

2013 Hawai'i Conservation Conference July 15-18

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 FORM LINK

<https://hawaii.conference-services.net/authorlogin.asp?conferenceID=3464&language=en-uk>

SESSION PROPOSALS For Symposia and Forums

Submitting a Session Proposal Online

1. After you create your username and password, log in to submit your proposal.
2. **IMPORTANT-** Make sure you select the second link for session convenors/chairs: **Click here to set up a new session or edit session information.** The first link is for abstract submission.
3. Follow the instructions on the next screen. Select: **Click here to set up a new session.**
4. Complete all the fields on the form.
 - Title and Type of session (symposium or forum)
 - Enter the name and affiliation of the chair and co-chair (if applicable) for the session.
 - Enter a detailed session description. Include a tentative agenda and a list of potential speakers, affiliations and topics.
5. Click the Submit button to save and send us your proposal.
6. After you hit the Submit button, you will be taken back to the first screen. Abstracts may now be submitted for speakers. **IMPORTANT- Convenors/Chairs must submit symposium or forum session proposals before inviting speakers to submit abstracts as a part of the proposed symposium or forum.**
7. After the convenor/chair has submitted the session proposal, invite speakers to submit individual abstracts. (See the detailed instructions below.)
IMPORTANT- If you are submitting an abstract as a part of a proposed symposium or forum, you must be invited to submit an abstract by the convenor/chair.

Symposia Organizers: Speaker abstracts **are required** for all symposia (see instructions below). Abstracts are due by January 21, 2013 so the review committee has sufficient information to evaluate your proposal. Revisions are due March 15, 2011. Abstracts are optional for forums.

Editing a Session Proposal Online

1. Log in to the submission system.
2. Click on the link to edit your session: **Click here to set up a new session or edit session information.**
3. You will see a list of session titles. Click on the link you want to edit.
4. 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.
5. When you are ready, click the "Submit" button to save your changes.

ABSTRACTS

For Oral and Poster Presentations, Workshops and Conservation Campus

Abstracts are limited to **200 words** and should state briefly and clearly the purpose, methods, results and conclusions of the work. The conference committee is soliciting abstracts for oral and poster presentations that explore the 2013 theme- *Living Today, Sustaining Tomorrow: Connecting People, Places and Planet*. See the Call for Proposals for a description of the six main tracks under this theme.

FORMAT GUIDELINES

Please follow these guidelines. This 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 study. Use title case (capitalize the letter of each word except for articles and prepositions). Do not include a period at the end. Do not use all caps.
- **Abstract:** Use Arial 10 point. When you are ready to submit your abstract, you can cut and paste the text directly from your own document into the online form. An abstract template is not required.
- **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.
- Italicize all scientific names.
- Use Hawaiian diacritical marks.
- Spell out and define all acronyms upon first usage.

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 the type of abstract, then click “Next”.
 - Individual oral or poster presentations, workshops, and conservation campus:** Select “*Not for a symposium or forum -this is an individual abstract*” if you are submitting an abstract for an individual oral or poster presentation, workshop or conservation campus at the conference.
 - Symposium/Forum Abstracts:** If you are a session organizer or you have been invited to present at a symposium or forum, 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.
4. **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 these questions have been answered.
5. **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 fonts, etc.) are copied correctly. Answer the other questions on the page, then click “Next”.
6. **Step 2**—Authors and Affiliations: Enter all the authors and their affiliations here. Be sure to indicate which author 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".

7. **Step 3**— Select the track(s) that best describe your presentation. We will use this information to schedule your presentation in the conference program. Enter other details, any AV requirements, and any additional information in the text boxes.

9. **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. Click the Back button to edit the form.

Editing an Abstract or Incomplete Form

1. Log in to the submission system.
2. You will see a list of the abstracts that you submitted. Click on the abstract 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. 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.