use of your word processor's equation editor is imperative for accurate reproduction of important mathematical symbols. Use of alternative symbol fonts native to your system (e.g., WordPerfect's 'Mathematical Symbols' font) is unacceptable because we may be unable to duplicate these fonts during the electronic production process.

***WordPerfect users:** WordPerfect users must place all equations in text boxes. To open a text box in WordPerfect versions 6 and 7, select, "Graphics" from the WordPerfect menu bar and then select "Text Box". Once the text box has been created, position your cursor within the box, select "Graphics", and then select "Equation". In WordPerfect 8, select "Insert" from the WordPerfect menu bar and then select "Text Box". Once the text box has been created, position your cursor within the box, select "Insert" and then select "Equation".

Examples

Your equations should be numbered and labeled, as follows:

Equation 1. Only the simplest of equations may be created with keyboard characters.

$$y = mx + b$$

where:

m = slope

x = concentration

b = intercept

Equation 2. Most equations must be created with Microsoft Word or WordPerfect's symbol fonts and equation editors so that the mathematical characters always reproduce correctly.

$$f(\omega) = \frac{\sigma^2}{2\pi} \frac{1}{|1 - e^{i\omega}|^{2d}} \frac{1}{|1 - e^{i(\omega - \omega_0)}|^{2D}} \frac{|1 + \phi_1 e^{i\omega} + \dots + \phi_q e^{iq\omega}|^2}{|1 - \theta_1 e^{i\omega} - \dots - \theta_p e^{ip\omega}|^2}, \quad \omega \in (-\pi, \pi].$$

where:

ω_0 = the frequency corresponding to the length of seasonality (e.g. $\omega_0 = 2\pi / 7$ for a seven-day cycle or $\omega_0 = 2\pi / 60$ for a two-month cycle.)

D = a parameter indicating the extent of this seasonality

All the parameters of the model (3.5) can be estimated using the method of Anh and Kavalieris (1994).

Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included as **part of the text** immediately after the first point of reference. Do not place them at the end of your extended abstract.

For improved readability, keep your tables as simple as possible. Do not insert any unnecessary rows or columns. Use only 1-point rules to separate table cells and do not apply any shading or insert tab stops or indents. Whenever possible, please use the portrait table format. It is permissible to reduce the point size from 12-point to 10-point type within large tables.

All table titles should be placed immediately above the table, but should be independent of the table itself. Tables should be formatted as follows:

Table 1. Sample table.

Style Definition	Specifications	Used For
Title	Times New Roman, 18-pt. bold, left-justified, initial caps	Extended abstract title.
Heading 1	Times New Roman, 14-pt. bold, left-justified, all caps	All level-one headings, which should include the abstract, introduction, and summary. These headings must be typed in all caps.
Heading 2	Times New Roman, 14-pt. bold, left-justified, initial caps	All second-level headings.
Heading 3	Times New Roman, 12-pt. bold, italic, left-justified, initial caps	All third-level headings.
Heading 4	Times New Roman, 12-pt. bold, left-justified, initial caps	All fourth-level headings.
Body	Times New Roman, 12-pt. body text, left-justified	Note: Bold, italic, and underline typeface can be applied to body text as necessary. Body text can also be formatted as bulleted or numbered lists.*

* Bulleted and numbered lists should be created by using the word processing toolbar functions for these items.

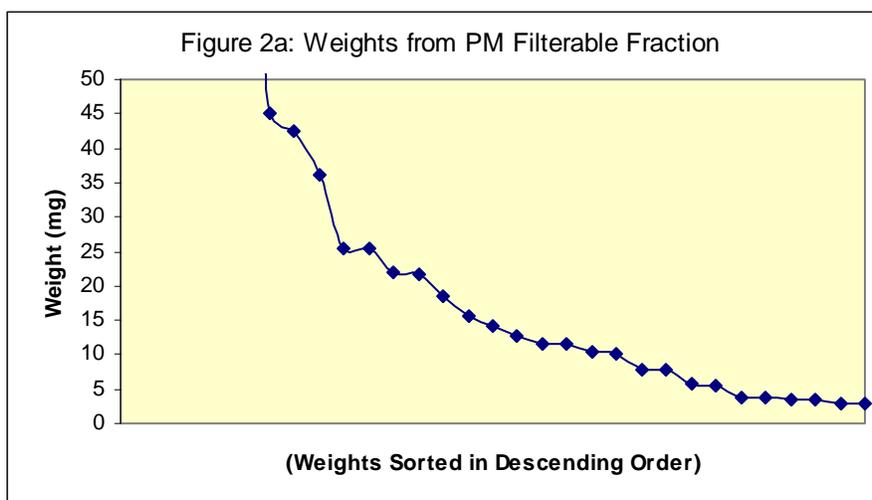
Any explanations of table data should immediately follow the table and be formatted as plain body text. **Do not include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table.**

