

2015 Hawai'i Conservation Conference August 3-6

INSTRUCTIONS For Session Proposal & Abstract Submission

USERNAME & PASSWORD REGISTRATION

1. First, you must register with the online abstract submission system to create a username (email address) and password. If you are submitting more than one proposal or abstract you can use the same login.
2. After you are registered in the system, you will receive a confirmation email with your username, password and instructions. Please read these instructions before submitting your proposal or abstract.

ONLINE SUBMISSION FORMLINK

<https://hawaii.conference-services.net/authorlogin.asp?conferenceID=3880&language=en-uk>

FORMAT GUIDELINES For ALL Abstract Submissions and Session Proposals

Please follow these guidelines. These will be used for evaluation and will ensure consistency in the abstract booklet:

- **Title:** The abstract title should be as brief as possible but long enough to indicate clearly the nature of the presentation. **Do not use all caps.** Use title case (capitalize the letter of each word except for articles and prepositions). **Do not include a period at the end.**
- **Abstract:** Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. You can cut and paste the text directly from your own document into the online form. Abstract should connect to theme and track(s) selected.
- **Authors and Affiliations:** Do not include the names and affiliations of authors in the body of the abstract text. The author information will be submitted in separate fields on the form. Define acronyms and write out complete names of affiliations. On the form, enter the authors in the order you want them printed and indicate who is the presenting author(s).
- Use Arial 10 point.
- Italicize all scientific names.
- Use Hawaiian diacritical marks.
- Spell out and define all acronyms upon first usage.
- Have correct spelling, grammar, and punctuation.

Consider the following questions related to relevance, technical merit, and applicability of your proposal before submitting your abstract:

- Is the topic relevant to conservation in Hawai'i and the Pacific?
- Is the topic relevant to the 2015 conference theme: *Hanohano Hawai'i Ku'auili: Celebrating Collaboration and Wisdom across Hawai'i's Ecosystems* and selected track(s)? **See the Call for Proposals for a description of the four main tracks under this theme.*
- Does the topic address integrated and transdisciplinary approaches to research and management and innovative solutions that involve community and/or cultural knowledge and approaches as a best practice?
- Is this a novel topic that has not been presented at past conferences?

SESSION PROPOSALS

For Symposia, Forums, Workshops and Trainings

Submitting a Session Proposal Online

1. After you create your username and password, log in to submit your proposal.
2. Select: **Click here to make a new submission**
3. Select: **All others- submit abstract here**
4. Follow instructions (see below) to complete all the fields on the form. **Be sure to provide any required additional information for your session:**
 - Symposiums: complete session agenda including speaker names, titles, and order
 - Forums: detailed information on how the audience will be engaged
 - Workshops: description of engagement technique
 - Trainings: explanation of training goals and target audience
5. After you complete all the fields on the form, click the Submit button to save and send us your proposal.
6. Once you submit your proposal, you will be taken back to the first screen.

ATTENTION SYMPOSIA CONVENERS: After you create your new submission, contact the conference administrator at coordinator@hawaiiconservation.org to have your symposium set up in the system so your speakers can then submit their related abstracts.

The conference administrator **MUST create the link to your symposium **BEFORE** you invite speakers to submit abstracts as a part of the proposed symposium. After you have submitted the symposium proposal **AND** the conference administrator has created the symposium link, you may then invite speakers to submit individual abstracts. (See instructions below.)*

NOTE: Speaker abstracts **are required** for **ALL** symposia. (See instructions below.)
If you are submitting an abstract as a part of a proposed symposium you MUST be invited to submit an abstract by the convener.

ABSTRACTS

For Oral and Poster Presentations

Submitting an Abstract Online

1. After you create your username and password, log in to submit your abstract.
2. After you log in, select the link “Click here to make a new submission”.
3. On the next page, select whether you are submitting an abstract for an organized symposium or an individual abstract (**All Others**), then click “Next”.

Symposium Presenters:* If you have been invited to present at a symposium, select the title of the session from the list. **DO NOT select from this list if you have not been invited by the organizer to submit an abstract. *If you do not see your symposium on the list, please contact the conference administrator at coordinator@hawaiiconservation.org*

Individual Oral or Poster Presenters:* Select “All others - submit abstract here**”

4. Follow instructions below to complete all the fields on the form. Abstracts are limited to **250 words** and should briefly and clearly state the purpose, methods, results and conclusions of the work.
5. After you complete all the fields on the form, click the Submit button to save and send us your proposal.
6. Once you submit your proposal, you will be taken back to the first screen.

STEPS TO SUBMIT, EDIT, OR WITHDRAW AN ABSTRACT

For ALL Abstract Submissions and Session Proposals

Steps to submit an abstract: There are 3 pages on the form or “steps” that you need to complete. Click “Next” when you are ready to go on to the next page. Some questions are marked “Required”. Your abstract will not be accepted until all required questions have been answered.

Step 1— Indicate the format of your presentation and enter the Abstract Title and Text: Copy the abstract title and text from your document and paste it into the corresponding fields on the page. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form. Make sure all the special formatting (italics, Hawaiian grammatical markings, etc.) look correct before moving on. Select the track(s) that best describe your presentation. We will use this information to schedule your presentation in the conference program. Indicate the Authors and Affiliations: Enter all the authors and their affiliations here. Be sure to indicate which author(s) will be presenting and the order in which the authors should appear in the printed text. Spell out all acronyms and type the complete names for affiliations. Click the required boxes below the authors’ names. Type in a brief biography and answer the other questions on the page, then click “Next”.

Step 2— Enter other details, any AV requirements, and any additional information in the text boxes.

Step 3— Please confirm that upon acceptance all presenters, moderators, facilitators, and panel speakers associated with this proposal will register to attend and present at the conference.

When you are ready to submit your abstract, click the “Finish” button. You will be taken to a confirmation screen with a summary of the details you submitted. You will also receive a confirmation email with a reference number (Please remember to give us this reference number in any communication with us regarding your abstract). Click the Back button to edit the form.

ALL abstracts are due by January 23, 2015 so the review committee has sufficient information to evaluate your proposal. Revisions are due April 1, 2015.

Editing a Session Proposal, Abstract or Incomplete Form

1. Log in to the submission system.
2. You will see a list of your previous submissions. Click on the title you want to edit. Incomplete submissions will be marked “Incomplete”.
3. The steps are the same as the original submission process except that the form will automatically be filled in with the details you entered previously.
4. Make any changes you want and click the “Next” button to move through the pages.
5. When you reach the final page, click the “Finish” button to save your changes. You will see a confirmation screen and you will receive an email confirming that your abstract has been updated.

Withdrawing an Abstract

If you want to withdraw an abstract please contact the conference administrator at: coordinator@hawaiiconservation.org or 808- 687-6152.