

Style Guide for Submissions for Panels

This style guide details the standards for a Panel synopsis. Following these guidelines will ensure that synopses in the conference program have a uniform and standardized appearance. It is expected that the Panel Moderator will submit a consolidated synopsis describing the content of the panel discussion and including a list of the panel participants. A&WMA is no longer requiring the submittal of a manuscript or extended abstract describing the panel, but instead is looking for the synopsis that will be included in the printed Final Program.

This guide provides information for preparing your Panel synopsis and also discusses general issues such as the submittal process. If you have any questions about this guide, please contact:

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Submitting Your Panel Synopsis

Your panel has been assigned to a session by the reviewers of your abstract. The Panel Moderator will usually be the Session Chair, and may or may not be one of the panelists. During the review process, a dialogue will be created between you (Panel Moderator) and your reviewer(s). Reviewers may include the Session Chair/Vice Chair (if different from the Panel Moderator), Technical Council officer(s) for the relevant Group, Division and/or Technical Coordinating Committee associated with your topic area, or panel coordinator for the relevant Group. You may be required to submit revised drafts until your reviewer(s) accepts the synopsis as final. **Once approved, please submit the final synopsis (i.e., upload a clean, edited file), preferably in Word format.**

For submissions of your panel synopsis during the review process and for reproduction in the conference program and proceedings, include the following information:

- Title of Panel
- Abstract # (Number referenced in your acceptance notification)
- Panel Moderator's name (or Session Chair and Vice Chair if different)
- Panel Moderator's (or Session Chair/Vice Chair) contact information - including title, affiliation, address, phone and email address (only the title and/or affiliation will be included in the Final Program).

Panel Synopsis: Prepare a concise summary of the Panel content, covering contributions from all Panel Members. Keep the synopsis to a minimum of 200 and a maximum of 400 words. Focus on the specific issue that brought the panel members together, by briefly describing main, big-picture themes. The intent is to create interest in attending your Panel via the conference program. **Be sure to accurately portray the viewpoints that will be expressed in the panel, and keep in mind the A&WMA’s goal to provide a neutral forum for well-rounded discussion of the issues.** The panel abstract you submitted earlier in the process will not be included in the program or the proceedings.

Follow your panel synopsis with a list of the panelists in the following format:

List of Panelists:

- First Panel Member’s name, including title (optional) and affiliation
- Second Panel Member’s name, including title (optional) and affiliation
- Additional Panel Member(s)’ name(s), including title (optional) and affiliation

Listing specific panelists is preferred, but if not yet known, then a description of the type of panelist, e.g., regulatory expert or industry representative, are acceptable. Note, all panel members are expected to register for the conference. If not possible, please contact the Technical Council coordinator identified above for other potential arrangements.

Please be sure to verify the accuracy of the information related to the participants in the session (Moderator, Panel Chair, Panel Vice Chair/Co-Chair, and Panelists) in the on-line Abstract Management System and make sure that all participants are included. This can be done by clicking on the icon in the “Contributor List” column to the left of the list of names associated with the panel submission and adding, removing or editing the information for each participant.

Panel Presentations

Panels can be presented in a number of different approaches. For instance, panelists can give brief overviews of their content, followed by further discussion and questions for the audience. Or each panelist can give a formal power point presentation, followed by specific questions. Other variations of these approaches are also allowed.

If the Panel Moderator chooses to have the panelists make separate Power Point Presentations, submission of the Presentations made is encouraged for inclusion in the Conference Proceedings. In order to be included in the Proceedings, the Panel Moderator must collect the final Presentations and consolidate them into a single PDF file. Compiled Presentations, along with the Panel Synopsis and signed publication release forms for each presenter to be included, must be submitted after the Conference by the deadline to be specified. For Presentations to be reproduced in the conference proceedings, please adhere to the [PowerPoint Presentation and Outline Style Guide](#) found on the Technical Program Author Resources of the A&WMA web site.