25th Annual Hawai‘i Conservation Conference
Evaluation Criteria and Submission Instructions

Ulu Ka Lālā I Ke Kumu: From a Strong Foundation Grows an Abundant Future

July 24 – 26th, 2018, Hawai‘i Convention Center, Honolulu

Session & Abstract Proposal Deadline: February 9th, 2018

Deadline for Presenters to Register: June 1st, 2018

*ALL presenters are required to register for the conference. Only presenters with accepted abstracts that are registered by June 1st, 2018, will be considered for inclusion in the program book.

EVALUATION CRITERIA

Note: In contrast to previous years, submitted abstracts will be printed in the abstract book as-is. No revision period is anticipated. At the time of abstract submission, it is the submitting author’s responsibility to ensure that the title, abstract, and authors can be printed for public view.

Your abstract will be evaluated by a team of abstract reviewers based on the following criteria:

1. **WRITING QUALITY & ADHERANCE TO GUIDELINES**
   
   Does the abstract meet the following qualifications?
   
   • The title is brief and clearly indicates the nature of the presentation. Title is in title case without a period at the end. **Do not use all caps. Do not include a period at the end.**
   • The abstract is under 250 words
   • Author names and bios are submitted in the appropriate fields on the submission form (i.e. not located in the body of the abstract text). Affiliations for authors are written out and complete (i.e. Division of Aquatic Resources as opposed to DAR). Authors are listed in order of authorship; no more than two presenting authors selected.
   • Scientific names are italicized
   • Hawaiian diacritical marks are used accurately
   • Acronyms are spelled out on first use
   • Spelling is correct
   • Grammar and punctuation are used correctly

2. **CONTENT:**
   
   • **Quality of project and abstract:** Abstract clearly states the purpose, methods, results, conclusions, and significance of the work. Work has defensible design and impactful conclusions.
• **Relevance to conservation**: The topic should be relevant to conservation in Hawai‘i and the Pacific. Integrated and transdisciplinary approaches to research and management and innovative solutions with community and cultural involvement as best practices are encouraged and may be ranked higher.

• **Original work**: Topic and/or results include new or original information or take the next step by building off of previous work or ideas, and are not simply repeating previously presented work. Topics that are innovative or novel may be ranked higher.

• **Relevance to 2018 theme**: The topic is relevant to the theme *Ulu ka lālā i ke kumu: From a strong foundation grows an abundant future* and/or one of the four tracks. The abstract answers one or more of the guiding questions posed in Call for Proposals, and connects to track(s) selected.

• **Agenda** (symposia, forums, workshops, trainings): The agenda is complete. The presentations and/or speakers are clearly related to the proposed topic.

• **Audience participation** (forums, workshops, trainings): Techniques for engaging the audience are included in the workshop/symposium/forum description. Innovative approaches to audience participation/engagement are specified, if applicable, and may be ranked higher.

3. **PROPOSED FORMAT**: Is the proposed format appropriate for the content presented? If not, reviewers may suggest another format: symposium, forum, workshop, training, 15-minute oral, or poster. For more information on other formats, please refer to the Call for Proposals.

**SUBMISSION INSTRUCTIONS**

**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 FORM LINK (ABSTRACTS)**

https://app.oxfordabstracts.com/stages/262/submission

**ONLINE SUBMISSION FORM LINK (SYMPOSIA)**

https://app.oxfordabstracts.com/stages/262/choose-submission-type-page

**SUBMITTING AN ABSTRACT ONLINE**

1. Go to the Online Submission Form Link for abstracts (above)

v. 1 HCC 2018 Evaluation Criteria and Submission Instructions
2. If you haven’t registered yet, please create an account. If you have registered, it will direct you to a submission form.

3. Complete the submission form, including the following fields:
   a. Presentation Format
   b. Title
   c. Track (refer to Call for Proposal)
   d. Subject Area Category (marine, terrestrial, community, cultural)
   e. Abstract text
   f. Additional information required for Forums, Workshops, Trainings
      i. Agenda & list of speakers
      ii. Description of innovative audience engagement techniques
      iii. Explanation of goals and target audience
   g. All authors and their affiliations
   h. Biographies of presenters
   i. Session moderators (for Forums, Workshops, Trainings)
   j. Student Award option
   k. Anticipated audience size

4. Click “submit” or “save”

5. If you are submitting an abstract as part of a Symposium, click “Attach to a Symposium” on your assigned symposium. Follow this link for more information on this:

SUBMITTING A SYMPOSIUM ONLINE

1. Go to the Online Submission Form Link for symposia (above)
2. If you haven’t registered yet, please create an account. If you have registered, it will direct you to a submission form.
3. Complete the submission form, including the following fields:
   a. Title
   b. Chair & chair’s affiliation
   c. Description of symposium
   d. Track (refer to call for proposal)
4. Click “submit” or “save”
5. Once your symposium is added, your authors can follow the abstract submission form and link their abstract to your symposium after they submit.