

## Workshop Speaker's Biography

### Dr. George Tchobanoglous:

For over 35 years, Dr. Tchbanoglous has taught courses in water and wastewater treatment and solid waste management at UC Davis where he is a professor in the Department of Civil and Environmental Engineering.

He holds a B.S. in Civil Engineering from UC Berkeley and a PhD in Environmental Engineering from Stanford. Dr. Tchbanoglous is a registered Engineer in California. His research interests are in the areas of wastewater treatment and reuse, wastewater filtration, UV disinfection, aquatic wastewater management systems, wastewater management for small and decentralized wastewater management systems and solid waste management.

Dr. Tchobadoglous has authored and co-authored over 400 technical publications including 14 textbooks and five reference works. The textbooks are used in more than 200 colleges and universities throughout the United States, and also used extensively by practicing engineers both in the United States and abroad.

He also serves as a consulting editor at the McGraw-Hill book series in Water Resources and Environmental Engineering. He consults nationals and internationals to government agencies and private companies. As an active member of numerous professional societies, he is Past-President of the American Association of Environmental Engineers. In 2004 Dr. Tchobanoglous was inducted into the National Academy of Engineering.

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Water  
Environment  
Association

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## CWEA One Day Specialty Workshop

### TECHNICAL WRITING



Tuesday, March 9, 2010  
Elk Grove, CA

Thursday, March 11, 2010  
Fountain Valley, CA

Brought to you by CWEA and its  
Sacramento Area and  
Los Angeles Basin Sections

## Workshop Overview

Written communication is one of the most important work tasks that all technical people must perform. Unfortunately, technical people are often unable to write clearly or produce concise reports, usually because of their focus on technical knowledge at the expense of writing proficiency.

Dr. Tchobanoglous has developed a writing course for technical people to provide them with the tools needed to produce quality technical reports, memorandums, and other written communication. To reinforce the subjects discussed at the seminar and to serve as a reference source for self-study, each participant will receive a copy of *A Study for the Preparation of Technical Reports, Papers and Presentations* developed by Dr. Tchobanoglous.

Normally, this course would be conducted over several weeks to cover the many facets of technical writing at a much higher participant cost. However, as a favor to CWEA Members, Dr. Tchobanoglous has agreed to condense it into a single day seminar focused on techniques that can be used to improve your writing through self-study.

This seminar is a unique opportunity to improve your written communication skills!

### What's Required:

- ◆ A desire to improve your writing skills
- ◆ All registrants are asked to bring 2 double-spaced writing samples about 100 words from a recent technical report(s).
- ◆ A laptop computer if convenient, but not required.

### Who Should Attend:

Managers, supervisors, engineers, technicians, and all others who write as part of their job.

### This training applies to following vocations for recertification Contact Hours:

- ◆ Collection System Maintenance - CSM
- ◆ Environmental Compliance Inspector - ECI
- ◆ Laboratory Analyst - LAB
- ◆ Industrial Wastewater Operator - OP
- ◆ Biosolids Land Application Management - BLAM
- ◆ Plant Maintenance - PM
- ◆ Mechanical Technician - MT
- ◆ Electrical Instrumentation - E/I



## Location Information

### Northern California Location:

Tuesday, March 9, 2010  
Sacramento Regional Wastewater Treatment Plant  
8521 Laguna Station Rd.  
Elk Grove, CA 95758

### Southern California Location:

Thursday, March 11, 2010  
Orange County Sanitation District  
10844 Ellis Ave.  
Fountain Valley, CA 92708

All attendees will receive a copy of  
***A Study for the Preparation of Technical Reports,  
Papers and Presentations*** developed by Dr. Tchobanoglous

### Workshop Schedule:

8:30 - 9:00am	Registration
9:00 - 9:10am	Introduction
9:10 - 9:30am	Report formatting
9:30 - 10:00am	Preparation of tables
10:00 - 10:30am	Preparation of figures
10:30 - 10:45am	Break
10:45 - 11:00am	Preparation of equations
11:00 - 11:30am	Citation of references
11:30am - 12:00pm	Notes on writing and editing
12:00 - 1:00pm	Lunch provided
1:00 - 1:30pm	Notes on writing and editing
1:30 - 2:00pm	Writing reports
2:00 - 2:30pm	Evaluating your writing
2:30 - 3:00pm	Mechanical elements of word usage
3:00 - 3:45pm	Preparing oral presentations
3:45 - 4:00pm	Open discussion

Specific order and time for each topic may vary subject to interests of participants

## Earn up to 7.2 Contact Hours!

**CWEA Specialty Conferences**  
7677 Oakport Street, Suite 600  
Oakland, CA 94621  
Phone: 510-382-7800 ext. 115 Fax: 510-382-7810  
Register online at [www.cwea.org/conferences](http://www.cwea.org/conferences)

## Technical Writing Registration Form

First Name	Last Name	Name for Badge
_____		
Agency/Company		
_____		
Address		
_____		
City	State	Zip Code
_____		
Attendee's Email Address		
_____		
Phone	Fax Number	
_____		
Emergency Contact	Phone	
_____		
Member CWEA, WEF or CA-NV AWWA Mbr # _____ (Current membership required for member rates.)		

Special Services: Please check here if you require special accommodations to fully participate and attach a written description of your needs.

Register for:	Tuesday, March 9	Thursday, March 11
	Elk Grove	Fountain Valley
Early Bird Member Rate (Before 2/23/10)	<input type="checkbox"/> \$165	<input type="checkbox"/> \$165
Early Bird Regular Rate (Before 2/23/10)	<input type="checkbox"/> \$231	<input type="checkbox"/> \$231
Member Rate (After 2/23/10)	<input type="checkbox"/> 185	<input type="checkbox"/> \$185
Regular Rate (After 2/23/10)	<input type="checkbox"/> \$251	<input type="checkbox"/> \$251
<b>Method of Payment:</b>		
<input type="checkbox"/> Check: Payable to CWEA 2010 Specialty		
<input type="checkbox"/> Purchase Order—Must be attached to registration form		
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Credit card #: _____		
Expiration Date: _____		
Name on the card (please print): _____		
Signature: _____		

If more than one person from your agency, please photocopy and submit one form for each person.

Written cancellation notice is required, and must be received at least 15 days prior to the conference date. A 25% service fee shall be retained on all cancellations. No refunds shall be given for cancellations made less than 15 days prior to any conference.

All fees for conference registration shall be paid in full at the time of pre-registration or on-site registration. Full payment may be made by credit card, personal check or company/agency check. Purchase orders are acceptable and must be attached to the registration form. Registrations received by CWEA without full payment or purchase order will not be processed. The Early Bird deadline is 15 days prior to the event.

**CREDIT CARD PAYMENTS MAY BE MAILED TO THE CWEA OFFICE OR FAXED TO (510) 382-7810**  
Register Online at [www.cwea.org/conferences](http://www.cwea.org/conferences)