

MIDWEST A&WMA

MONTHLY MEETING SPEAKER CHECKLIST

1. PREPARATION

- Submit title and abstract / description of your talk so that it can be posted at midwestawma.org and used in our email campaigns. It should be between 50 and 100 words. Due: 30-45 days before the meeting.
- Submit short bio, also posted at midwestawma.org and in our emails. It should be between 30 and 150 words. This will also be used to introduce you at the meeting. Due: 30-45 days before the meeting.
- Monthly meetings are from 7:30 until 9:30 am. Most of our meetings are held at one of these locations:
 - Matt Ross Community Center, 8101 Marty Street - Overland Park, KS 66204
 - KU – Edwards Campus – BEST Bldg., 12600 S. Quivira Road - Overland Park, KS 66213Please note the location of your meeting.
- Prepare your presentation, usually a PowerPoint. If you have other audio-visual needs, let us know.
- We will register you at no charge. Provide your contact information if we don't already have it: email, phone, company name and address

2. INFORMATION

Our audience mostly consists of environmental professionals in the Kansas City area. Most are consultants with a few that work in industry. Expect questions on your talk.

Your presentation may include 3 to 5 minutes about your company or institution.

3. DAY BEFORE AND DAY OF MEETING

- Save your PowerPoint file on your laptop if at Matt Ross and either your laptop or the file on a USB drive if at KU Edwards.
- Arrive at the meeting by 7:30 am. You are welcome to have breakfast while our audience is coming in.
- The formal meeting starts at 8:00 am. You have 45 to 60 minutes to speak with time for questions after your talk. (Some attendees may need to leave early for work commitments so don't worry if this occurs.)

4. AFTER THE PRESENTATION

- Please email us a pdf file of your presentation so it can be posted on:

<https://midwestawma.org/monthly-meetings/past-presentations/>

Revise or remove any information you do not wish to be public. If you do not want your presentation posted, let us know.

If you have any questions, contact us: <mailto:info@midwestawma.org>