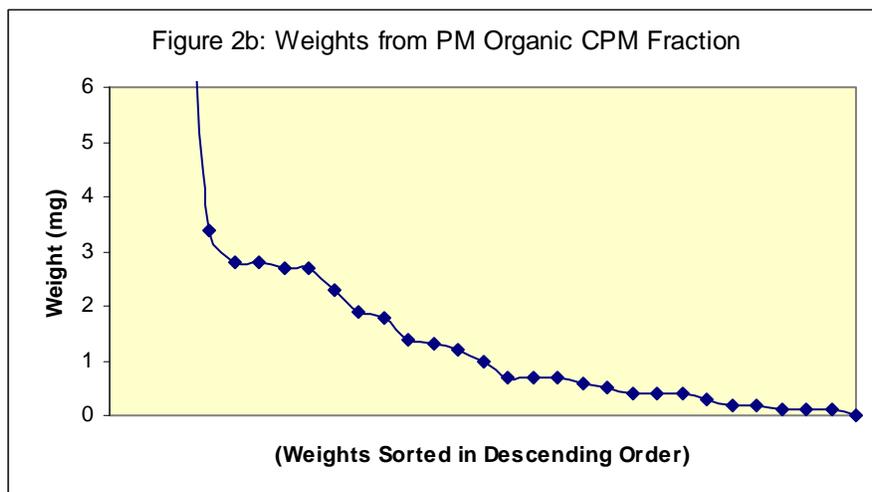
Figures

Figures include charts, graphs, drawings, and line-art. All figures and other graphics should be embedded, or electronically placed, **within the text** immediately after the first point of reference. Do not place them on separate pages at the end of your extended abstract.

All figures must also be submitted with a resolution of at least 300 dpi.

Figures must be labeled properly, according to the example below. The figure title should appear immediately above the figure.





If you have questions about placing tables, figures, and other graphics in your extended abstract, please contact Lisa Breese (see contact information above).

SM06
Style Guide for Full Manuscripts

Full Manuscript Style Guide for A&WMA's Specialty Conferences

Paper # (Number referenced in your acceptance notification)

Air & Waste Management Association (A&WMA), One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435

INTRODUCTION

This Style Guide details the document formatting standards for a manuscript which is required of authors presenting papers at A&WMA's Specialty Conferences. Your paper should look *exactly* like this Style Guide in terms of layout, margins, spacing, font, and section headings. Following these guidelines will ensure that printed papers have a uniform and standardized appearance and that they will be reproduced accurately on the conference proceedings.

This Style Guide provides a working example of a properly formatted paper, while also instructing authors how to prepare their papers for inclusion in the conference proceedings. Please follow the instructions in this Style Guide as closely as possible so that your paper can be reproduced electronically. This Style Guide first discusses the items specific to the paper and then discusses more general issues such as the submittal process and general formatting guidelines.

If you have any questions about this Style Guide, please contact:

Lisa Breese, Programs Associate, Air & Waste Management Association, One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435, phone: 412-904-6004; e-mail: lbreese@awma.org.

PARTS OF THE PAPER

When typing body text or headlines, please be sure to apply the appropriate formatting styles as described below "Using Predefined Styles".

Your paper should include the following parts, in the order listed:

- Title
- Paper Number (referenced in the acceptance e-mail)
- Author(s)
- Affiliation
- Abstract
- Introduction
- Main Body Text (including experimental methods, results, discussion, and summary sections)
- References
- Key words

Title/Authors

Include a brief, informative title for the paper. The title should be preformatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type Paper # (followed by your actual paper number) in Times New Roman 12-pt bold type. Immediately beneath your number, type the first name, middle initial, and surname of the author(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the author, identify his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font.

