



HAWAI'I CONSERVATION ALLIANCE

A Partnership Dedicated to Environmental Stewardship, Community Engagement, and Conservation Capacity

Revised Evaluation Criteria and Submission Instructions

Ola Ka 'Āina Momona: Managing for Abundance
27th Annual Virtual Hawai'i Conservation Conference

September 1st-September 3rd, 2020

Session & Abstract Proposal Deadline: February 28th, 2020

Revision Deadline: July 6th, 2020

Deadline for Presenters to Register: July 20th, 2020

**ALL presenters are required to register for the conference. Only presenters with accepted abstracts that are registered by July 20th, 2020, 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 after the July 6th deadline. 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 region. 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 2020 theme:** The topic is relevant to the theme *Ola Ka ‘Āina Momona: Managing for Abundance*
- **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. PRESENTATION FORMAT:

Is the proposed format appropriate for the content presented? For more information on formats, please refer to the Call for Abstracts.

- **5 Minute Speed Talks/Poster Presentation:** Please note that all poster presentations have been changed to a 5-minute speed talk format which will include 2-minutes for questions given the now virtual conference format.

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.
 - a. If you submitted an abstract using Atanto last year, you can sign in using your information from last year.
2. After you are registered in the system, you will have access to the abstract submission system. You will receive a verification email to verify your email address, do so by clicking the link. Please read these instructions before submitting your proposal or abstract.

ONLINE SUBMISSION FORM LINK (ALL ABSTRACTS INCLUDING SYMPOSIA)

<http://submissions.atanto.com/?eventId=91>

If this link does not work right away, please copy and paste it into your web browser.

Please be patient with the system as it loads and saves your work

SUBMITTING AN ABSTRACT ONLINE

1. Go to the Online Submission Form Link for abstracts (<http://submissions.atanto.com/?eventId=91>)
2. If you haven't registered yet, please create an account. If you have registered, it will direct you to your dashboard where you can see the abstracts and/or proposals that you have submitted and/or are working on. ***Please be patient with the system as it loads and saves your work***
3. Click on the profile icon in the top right hand corner to access your profile. Please fill out all required fields (indicated by *). This information will only be used by the Conservation Conference Abstract Manager to contact you if we have questions about your abstract or proposal.
4. Complete all pages of the submission form, including the following sections/fields:
 - a. Submission type
 - b. Title

- c. Abstract text
 - d. All authors and their affiliations
 - e. Students
 - f. Speakers (biographies of presenters)
 - g. Track (used to categorize content)
 - h. Additional comments
 - i. Additional information required for Forums, Workshops, Trainings
 - i. Moderator/facilitator
 - ii. Anticipated audience size
 - iii. Agenda & list of speakers
 - iv. Description of innovative audience engagement techniques
 - v. Explanation of goals and target audience
5. Once done click “Submit” at the bottom of the page.
 6. If at any time you need to stop working on your abstract or proposal, click “Cancel” at the bottom of the page. The submission system will save your work to come back to at a later time.
 7. Please note that even after clicking “Submit” you will have up until the deadline of **February 28th** to edit your abstract or proposal.

SUBMITTING A SYMPOSIUM or AN ORAL PRESENTATION – PART OF A SYMPOSIUM

1. Please complete steps 1 through 3 of the above section.
2. On the “Submission type” page you will indicate if you are submitting a symposium abstract or an oral presentation – part of a symposium.
 - a. If you are submitting a symposium abstract:**
 - i. Your Symposium ID is your tracking number, which can be found at the top of the page.
 - ii. Presenters who you invite to speak in your symposium **MUST** submit their own individual abstracts as an “oral presentation – part of symposium.”
 - iii. You **MUST** share your Symposium ID with your invited presenters, so they can indicate that their individual abstract is part of your particular symposium.
 - iv. On the “Speakers” page, we encourage you to include the tracking numbers of your invited presenters’ submitted abstracts.
 - b. If you are submitting an oral presentation – part of a symposium:**
 - i. You will need to enter the Symposium ID of the symposium you were invited to be a part of.
 - ii. The coordinator of your symposium is the only one who can provide you with the Symposium ID. Please contact them for this information.
3. Continue to complete your abstract submission form using steps 4 through 7 of the above section.