

# NWRA Abstract Submittal Guidelines for the 2025 NWRA Annual Conference



## The Abstract Submission Process Consists of Completing FOUR Consecutive Steps:

**Step 1.** Review and Follow Abstract Preparation and Submission Instructions (Please see below).  
**\*\*Student Poster abstract submittals require a separate process.** Please visit the Students Page of the NWRA website at [www.nvwra.org](http://www.nvwra.org) for additional information.

**Step 2.** Please indicate your preference for an oral or poster presentation, and your willingness to present a poster during the event if your abstract is not selected as an oral presentation.

Please select preference by checking the appropriate box(es):

- Oral presentation
- Poster presentation
- Either
- I would like information about submitting for the NWRA Technical Journal
- I do not want this abstract included in a Special Edition NWRA Journal of Abstracts

*The selection of either implies that if abstract is not selected for oral presentation that the author wishes to provide a poster.*

**Step 3.** Submit your abstract and one page biography with this cover page electronically to Tina Triplett at [admin@nvwra.org](mailto:admin@nvwra.org). You will receive an individual CONFIRMATION for each abstract submitted. All program participants must pay the conference registration fee to attend and participate in the conference.

**Step 4.** Print or save abstract submittal confirmation receipt.

After you have successfully completed the first four steps, a confirmation email will be generated confirming receipt of your abstract. Please keep a copy of this form on file for your records.

There is no limit and authors may present one or more presentations.

If you do not receive a confirmation receipt, the submission did not go through. For questions or to verify the status of your abstract contact: Tina Triplett, 775-473-5473; [admin@nvwra.org](mailto:admin@nvwra.org).

## Step 1: Review & Follow Abstract Preparation and Submission Instructions

- Abstracts should **ONLY** be submitted as either a Microsoft Word or a Rich Text Format file.
- Files must be named with **primary author's Last Name, space First Name underscore 2025ConferenceAbstract**.
- **CORRECT:** Smith, John\_2025ConferenceAbstract.doc
- Abstracts must not exceed **500 words in length** (not including title and author information).
- No graphs or figures should be included in the abstract.
- Use standard paper size (8.5" X 11").
- Set margins at 1", top, bottom and sides.
- Use a sans serif font, Calibri. Set font size to 12 point.
- **TITLE:** Type abstract title in upper and lower case, standard title format, Calibri, 14 point.  
- **EXAMPLE:** Assessing the Climate Change and Population Growth  
Effects on Water Supply
- Use appropriate formatting within titles: *italics* (for scientific names), subscript (for scientific formulas and superscript (mathematic equations), capitalize (words with 4 or more letters, etc).
- **AUTHORS:** Primary author should be listed by **First Last**, Suffix. Please see example below.
- Secondary authors should be listed by **First Last**, Suffix, Affiliation
- Using Calibri 12 pt., type the body of the abstract single spaced without indents or tabs.  
**DOUBLE SPACE BETWEEN PARAGRAPHS.**
- Apply **bolding**, *italics*, underlining, super<sup>scripts</sup> and sub<sub>scripts</sub> in your main text as you want it to appear in your final abstract.
- **PROOF** your abstract before you send it. Do not forget to proof all author information as well.

## Abstract Formatting Instructions:

**Abstract Title** \*Calibri font, 14 pt., centered and bolded

\*Two 12 pt. spaces between Title and First Author/Presenter

**Presenter/Author**, Suffix \*Calibri font, 12 pt., centered, bold presenter name  
Title  
Affiliation  
Street Address  
City, State Zip Code \*No Abbreviations\* two spaces between State and Zip  
Email address \*Email Address NOT Hyperlinked  
Phone Number \*123-456-7890

\*Two 12 pt. spaces between Phone and Second Author

**Second Author**, Suffix, Affiliation \*Calibri font, 12 pt., centered,  
**Third Author**, Suffix, Affiliation bold name only of additional authors

\*Two 12 pt. spaces between Last Author and Body of Abstract

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**Abstract Template:**

**Assessing the Climate Change and Population Growth  
Effects on Water Supply**

**John Smith, P.E.**  
Senior Engineer  
Smith Engineering, LLC  
111 North 1<sup>st</sup> Street  
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smitheng@fictionalemail.org  
123-456-7890

**Jane Doe, P.E.,** Smith Engineering

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## NWRA Biography Template:

### **Your Name**

Name must be complete, along with any suffixes/degrees,  
in Arial 22 pt. font, centered and bolded.

**Body of Bio (400 Words Maximum)** – All Arial 12 pt. font and in normal weight. Single spaced, justified and told in the third person. Bold entire name at the first mention.

#### **Example:**

### **Edwin James**

**Edwin James** has a B.S. in Soil and Water Science from University of California Davis, a M.S. in Civil Engineering from University of Colorado Boulder, and a MBA from University of Phoenix.

Mr. James started his professional career working for the Denver Water Department negotiating and purchasing water rights. He then worked for the Chino Basin Municipal Water District responsible for imported water deliveries from Metropolitan Water District and managing the Chino Groundwater Basin. In 1994, Mr. James became General Manager for the Jurupa Community Service District.

Mr. James has been General Manager for the Carson Water Subconservancy District since August 1998.