Please reference page one of this Style Guide for an example of the placement and format of the Title and Author(s).

Abstract

Your abstract should not exceed 300 words. It should summarize the principal findings presented in the paper and give readers enough information to determine if they wish to read the whole paper. It should also provide editors and librarians with enough information to properly index and retrieve the paper.

Introduction

The introduction of your paper should state in approximately 400-700 words the nature of the project or problem you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

Body

The body of your paper should follow the introduction and should include experimental methods, results, discussion, and a summary. The experimental section should be descriptive enough that the reader can identify what was done. References to experimental techniques are appropriate. The results and discussion sections may be combined. Within the body of your paper, you can apply as many first-, second-, and third-level headings as you need. You can also include numbered and/or bulleted lists, as well as bold and italic type, and superscript and subscript characters.

Summary

The summary should highlight key findings and compare the results of your work to others as appropriate. Your summary should be based on the evidence presented in your paper. Discuss how your work contributes to other studies.

Acknowledgments

If your paper contains acknowledgments, they should be placed immediately after the conclusion but before the list of references.

References

References should be cited within your manuscript using superscript Arabic numerals, as in this example.¹ Use the Microsoft Word or WordPerfect superscript functions for reference numbers.

The references section should immediately follow the acknowledgments section. List your references numerically as they appear in your manuscript (not alphabetically). Use the Microsoft Word or WordPerfect numbered list function to number your reference list.

Examples of reference formats are given here. For additional information on formatting references, refer to the *ACS Style Guide*, edited by J.S. Dodd (American Chemical Society, Washington DC, 1986).

REFERENCES

9. Carson, M.A.; Atkinson, K.D.; Waechter, C.J. *J. Biol Chem.* **1982**, *257*, 8115-8121.
10. *ACS Style Guide*; Dodd, J.S.; American Chemical Society: Washington, DC, 1986.
11. Geactinov, N.E. In *Polycyclic Hydrocarbons and Carcinogenesis*; Harvey, R.G., Ed.; ACS Symposium Series 283; American Chemical Society: Washington, DC, 1985; pp 12-45.
12. Norman, L.O. U.S. Patent 4 379 752, 1983.

13. Kanter, H. Ph.D. Thesis, University of California at San Francisco, 1984.
14. Sherma, J.; Beroza, M. *Manual of Analytical Quality Control for Pesticides and Related Compounds*; U.S. Environmental Protection Agency; U.S. Government Printing Office: Washington, DC, 1979; EPA-600/1-79/008.
15. *Beilstein Online*; Beilstein Institute: Frankfurt, Germany (accessed March 1999).
16. ChemCenter Home Page. See <http://www.chemcenter.org> (accessed December 1999).

Paper Length

The maximum file size of your paper should be 1 MB or less, including figures, tables, and graphics. A good reference for the page limit is approximately 12-15 pages in length. If your paper exceeds the file size limit, try converting your original file to a PDF format before submitting it to compress the size of the file.

SUBMITTING YOUR FINAL PAPER

Your paper will be reproduced in the conference proceedings as a CD-ROM, or as online proceedings. To facilitate this electronic production process, you must attach your paper as a Microsoft Word, WordPerfect, or Adobe PDF file via the online abstract management system. The file must be inclusive of all text, color, or black-and-white illustrations, photos, and all other charts and tables. Unwieldy color images, including large PowerPoint presentations, cannot be published electronically.

During the review process, a dialogue will be created between you and your reviewer. You will be required to submit revised drafts until your reviewers accept the paper as final. Then, you will need to submit the final paper into the online system by the published deadline.

Scanned images may be used judiciously in charts, graphs, and other line art only. All images (illustrations, charts, photos, and tables) must be placed in your text as digital files just after the first point of reference. ***Do not group them at the end of your paper.***

If you have problems using the online submittal system, please contact either Lisa Breese (see contact information above) or the *Oasis* staff at support@abstractsonline.com.

