

# How to Submit an Abstract for the IWEA Annual Conference

## STEP 1: About the Speakers

Complete the **Author Details** profile information with who will be the primary presenter. Not all fields are required. The biography sections just has to be a short paragraph or 3 to 4 sentences with your education/work background. This is to ensure your presentation is approved for CEUs or PDHs.

If anyone is co-presenting with you, select **Add Co-Author** at the bottom and input their profile information.

Be sure to **Save** if you'd like to come back and finish later.

The screenshot shows a web form titled "2024 IWEA Annual Conference Abstracts" with the sub-header "Step 1: Enter the Author's Details". The form contains the following fields and sections:

- First Name:** Kate
- Last Name:** DeHaan
- Prefix:** (empty text box)
- Designation:** (empty text box)
- Email Address:** kate@mattisoncorp.com
- Company:** Indiana Water Environment Association
- Title:** Executive Director
- Facebook URL:** (empty text box)
- Twitter URL:** (empty text box)
- LinkedIn URL:** (empty text box)
- Profile Image:** Includes an "Upload" button and the text "Accepted File Formats: JPG, PNG, GIF".
- Biography:** A text area containing the text: "Kate DeHaan serves as the Executive Director of IWEA, a role which she has served for the last two years. After graduating from IUPUI with a bachelor's of Psychology and a certificate in Human Resource Management in 2016, Kate has dedicated her career to propelling people to achieve their professional goals." Below the text area, it says "9,690 characters remaining".
- Co-Author Details:** Includes the text "Add any other authors who worked on this submission:" and an "Add Co-Author" button.

At the bottom of the form, there are three buttons: "Cancel", "Save", and "Save & Continue".

## STEP 2: About the Presentation

Enter the details of your presentation.

The **Learning Objective** just needs to be 1 to 2 sentences about the overall topic/goal of the presentation.

Select the **Topic** that applies to your presentation. This will determine which track your presentation will be featured on. You may choose more than one but know that overall, you will be selected for 1 track.

From here, you can upload a formal abstract or submit additional materials, but it is not required.

Your **Submission Details** should be 3 to 5 sentences summarizing the overall presentation. This will be used to get your presentation approved for CEUs or PDHs and will help determine our committee leaders where it best fits.

### Step 2: Enter Your Submission's Details

\* Submission Title

Learning Objective

218 characters remaining

Topic

#### Upload File

Accepted File Formats: Word, Excel, TXT, PDF, JPG, PNG, PPT, MP4, MOV, RTF, BMP, GIF, ZIP

#### Submission Details

In this draft presentation abstract submission, individuals will learn how to submit an abstract. An abstract is quite simply a proposal for a presentation with learning objectives. Presentations will be reviewed for relevance to the conference and submitted tracks.

4,733 characters remaining

#### What is your availability to present?

- Tuesday, August 13th Morning (9AM-Noon)
- Tuesday, August 13th Afternoon (Noon-5PM)
- Wednesday, August 14th Morning (8AM-Noon)
- Wednesday, August 14th Afternoon (Noon-5PM)
- Thursday, August 15th Morning (8AM-Noon)
- Thursday, August 15th Afternoon (Noon-5PM)
- All of the above

#### How long is your presentation?

- 15 Minutes
- 30 Minutes
- 50+ Minutes

### STEP 3: Review Your Submission

**Review** everything you have inputted before submitting. Once you click Submit, your presentation details will be sent to IWEA Staff.

#### Step 3: Review Your Submission

#### Author Details

First Name  
Kate [Return to Submission Form](#)

Last Name  
DeHaan

Prefix

Designation

Email Address  
kate@mattisoncorp.com

Company  
Indiana Water Environment Association

Title  
Executive Director

Facebook URL

Twitter URL

LinkedIn URL

Profile Image

Biography  
Kate DeHaan serves as the Executive Director of IWEA, a role which she has served for the last two years. After graduating from IUPUI with a bachelor's of Psychology and a certificate in Human Resource Management in 2016, Kate has dedicated her career to propelling people to achieve their professional goals.

#### Submission Details

Submission Title  
Presentation Example

Learning Objective  
Showing interested individuals how to submit an abstract  
Overview of presentation

Topic  
Marketing, Business Operations

File Upload  
No files uploaded.

Submission Details  
In this draft presentation abstract submission, individuals will learn how to submit an abstract. An abstract is quite simply a proposal for a presentation with learning objectives. Presentations will be reviewed for relevance to the conference and submitted tracts.

What is your availability to present?  
All of the above

How long is your presentation?  
25 Minutes

[Previous](#) [Cancel](#) [Save](#) [Submit](#)

And that's it! Congratulations! You've submitted your abstract to be considered for the IWEA Annual Conference. If you have any additional questions, feel free to reach out to the [IWEA Staff](#). Staff will be in contact when abstract decisions are made.