



Nutrient Removal and Recovery Conference 2018: *Innovating, Optimizing, and Planning*

June 18 – 21, 2018
Hilton Midtown
Raleigh, North Carolina, USA

WORKSHOP INSTRUCTIONS

** Please read carefully and promptly supply all information requested. **

Confirmation of Participation and Bio

Due in AI: April 11, 2018

Please confirm your participation and provide each speaker's biography and CV. This will secure your place in the workshop program. This information is essential for Continuing Education procedures and will be used in advance to publicize the conference, as well as by your workshop coordinator to introduce the speaker during the conference.

PowerPoint Presentation from Each Presenter

Due in AI: June 1, 2018

WEF will publish a Workshop Workbook containing PowerPoint presentations and any other supplemental handouts and distribute copies onsite to attendees and presenters. By the deadline above you should send WEF all PowerPoint slides, final agenda, and any supplemental material you want to use during the workshop. **Workshop presentations must be submitted as a PowerPoint file not as a PDF file.** You will receive an email with a link on how to submit your final materials in the coming months. Please note that WEF collects these presentations for handouts only and will not bring electronic files onsite. **Each speaker is responsible for bringing his/her own PPT on USB to the conference.**

Workshop and Conference Registration

Due to the level of work and preparation workshop speakers and coordinators put forth as they prepare for their event, WEF will provide each confirmed speaker with a complimentary workshop registration. The individuals identified on the final speaker list will not need to register for the workshop, we will take care of that.

PLEASE NOTE: The complimentary registration is for the workshop **ONLY**. Individuals who would like to participate in other areas of the conference must register and pay the appropriate registration fee. WEF offers all presenters the advanced registration rate offered to all WEF members.