OTHER CONSIDERATIONS

This Style Guide details how to prepare and submit your paper for A&WMA's Specialty Conferences. Subsequent sections discuss general details of the submittal process and general formatting requirements. Please be sure to follow all of the instructions very carefully, as a failure to do so may result in your paper not being published in the conference proceedings. Thank you in advance for your cooperation.

DETAILS ON THE PROCESS

If all of the publication requirements are met, A&WMA will include your paper in the conference proceedings, which will be available for purchase after the conference in the A&WMA Online Library. To facilitate this electronic production process, you must submit your paper as a Microsoft Word, WordPerfect, or Adobe PDF file through the online abstract submission system by the published deadline.

FORMATTING

Using Predefined Styles

The style elements identified in this section have been defined for you to lend consistency to the group of papers that comprise the conference proceedings. **Times New Roman** is the preferred font because it is resident in very similar forms in both Microsoft Word and WordPerfect. (Macintosh users should use their default font.) Use the following five levels of this font to describe the different sections of your paper:

6. Title: **18-point Times New Roman Bold**
7. Heading 1: **14-POINT TIMES NEW ROMAN BOLD, ALL CAPS**
8. Heading 2: **14-Point Times New Roman Bold**
9. Heading 3: *12-Point Times New Roman Bold Italic*
10. Body: 12-point Times New Roman

SPECIAL CHARACTERS

Microsoft Word

If you are using Microsoft Word, you can insert special characters (e.g., ®, ©, or ™) into your manuscript using the Microsoft Word “Insert Symbol” function. You may insert any of the characters found in the Times New Roman Symbol/Special Characters selection windows. **Do not include any characters that are functions of any other fonts.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) should be inserted into your manuscript using Word’s Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as to the use of separate equations. See the section below on creating equations for further details.

WordPerfect

WordPerfect users can insert special characters that are part of the Times New Roman Symbol/Special Characters selection areas. **Do not use any other fonts or the WordPerfect Mathematical Symbols font to create special characters and equations.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) must be inserted into your manuscript using the WordPerfect* Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as the use of separate equations. See the section below on creating equations for further details.

Creating Equations with the Equation Editor

Formulas, equations, and text statements that include special characters not found in the Symbol/Special Characters selection windows must be created using either the Microsoft Word or WordPerfect* Equation Editors.

Important note: Proper use of your word processor’s equation editor is imperative for accurate reproduction of important mathematical symbols. Use of alternative symbol fonts native to your system (e.g., WordPerfect’s ‘Mathematical Symbols’ font) is unacceptable because we may be unable to duplicate these fonts during the electronic production process.

***WordPerfect users:** WordPerfect users must place all equations in text boxes. To open a text box in WordPerfect versions 6 and 7, select, “Graphics” from the WordPerfect menu bar and

then select “Text Box”. Once the text box has been created, position your cursor within the box, select “Graphics”, and then select “Equation”. In WordPerfect 8, select “Insert” from the WordPerfect menu bar and then select “Text Box”. Once the text box has been created, position your cursor within the box, select “Insert” and then select “Equation”.

Examples

Your equations should be numbered and labeled, as follows:

Equation 1. Only the simplest of equations may be created with keyboard characters.

$$y = mx + b$$

where:

m = slope

x = concentration

b = intercept

Equation 2. Most equations must be created with Microsoft Word or WordPerfect’s symbol fonts and equation editors so that the mathematical characters always reproduce correctly.

$$f(\omega) = \frac{\sigma^2}{2\pi} \frac{1}{|1 - e^{i\omega}|^{2d}} \frac{1}{|1 - e^{i(\omega - \omega_0)}|^{2D}} \frac{|1 + \phi_1 e^{i\omega} + \dots + \phi_q e^{iq\omega}|^2}{|1 - \theta_1 e^{i\omega} - \dots - \theta_p e^{ip\omega}|^2}, \quad \omega \in (-\pi, \pi].$$

where:

ω_0 = the frequency corresponding to the length of seasonality (e.g. $\omega_0 = 2\pi / 7$ for a seven-day cycle or $\omega_0 = 2\pi / 60$ for a two-month cycle.)

