

Congratulations again on your acceptance into the WPC19 Technical Program!

We are very proud and grateful that the WPC has grown to be one of the premier water events in the southeast. This allows both KY-TN WEA and KY/TN Section AWWA to provide programming and benefits to our members each year. Some of you might not know that the WPC runs primarily on awesome volunteer power, which makes our success a testament to all of our wonderful host utilities, volunteers, exhibitors, sponsors, and presenters.

At WPC18, we welcomed over 1700 attendees, including 254 exhibitors. Our technical program consists of approximately 190 presentations each year, and we have recently added exhibit hall technical sessions and a lab workshop. That means that our technical program committee volunteers begin their prep work earlier and put in even more volunteer hours through the year. An increase in change requests has created onsite logistical and scheduling issues for our volunteers and organization leadership. After much discussion, our WPC Joint Steering Committee and Local Planning Committee have decided that we must update our policy to prohibit onsite changes. This change should allow you as presenters to more fully participate in WPC19 and will ensure that the correct version of your presentation is shared on the WPC website following the conference.

We would like to thank you in advance for your understanding and adherence to our new policy.

POLICY CHANGES FOR WPC19

- Upload FINAL presentations by August 8 at <https://kytnwpc.org/index.php/schedule/technical-program>
- No onsite presentation changes will be permitted
- Rental computers will have USB locks in place to prevent onsite presentation replacement
- If your presentation is not uploaded by August 8, then your opportunities to present at future conferences will be impacted
- *See full presentation guidelines on next page*

Questions?

If you have questions, please don't hesitate to contact us.

Valerie Maron
WPC Administrator
Phone: (502) 365-5860
Email: admin@kytnwpc.org

Doug Kimbler
WPC19 Technical Program Co-Chair
KY-TN WEA Vice President
Email: doug.kimbler@bgmu.com

Katie Nolan
WPC19 Technical Program Co-Chair
KY/TN Section AWWA Vice-Chair
Email: katie.nolan@greshamsmith.com

Notice of Withdrawal

Due: Immediately Upon Determination

If you are unable to make your presentation, please first consider having someone else from your company present make the presentation, and email the Technical Program Co-chairs (emails below) with the replacement presenter name, presenter email, presenter bio, presentation title, and time. If that is not possible, please email the chairs immediately.

Presentations

Due: August 8

Please review the following guidelines:

- Name your presentation as: **Room_Date_Session_Time_PresenterLastName**
- Upload FINAL presentations by August 8 at <https://kytnwpc.org/index.php/schedule/technical-program>
- No onsite presentation changes will be permitted
- Rental computers will have USB locks in place to prevent onsite presentation replacement
- If your presentation is not uploaded by August 8, then your opportunities to present at future conferences will be impacted
- Prepare your presentation to run in the time allowed. A presentation scheduled for a 30-minute time slot should last for approximately 20-22 minutes to allow for Q&A and session turnover.
- The room projectors/screens will accommodate presentations in either 4:3 or 16:9 format.
- By uploading your final complete presentation by August 8, we can be sure that your presentation runs properly on the facility computers.
- The accepted upload file types are PPT, PPTX, and PDF.
- If you use Prezi or some other program, please contact the Technical Program Chairs to discuss upload options.
- There will NOT be internet access on the presentation computers
- The room will be equipped with a podium, computer, projector, screen, and wireless microphone - If you have additional A/V requirements, please contact the Technical Program Chairs to obtain A/V pricing information

Conference Pre-Registration

Pre-Registration Ends: August 1

- Are you planning to attend any sessions or conference events in addition to your presentation?
If YES, then you do need to pre-register as a paid attendee or additional booth staff.
If NO, then you do not need to pre-register, and conference staff will register you as a Speaker Only registration type after preregistration has closed.
- Click the link below to review a chart of Registration Benefits/Registration Type that might help you decide how to register. If you need to be added to your company's booth, please give Valerie Maron, WPC Administrator, a call at 502.365.5860, and I can help you do that over the phone.
https://www.kytnwpc.org/images/2019_docs/WPC_Registration_Benefits.pdf

Onsite

- Check in at the registration desk (outside of the Exhibit Hall – Upper Concourse South) to obtain your conference credentials
- Then proceed to the Speaker Ready Room (Kentucky International Convention Center Room M115) to check-in with the Technical Program Committee 30 minutes prior to your presentation block