

Guidelines for Student Paper/Poster Presenters

The student paper and poster competition will be held at the end of the academic year on June 26, 2007 in the Exhibition Hall at the David L. Lawrence Convention Center. In order to participate as a poster presenter, you must submit an abstract and a technical paper, and register for the conference. Prizes of \$500, \$300, and \$200 will be awarded in each of three student categories – Undergraduate, Masters, and Doctoral levels. Students are encouraged to submit papers/posters that address all types of environmental topics, and all topics will be considered and judged equally. Papers/posters that examine sustainable development and pollution prevention will be considered for additional prizes of \$500, \$300, and \$200.

Please consult with your local A&WMA chapter or the official A&WMA Web site at www.awma.org/ACE2007 for additional details on the Student Program and registration information.

1. PARTICIPATION

Students seeking to participate in the poster presentations at the Conference must coordinate their own travel arrangements. It is highly recommended that interested students talk to their academic advisors early about obtaining funds, grants, or sponsors to support their travel budget. A&WMA Sections/Chapters may also be able to provide financial assistance. The full student registration fee will be approximately \$70. Duquesne University has been designated as the student housing hotel. For reservations, please visit www.awma.org/ACE2007.

2. ABSTRACT

Students will be required to submit an abstract by e-mail to:

Brad Waldron
Subject: A&WMA Student Abstract
bwaldron@novel-ge.com

All abstracts must be *received* by Friday, March 2, 2007.

Copies of the abstract sent by fax or mail *will not* be accepted. All abstracts must conform to the A&WMA format. After your abstract submittal(s), you will be notified of your abstract tracking number after March 2, 2007. Guidelines for the abstract submission can be found in this document.

3. TECHNICAL PAPER

After your abstract(s) have been approved and accepted by A&WMA, you will be required to submit three high quality hardcopies of both the final abstract and the paper. In order to ensure enough time for review by the judges, these items must be post-marked by **Friday, May 4, 2007**. Students will be required to mail the package of materials to:

Brad Waldron
Attention: A&WMA Student Paper/Poster Contest
Novel-Geo Environmental, LLC
100 Commercial Street
Suite 201
Bridgeville, PA 15017

Copies of the material sent by e-mail or fax will not be accepted. Guidelines for the paper can be found in this document.

4. POSTER PRESENTATION

At least one author of the paper must present the poster at the A&WMA Annual Conference. Guidelines for the poster can be found in this document.

Should additional questions arise, please call or e-mail Brad Waldron at +1-412-838-0115 or *bwaldron@novel-ge.com*.

FINAL ABSTRACT GUIDELINES

All abstracts must conform to the specified format described below.

1. The entire abstract (including title and author) is limited to one 8 ½ x 11 page in length.
2. The top and right margins should be 1 inch. The left margin should be 1.25 inches.
3. Single, 1.5, or double line spacing can be used, but the abstract should fit entirely on one page.
4. Use Times New Roman or Palatino font in a size *no smaller than* 11 point.
5. The title of your poster presentation should be the first line of the abstract. The title should be in bold, capital letters, and centered on the page.
6. Skip two lines and list the names of the author(s). Identify the student presenter by underlining the individual's name. Authors' names should also be centered on the page.
7. List the name of the faculty advisor for the project. This should be centered.
8. List the academic level (Undergraduate, Masters, Doctoral Level) of the participant. The level should also be centered on the page.
9. List the complete mailing address of the school (school name, department address, etc.) of the presenter.
10. Skip two lines.
11. Type the word "Abstract" and underline it. This should also be centered.
12. Begin your abstract on the next line.

Please send your properly formatted abstract to Brad Waldron.

The first few lines of the abstract should look like the following example:

THIS IS THE TITLE OF THE POSTER

Firstname1 Lastname1, Firstname2 Lastname2, etc.
Faculty Firstname Lastname
Undergraduate Level
School, Department Name, Street Address, City, State 11111

Abstract

PAPER GUIDELINES

1. Papers must be prepared in a word-processing program.
2. Use double-spacing.
3. Use a minimum of 11 point font. The font type is left to the discretion of the author(s).
4. Papers are limited to ten (10) pages in length. The 10-page limit includes the title page, tables, figures, graphs, nomenclature, and references. The title page must identify the name(s) of the author(s), the academic level of the participant, and the full mailing address of the university. Please underline the name of the student who will present the poster.

Please send three hardcopies of your paper, along with three copies of your final abstract, to Brad Waldron.

POSTER GUIDELINES

1. At least one author of the paper must make a poster presentation at the A&WMA Annual Conference.
2. Each poster presentation will be assigned one side of a 4-foot-high-by-8-foot-wide poster easel in the Exhibit Hall. The poster number (see your abstract acceptance letter) that has been assigned to your presentation will identify your easel. The easel is composed of a soft material that allows easy mounting with pushpins. Each student is responsible for bringing his/her own pins. Pins will not be provided.
3. Place your poster materials on regular bond paper so you can attach them easily to the easel. Your poster materials should be prepared so that they may be arranged easily. There is no prescribed format for the body of the poster. However, the poster **MUST** include the title, an author listing, and the affiliations of all authors. In addition, the poster number **MUST** appear in the right hand corner of the poster. Poster numbers should be at least 3 inches in height.
4. Figures, graphs, and tables should be uncluttered and simple, arranged in the sequence in which you want them to be viewed. Text should be typed or prepared using a word-processing program printed on a laser printer or another type of quality printer. Text and figures should be large enough to be read from a distance of 6 feet. Color may be used for emphasis.
5. Authors should prepare a brief, four-minute presentation that can be used during the judging. The presentation should clearly articulate the problem addressed by the research and summarize important conclusions. A limited number of copies of the abstract should be available for distribution to interested individuals.
6. Presenters are encouraged to attend a complimentary orientation breakfast on **Tuesday, June 26, from 7:00 to 8:00 a.m.** This event will be held in the David L. Lawrence Convention Center to review schedules, presentation guidelines, and judging criteria. Check in at the student welcome booth for room information. Poster

setup will begin at 8:00 a.m. and should be completed by 11:30 a.m., with the area clean and ready for viewing. Judging will take place from 1:00 to 5:00 p.m. Presenters must be available to interact with the judges during the entire judging period.

7. The Student Awards Ceremony and Reception will take place on **Wednesday, June 27, from 5:00 to 7:00 p.m.** Winners of the 2007 paper/poster session will be announced at that time. All presenters, judges, and faculty advisors are encouraged to attend this event. Additionally, all students who attend the Conference are welcome to attend.