



## 2019 Water Micro Conference

May 14 – 16 Conference

May 13 Pre-Conference Workshop

Chapel Hill, North Carolina, USA

# The Call for Side Event Proposals is Now Open!

**Deadline to Submit: January 15, 2019**

*Attention all microbiology and public health researchers and practitioners – Water Micro 2019 side event proposals will be accepted through January 15, 2019. Submit your side event proposal and take the opportunity to be part of this innovative gathering May 14-16, 2019. Please note that there will be a special Pre-Conference Workshop on May 13. Stay tuned as speakers, verbal and poster presentations, plenaries, and other programming is announced in the coming months. Proposals that address the conference themes are encouraged (but not required).*

Proposals for side events, such as meetings, workshops, networking sessions, training courses or open forums, are now open for submission. Side events are an opportunity for individuals or groups to bring together a range of stakeholders to focus on one specific area of interest in the format of their choice. Since room availability is limited, side event selection is highly competitive.

There is no cost to organize and host a side event. However, because space is limited, proposals must include: proposed content, information about marketing the event, the anticipated audience, the event type, and key learning objectives.

### Guidelines for Submitting a Proposal:

Proposals will be peer reviewed and authors will receive notification by March 2019. Proposals submitted after the deadline (January 15, 2019) will not be considered.

- All submissions must be in English, only.
- All abstracts must be submitted via the [online form](#).
- All descriptions are limited to 500 words.
- All side event titles are limited to 12 words.
- All proposals must include an agenda and a key learning objectives.
- Incomplete proposals will not be reviewed

### Proposal Considerations

- The content and format is entirely the responsibility of the side event applicant and team, as well as recruiting presenters and marketing workshops.
- All side event applicants must register for the Conference and any additional expenses are the responsibility of the side event applicant.

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- Accepted side event proposals will be listed in the conference program and briefly described in conference materials, and not otherwise promoted by the conference hosts.
- The duration of each side event session is 1.5 hours.
- Side events must: be highly interactive, help advance knowledge and move the sector forward, and use an array of presentation formats to appeal to all learning styles.

## Meeting Room Set-Up and Equipment

The following AV equipment will be provided by conference organizers and available in each side event meeting room:

- Screen & projector with sound capability
- Laptop computer (Windows PC) with slide advancer (clicker)
  - MAC compatible laptops (bring your laptop and connection cables if needed)
- Podium with microphone
- 1 wireless lavalier microphone
- 1 panel table to accommodate up to 2 people
- 1 flip chart & markers
- Theater-style\* seating (chairs set in rows without tables)

\*Rooms are set theater style to accommodate the maximum amount of people in each room as we often fill rooms to capacity. If you rearrange the chairs for your session, you will need to put them back as found before the next session begins.

Please note: additional audio-visual services and equipment, if needed, are available for a charge and payment will be collected on site by The Friday Center. Please reserve additional items in advance to ensure they are available and be prepared to pay additional charges.

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