The Abstract Submission Process Consists of Completing THREE Consecutive Steps:

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

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- Poster presentation
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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.

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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, underscore MWMSymposiumAbstractSubmission.
  
  **CORRECT:** Smith, John_MWMSymposiumAbstractSubmission.doc
- Abstracts must not exceed **500 words in length** (not including title and author information) and can be up to two pages long and include embedded figures and references if needed.
- No graphs or figures should be included in the abstract.
- Use standard “letter” 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.
- 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:**

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<tr>
<td><strong>Second Author</strong>, Suffix, Affiliation</td>
<td><em>Calibri font, 12 pt., centered, bold name only of additional authors</em></td>
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<td><strong>Third Author</strong>, Suffix, Affiliation</td>
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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.