

Contributed Paper and Presentation Formats

Protocol for receiving papers:

Contributed papers should be prepared as MS Word or WordPerfect files in 12 point, Times New Roman font, be left justified only, and include all of the following:

- A brief but descriptive title.
- A list of all authors, their addresses, telephone and FAX numbers, and e-mail addresses as described by below format. **Presenters must be clearly identified**
- An abstract of **200** words or less.

Abstract Example (Please follow this format for abstract submissions)

Title: Quest for a fish friendly world

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Abstract: This statement will be used to evaluate and prioritize selections for inclusion in the program. Problem statement, issue significance, objectives, findings, and conclusions should be relayed in 200 words or less.

Preference: Oral presentation preferred with slides/poster session acceptable.

Protocol for presentations:

PRESENTATION DESIGN:

- MS Powerpoint for projection by LCD projector, delivered to meeting staff AV technician on CD-R disk on the first day of the meeting. Should video be required, please meet in advance with AV technicians to confirm hardware and software compatibility.
- Please keep file sizes to a minimum to facilitate running of presentations.
- No ZIP disks or personal laptops.

Protocol for posters:

DIMENSIONS AND ATTACHMENT OPTIONS: Display boards will be 4' high (1.22 m) x 4' wide (1.22 m) and have a smooth finish, suitable for mounting posters with pins, double-sided adhesive strips or hook and loop (Velcro) type fasteners. If using Velcro, provide both sides (adhesive backing will be required). You are responsible for providing your own form of attachment.

CONTENT:

- Title or Banner - includes title, author(s), and agency affiliation
- Abstract - what, why, how, results
- Introduction - State the problem and area of investigation
- Purpose/objectives - What you specifically intended to investigate
- Methods - Apparatus, lab or field techniques, etc.
- Results - graphs, photos, artwork, simple tables, etc.
- Conclusions - list findings, summary, interpretation, and management implications

ORGANIZATIONAL TIPS:

- Bulleted lists, short phrases, and flow charts are most effective
- Convert tables to figures whenever possible, figures are easier to understand
- Keep figures simple using bold lines and symbols
- Keep tables simple (maximum of 5 columns and 3 rows are a good guide)
- Keep figure and table captions/legends short and informative
- Use adequate "white" space around text statements for easier reading.
- DO NOT CONVERT A MANUSCRIPT TO A POSTER.

Posters should be readable from a distance of 6 feet (2 m).