D = a parameter indicating the extent of this seasonality

All the parameters of the model (3.5) can be estimated using the method of Anh and Kavalieris (1994).

Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included **as part of the text** immediately after the first point of reference. Do not place them at the end of your paper.

For improved readability, keep your tables as simple as possible. Do not insert any unnecessary rows or columns. Use only 1-point rules to separate table cells and do not apply any shading or insert tab stops or indents. Whenever possible, please use the portrait table format. It is permissible to reduce the point size from 12-point to 10-point type within large tables.

All table titles should be placed immediately above the table, but should be independent of the table itself. Tables should be formatted as follows:

Table 1. Sample table.

Style Definition	Specifications	Used For
Title	Times New Roman, 18-pt. bold, left-justified, initial caps	Paper title.
Heading 1	Times New Roman, 14-pt. bold, left-justified, all caps	All level-one headings, which should include the abstract, introduction, and summary. These headings must be typed in all caps.
Heading 2	Times New Roman, 14-pt. bold, left-justified, initial caps	All second-level headings.
Heading 3	Times New Roman, 12-pt. bold, italic, left-justified, initial caps	All third-level headings.
Heading 4	Times New Roman, 12-pt. bold, left-justified, initial caps	All fourth-level headings.
Body	Times New Roman, 12-pt. body text, left-justified	Note: Bold, italic, and underline typeface can be applied to body text as necessary. Body text can also be formatted as bulleted or numbered lists.*

* Bulleted and numbered lists should be created by using the word processing toolbar functions for these items.

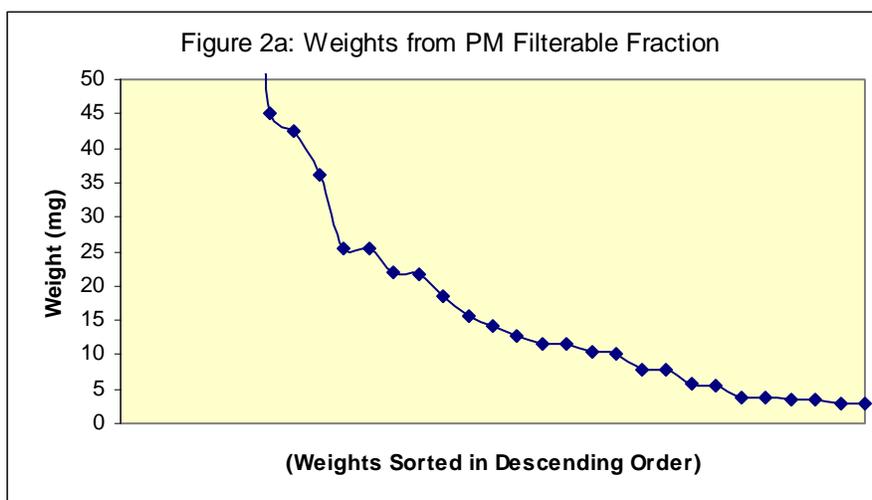
Any explanations of table data should immediately follow the table and be formatted as plain body text. **Do not include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table.**

Figures

Figures include charts, graphs, drawings, and line-art. All figures and other graphics should be embedded, or electronically placed, **within the text** immediately after the first point of reference. Do not place them on separate pages at the end of your paper.

All figures must also be submitted with a resolution of at least 300 dpi.

Figures must be labeled properly, according to the example below. The figure title should appear immediately above the figure.

