



WEAU Committee Charters

COMMITTEE:	ANNUAL AND MID- YEAR MEETING TECHNICAL PROGRAM
MEETING SIZE:	Open
MEMBERSHIP:	Chairperson, Vice-Chairperson, and members as appointed by the President. The President, President Elect, Vice President, Past President, Students, Young Professionals, PWO, and Collections, or their designated representatives, should serve as members or ex-officio members of this committee.
CHARGE:	<p>The Committee shall plan, develop, coordinate, and carry out the technical sessions portion of the Annual Meeting. Education of members, as well as the public, concerning water quality matters is a primary mission in the program. Close coordination with the Annual Meeting Committee is necessary. The Annual Meeting Committee will give this committee the meeting schedule, including the specific times available for technical sessions, at least six months prior to the Annual Meeting.</p> <p>Call for papers for presentation at the Annual meeting should occur 6 months prior to the Annual Meeting. A draft version of the Technical Program should be submitted to the President three months prior to the Annual Meeting with the final version of the program submitted two months prior to the meeting. A written report shall be submitted to the President not more than two weeks following the Annual Meeting. The report should summarize the Annual Meeting program, critique the program, and make recommendations on topics for the next annual Meeting, as well as recommend the next Committee Chairperson, Vice-Chairperson and members for the coming year.</p>
REPORT:	A report which summarizes the year's publications and makes recommendations for the coming year should be submitted to the President following to the Annual Meeting.
BUDGET:	Budget is based on conference center and food pricing.
GOAL:	Our goal is to have a complete schedule of engaging/informative presentations for each conference that helps meet the CEU/PDH needs of our members.
	<u>COMMITTEE GOAL:</u>
	The goal of the conference technical program committee is to prepare a complete schedule of educational, informative, and engaging presentations for the annual and

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midyear conferences that helps meet the CEU and PDH requirements of WEAU members.

COMMITTEE MEMBERS:

The conference technical program committee consists of the following members:

- The technical program committee chair.
- The annual or midyear conference committee chair.
- The WEAU conference director.
- The WEAU president and vice-president.
- The ops and collections committee chairs.
- Anyone else that wants to participate.

COMMITTEE MEETINGS:

This committee does not hold meetings, but it does meet with the annual and midyear conference committees. Email is used to communicate and coordinate the draft and final conference technical programs and other items.

TASKS:

The following is a breakdown of committee tasks by conference and month:

ANNUAL CONFERENCE:

NOVEMBER

- Prepare the call for abstracts. The first deadline should be in December before winter break.
- The first week of November, ask the webmaster to:
 - Activate the abstract submission link on the WEAU website.
 - Post the call for abstracts on the WEAU website.
 - Email the call for abstracts to all WEAU members.
- Send the call for abstracts to the Digested News editor by the deadline for the winter edition (mid-November).
- Print the “call for abstracts” and “mark your calendars” board inserts for the Midyear Conference. Use heavy 11x17 paper.
- Attend the Midyear Conference (typically mid-November).

DECEMBER

- Coordinate with the Ops and Collections committee chairs to fill their respective tracks.
- Ask the webmaster to:
 - Send the abstract submission deadline reminder the first week of December.
 - Based on the number of abstracts submitted by the deadline:

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- If enough abstracts have been received, close the abstract submission link on the WEAU website.
- If more abstracts are needed, send a deadline extension email.
- The deadline extension should be based on the spring Digested News deadline (mid-January).

JANUARY

- If the abstract submission deadline was extended, ask the webmaster to close the abstract submission link on the WEAU website.
- Prepare the draft technical program:
 - Save a spot for the winning student design competition team. Place this towards the end of the schedule just in case all of the teams drop out.
 - If multiple students submit individual presentation, only accept one student presentation. Coordinate with the student chair.
 - Coordinate with the Ops and Collections committee chairs to fill their respective tracks (8 presentations each).
- Circulate the draft program to the committee and incorporate changes.
- Get conference committee approval for the draft technical program.
- Notify abstract submitters of their selection/rejection. Include speaker instructions and the draft program.
- Send the draft technical program to the Digested News editor by the deadline for the Spring edition (mid-January).
- Register for the conference.

