STEP 1: What is the conference purpose?

Provide environmental health professionals with up-to-date and topical information on indoor and outdoor treated recreational water.

The conference aims to enhance the knowledge of environmental health professionals in order to help them prepare to respond to environmental events of public health concern as well as to bring professionals together in a unique virtual environment to exchange information and discover new solutions to issues in recreational water and public health.

Conference content will includes topics such as
- Model Aquatic Health Code (MAHC)
- aquatic facilities;
- research on aquatic facilities;
- new technologies in indoor and outdoor treated recreational water;
- lessons learned;
- inspection successes;
- and stories from the field, among others.

STEP 2: Mapping my presentation to get from point A to point B

Begin with the end in mind. What is your learning objective for the attendee? What will the attendee be able to list, identify, describe, demonstrate, perform, distinguish, interpret, apply, implement, create, etc. as a result of your presentation (point B)?
Know your audience. Who needs this information? Is it young professionals, experienced field personnel, program managers, decision-makers? What do they already know about your topic? This should help you define where to start (point A).

**STEP 3: Presentation Formats & Time**

A. **Presentation Format**
   - PowerPoint (PPT): slide-driven sharing of information with presenter audio and/or video.
   - Poster: attendee-driven and interactive.

Please note that PowerPoint presentations will be recorded prior to the virtual conference.

Abstract submissions for pre-recorded PowerPoint presentations will be accepted.

B. **Time Needed**
   - 50 minutes

**STEP 4: Create Abstract Submission**

A. **Presentation Title:** Select a title that is evocative of your topic and will appeal to attendees. Please refrain from using technical terms and acronyms within your title wherever possible. Please limit title to 12 words.

B. **Abstract:** Provide a description of your presentation in no more than 350 words. Please describe the purpose and goals. Describe significant tools, resources, experiences, and objectives. Please be as thoughtful, specific, and clear as possible. The abstract submitter will be responsible for developing their presentation according to what is described in this abstract.

C. **Teaser:** Please develop a brief and enticing description for the conference website and promotions. It should be three sentences that describe 1) the problem or background/relevance 2) the approach you take/recommend, 3) and the take-away message (or learning objective) for the attendee.

D. **Additional Information (for all authors)**
   - Personal information (name, job title)
   - Institution affiliation & contact information
   - Short biography
   - Optional: prior speaking engagements (presentation title, conference name, date/year, and type/size of audience for up to 10 engagements or 1000 words)

**STEP 5: Submit abstract before November 7, 2016 at 5:00pm EST.**

All abstracts must be submitted through email to: programs@neha.org.
**IMPORTANT INFORMATION:** As the submitter of a presentation for the conference, you assume responsibility for meeting all the deadlines established by the conference organizers if your proposed presentation is accepted. This includes but is not limited to: confirming your acceptance of the offer to present, confirming the participation of co-presenters, providing the conference organizers with complete and accurate contact information for each of the presenters, preparing you and your co-presenters to organize and deliver the presentation, registering for the conference, and responding to the conference organizers communications as requested.

Conference organizers reserve the right to suggest an alternate presentation type to fully align with conference objectives and may suggest changes to the proposed presentation as a condition of inclusion in the final program. If your submission is impacted by these changes, you will be asked to work with the conference organizers to coordinate your submission to best fit within the program.

Please note that conference organizers will record PowerPoint presentations included in the final program. Conference organizers will work with submitters of selected abstracts to develop presentations for recording.

*Questions? Contact programs@neha.org or 303-756-9090 x 335.*