

ABSTRACT FORMAT DESCRIPTIONS

Oral and Poster Presentations: *Formal, individual presentations on various conservation topics will be scheduled in general sessions depending on the specific “Track” in which it was submitted and the thematic content. The abstract submission form requires the selection of preferred presentation format (oral or poster) and whether you are submitting your abstract as an individual or part of an organized symposium. The review committee may suggest that you change your proposed format depending on the novelty, relationship to theme, available time in the program, and whether or not the content has been previously presented. All oral and poster presenters must be registered participants.*

Do not submit the same abstract in multiple formats.

1. Individual Oral Presentation:

Oral presentations are limited to 12-minute individual presentations plus Q&A (12-minute talk, 2 minutes Q&A, and 1 minute for moderator introductions and transition). Oral presentations will be scheduled in thematic 1-2 hour long sessions. If your abstract is accepted but cannot be accommodated as an oral presentation, we may offer you the opportunity to present in another format. Oral presentations should be pre-recorded and submitted in mp4 format.

2. Five Minute Speed Talks:

The Speed Talk Presentation showcases your work to attendees through a five minute presentation. Each speed talk presenter will be assigned a 5-minute presentation block for a pre-recorded presentation, followed by 2 minutes for live questions and 1 minute of transition time. Speed talks should be pre-recorded for five minutes and submitted in mp4 format.

3. Digital Poster Presentation:

Digital posters will be static pdf images posted on the conference website. Poster authors are required to schedule and host at least one “office hour” for attendees to discuss your work. The poster office hour schedule will be posted and advertised on our conference website. Poster files should be limited to no larger than 5MB and should not exceed 36”x48”. Authors should keep in mind that posters will be viewed on computer screens including laptops. Posters should include author email to enable audience contact. Hyperlinks are allowed, but not embedded video.

4. Symposium:

Symposia are formal moderated sessions containing 7-8 individual oral presentations organized around a topic or theme. Each individual presentation time is limited to 15 minutes (12-minute talk, 2 minutes Q&A, and 1 minute for moderator introductions and transition). A symposium can be either 1 or 2 hours long. The symposium organizer is required to first submit a symposium description and session agenda. Each presenter is required to submit an individual

oral presentation abstract linked to the symposium by the deadline. All presenters and moderators must be registered participants.

4. Forum:

Forums may include panel presentation, roundtable sessions, or another structured presentation format that utilizes innovative facilitation methods. It is meant to be a less formal, more interactive session guided by a moderator or facilitator that engages with presenters and the audience through a variety of participatory techniques. Forums may be scheduled in a 1 or 2 hour time block, and should allow for audience participation at least 25% of the time. Forum submissions require true audience participation that consists of more than a question and answer session. When submitting their abstract, we request that the Forum organizer describe how audience interaction will be integrated into the presentation format. Abstracts for each presenter are not required unless requested by the forum organizer/chair. All presenters, facilitators and/or moderators must be registered participants. Forums should have interactive components such as facilitated conversation among panelists, small group discussions etc.

5. Workshop:

This is an interactive, highly facilitated, “hands on” session that minimizes formal presentations and emphasizes the application of information and/or technology. Active audience participation and innovative facilitation methods are encouraged. Workshops should be designed to develop skills and/or build familiarity with new tools/approaches/techniques for conservation work. In designing your workshop and writing your abstract, please be explicit about the experience and/or learning that your audience will enjoy. One cohesive workshop abstract is required that describes engagement technique used by the person(s) facilitating the workshop. Workshop facilitators must be registered participants. Conference workshops can be 1 to 2 hours; for an extended off-site workshop, see section below on “Affiliated / Off-site Workshops and Training”.

6. Training:

Organizations have the opportunity to host capacity-building training and activities that focus on skill transfer to conservation practitioners, teachers, etc. or a time to engage a specific audience in a particular topic related to the conference theme. A description that explains training goals and target audience is required. Training facilitators must be registered conference participants. Conference training can be 1 to 2 hours; for an extended off-site workshop, see section below on “Affiliated / Off-site Workshops and Training”.

Affiliated / Off-site Workshops and Trainings: Organizations and practitioners are welcome to conduct training or workshops off-site, either during, before, and after the conference. The host organization(s) is responsible for organizing all aspects of their training or workshop. The

HCA can assist with listing your workshop or training with conference marketing materials as an affiliated event. Please contact us for details about this opportunity.

For more information, please contact the conference planning team at conference@hawaiiconservation.org