FEBRUARY

- Start coordinating moderators.
- Address any schedule change requests from presenters.
- Gather information for the conference app:
 - Sponsors
 - Exhibitors
 - WEAU leadership
 - Current award nominees
 - Past awards lists
 - Conference events:
 - Golf tournament
 - Clay shooting
 - Ops/YP social event (Fiesta Fun)
 - Blood Drive
 - YP breakfast
 - Maps

MARCH

- Finalize technical program schedule.
- If it isn't, set the mobile app to go live.
- Ask the webmaster to:
 - Post the final schedule on the WEAU website.

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- Email the final schedule to all WEAU members.
- Email information about the mobile app. This can be done with the final schedule email.
- Get final confirmation from presenters.
- Prepare board inserts:
 - Morning and afternoon room schedules
 - App instructions
- Prepare moderator packets:
 - Moderator instructions
 - Speaker bios
 - Speaker thank you coupons
 - Schedule sheets
 - Any known announcements
- Prepare daily schedule sheets.
- Prepare PDH certificate.
- Finalize moderators.

APRIL

- Prior to the conference:
 - Finalize and print board inserts, moderator packets, schedule sheets, and PDH certificates.
- Bring to the conference:
 - Spare laptop with charger.
 - Clickers with batteries and extra batteries.
 - Board inserts.
 - Moderator packets.
 - Printed daily schedules.
 - Printed PDH certificates.
 - Any available easels.
- During the conference:
 - Attend the full conference. See the printed sheet for tasks during the conference (basically ensure the technical sessions are successful).
- After the conference:
 - Participate in any debrief with the annual conference committee.

MIDYEAR CONFERENCE:

JUNE

- Prepare the call for abstracts. The first deadline should be in early August.
- Ask the webmaster to:
 - Activate the abstract submission link on the WEAU website.
 - Post the call for abstracts on the WEAU website.
 - Email the call for abstracts to all WEAU members.

JULY

- Ask the webmaster to send the abstract submission deadline reminder.

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AUGUST

- Prepare the draft technical program:
 - If multiple students submit individual presentation, only accept one student presentation. Coordinate with the student chair.
 - Coordinate with the Ops and Collections committee chairs to fill their respective tracks (8 presentations each).
- Circulate the draft program to the committee and incorporate changes.
- Get conference committee approval for the draft technical program.
- Notify abstract submitters of their selection/rejection. Include speaker instructions and the draft program.

SEPTEMBER

- Start coordinating moderators.
- Gather information for the conference app:
 - Sponsors
 - Conference events:
 - YP fundraiser
 - YP breakfast
 - Maps

OCTOBER

- Finalize technical program schedule.
- If it isn't, set the mobile app to go live.
- Ask the webmaster to:
 - Post the final schedule on the WEAU website.
 - Email the final schedule to all WEAU members.
 - Email information about the mobile app. This can be done with the final schedule email.
- Get final confirmation from presenters.
- Prepare board inserts:
 - Morning and afternoon room schedules
 - App instructions
 - Annual conference "save the date"
- Prepare moderator packets:
 - Moderator instructions
 - Speaker bios
 - Speaker thank you coupons
 - Schedule sheets
 - Any known announcements
- Prepare schedule sheet.
- Prepare PDH certificate.
- Finalize moderators.

NOVEMBER

- Prior to the conference:

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- Finalize and print board inserts, moderator packets, schedule sheets, and PDH certificates.
- Bring to the conference:
 - Spare laptop with charger.
 - Clickers with batteries and extra batteries.
 - Board inserts.
 - Moderator packets.
 - Printed schedules.
 - Printed PDH certificates.
 - Any available easels.
- During the conference:
 - Attend the full conference. See the printed sheet for tasks during the conference (basically ensure the technical sessions are successful).
- After the conference:
 - Participate in any debrief with the midyear conference committee.

NOTES:

The following are challenges when preparing the technical programs:

- Lack of abstract submissions. Often the submission deadlines must be extended once or twice to collect enough submissions to fill the technical programs.
- Getting presenters to confirm their attendance can be a challenge. Don't expect to get 100% of the presenters to confirm.
- Time slot swap requests can be difficult to accommodate for the annual conference. Most presenters want to present on Wednesday or Thursday.
- The StarChapter form system will flag some abstract submissions as spam or incomplete. These abstracts are hidden in the submission list and are not included in the export. You must click a view all button to see the hidden submissions. The flagged submissions need to be reviewed individually and approved/accepted.

Updated March 2026