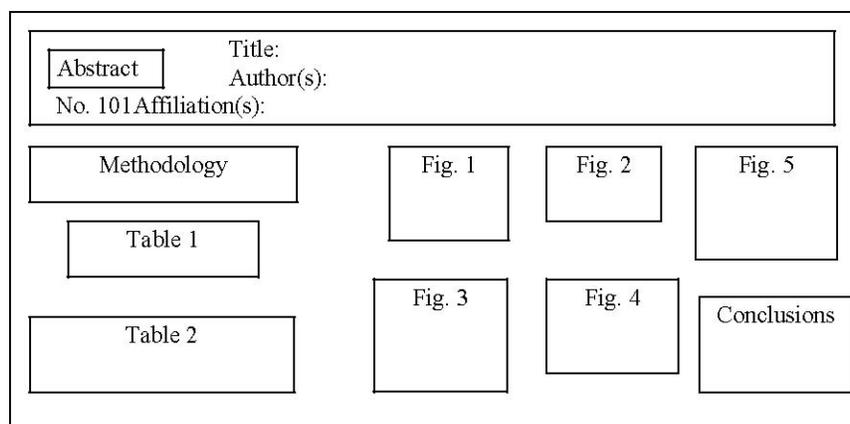


SM07
Style Guide for Posters

Air & Waste Management Association

Guidelines for Specialty Conference Poster Presentations

- You will be assigned a station at the conference that has a poster board. The size of the board will be approximately 4-foot-high-by-8-foot-wide (one side of a two-sided poster board).
- Place your display materials on regular bond paper so you can attach them easily to the poster board with tape, thumbtacks, etc.
- A&WMA will supply pushpins to affix your presentation to the poster board. If you prefer to bring velcro, both sides are necessary.
- Include in your presentation a top panel that lists the title of the poster, the abstract, and the names and affiliations of all authors.
- Keep the figures and table simple. All lines should be heavy and dark. Symbols, letters, and numbers on figures and tables should be large enough to be seen six feet away. Number and arrange illustrations and tables in the sequence in which they will be viewed.
- You may use color in your display to add emphasis.
- Please consult the A&WMA Style Guide for your extended abstract (if applicable).
- Please refer to conference communication for poster set-up and tear-down dates/times, as well as times you should be at your poster available for questions and discussion. After the final poster session, please remember to remove your poster. Unclaimed posters will be discarded.



SM08
Presentation Guidelines

Presentation Guidelines for Specialty Conferences

Thank you for your efforts in sharing your expertise with fellow environmental professionals. The Technical Program is often the most valued aspect of a conference for attendees, supplying them with relevant, practical input and an opportunity to interact on a subject of great interest to them.

There is no one set style of presentation, but the following are offered as basic guidelines:

- Practice your presentation. This will enhance its flow as well as enable you to pace yourself to stay within the time limit and allow for questions. A well-planned presentation begins with an attention-catching statement, which leads into the main presentation, and ends with a wrap-up summary to fix the key points in attendees' minds.
- Design your visual aids based on what best represents your topic, but be sure they're clear and to the point. Anything from PowerPoint slides to paper handouts can be effective, depending on the nature and style of your presentation. Be sure to check whether the Audio/Visual equipment you need will be available or whether you should plan to supply it yourself.
- Try out your visual aids to ensure they are in proper order and that you are familiar with their sequence. If you take handouts, be sure to have an extra hand for additional copies to be made if the audience turns out to be larger than you anticipated.
- Present from a positive rather than negative frame of reference. Focus on "how to," "what should be," what happened when as opposed to "what's wrong with this picture."
- Be professional, but stay at ease and remember you are among peers. Speak and move naturally, according to your own personality style.
- Let your interest and enthusiasm show, and interact with the audience as much as you can. Even the most fascinating topic loses interest if presented in a dry, detached manner.
- Stick to the subject.
- Be sure everyone can hear and understand you. You may need to repeat questions before answering them at the end to ensure everyone has heard them clearly.
- Offer to resume an informal discussion after the session if your question-and-answer segment threatens to run overtime.

Pitfalls to avoid:

- Presenting a sales pitch. Commercialism has been heavily criticized when employed in the Technical Program.
- Reading your presentation. Referring periodically to quotes and figures is fine, but you should generally keep eye contact with your audience.
- Offensive language or gestures. This not only is bad form, but can detract from the importance of what you are saying.
- Excessive movements or noise. Watch for distracting mannerisms: toying with a pen or manipulating a button on a jacket; frequently clearing the throat or interjecting "uh" between phrases.

Audio-visual equipment:

- Load your presentation on the computer in the session room at least 20 minutes prior to the start of the session.
- When standing at a podium, adjust the microphone height as necessary. When referencing the screen always keep the microphone between yourself and the screen so that your voice will always project into the microphone.
- When using the lavalier (lapel) microphone, place it up high on your clothing, and place it on the side that you will turn when referencing the screen, again, to allow your voice to project into the microphone.