**Student Poster ABSTRACT SUBMISSION GUIDELINES**

The Abstract Submission Process Consists of Completing FOUR Consecutive Steps:

**Step 1.** Review and Follow Abstract Preparation and Submission Instructions (Please see below).

Please select the appropriate box(es):

- STUDENT POSTER presentation – Graduate Student
- STUDENT POSTER presentation – Undergraduate Student
- I would like information about submitting for the NWRA Technical Journal

**Step 2.** Submit your abstract and one page biography with this cover page electronically to Tina Triplett at nevadawaterresources@gmail.com. You will receive an individual CONFIRMATION for each abstract submitted. All program participants must pay the conference registration fee to attend and participate in the conference.

**Step 3.** Print or Save Abstract Submittal Confirmation Receipt.

After you have successfully completed the first three steps, a confirmation email will be generated confirming receipt of your abstract. Please keep a copy of this form on file for your records.

There is no limit and authors may present one or more presentations.

If you do not receive a confirmation receipt, the submission did not go through. For questions or to verify the status of your abstract contact: Tina Triplett, 775-473-5473; creativerno@charter.net.

**Step 1: Review & Follow Abstract Preparation and Submission Instructions**

- Abstracts should ONLY be submitted as either a Microsoft Word or a Rich Text Format file.
- Files must be named with primary author’s Last Name, First Name_MINEWATER_Student_Poster_Abstract.
- **CORRECT:** Smith, John_MINEWATER_Student_Poster_Abstract.doc
- Abstracts should not exceed **500 words in length** (not including title and author information).
- No graphs or figures should be included in the abstract.
- Use standard paper size (8.5” X 11”).
- Set margins at 1”, top, bottom and sides.
- Use a sans serif font, Calibri. Set font size to 12 point.
- **TITLE:** Type abstract title in upper and lower case, standard title format, Calibri, 14 point.
  - **EXAMPLE:** Assessing the Climate Change and Population Growth Effects on Water Supply
• Use appropriate formatting within titles: *italics* (for scientific names), subscript (for scientific formulas and superscript (mathematic equations), etc.
• AUTHORS: Primary author should be listed by **First Last**, Suffix. Please see example below.
• Department & Educational Institute: Please list your department and educational institute that you are currently affiliated with.
• Secondary authors should be listed by **First Last**, Suffix, Affiliation
• Using Calibri 12 pt., type the body of the abstract single spaced without indents or tabs. **DOUBLE SPACE BETWEEN PARAGRAPHS.**
• Apply bolding, *italics*, underlining, superscripts and subscripts in your main text as you want it to appear in your final abstract.
• PROOF your abstract before you send it. Do not forget to proof all author information as well.

**Sample Abstract:**

**Abstract Title**  *Calibri font, 14 pt., centered and bolded*

*Two 12 pt. spaces between Title and First Author/Presenter*

**Presenter/Author, Suffix**  *Calibri font, 12 pt., centered, bold presenter name*
Department
Educational Institute
Street Address
City, State  Zip Code
Email address
Phone Number  *123-456-7890*

*Two 12 pt. spaces between Phone and Second Author*

**Second Author, Suffix, Affiliation**  *Calibri font, 12 pt., centered, bold name only of additional authors*

**Third Author, Suffix, Affiliation**

*Two 12 pt. spaces between Last Author and Body of Abstract*


NWRA Biography Template:

Your Name
Name must be complete, along with any suffixes/degrees,
in Arial 22 pt. font, centered and bolded.

Body of Bio (400 Words Maximum) – All Arial 12 pt. font and in normal weight. Single spaced, justified and told in the third person. Bold entire name at the first mention.

Example:

Edwin James

Edwin James has a B.S. in Soil and Water Science from University of California Davis, a M.S. in Civil Engineering from University of Colorado Boulder, and a MBA from University of Phoenix.

Mr. James started his professional career working for the Denver Water Department negotiating and purchasing water rights. He then worked for the Chino Basin Municipal Water District responsible for imported water deliveries from Metropolitan Water District and managing the Chino Groundwater Basin. In 1994, Mr. James became General Manager for the Jurupa Community Service District.

Mr. James has been General Manager for the Carson Water Subconservancy District since August 1998.