



Ca-IPC
VISALIA 2009

2009 CAL-IPC SYMPOSIUM PRESENTER INSTRUCTIONS

Thank you for participating in the 2009 Cal-IPC Symposium, October 8-10 in Visalia!

For 17 years, the Symposium has served as the premier venue for researchers, land managers, and concerned citizens to share information on the latest in invasive plant biology, management, and related issues. Symposium Proceedings provide a permanent record of the information shared during the conference, and are posted online accessible to all.

Information for Symposium attendees, including lodging and registration details, is posted at www.cal-ipc.org/symposia/index.php.

Main Contact for Questions: Elizabeth Brusati, (510) 843-3902, edbrusati@cal-ipc.org

DEADLINES

- ❖ **Friday, June 19, 5pm:** Abstracts for oral and poster presentations due to Cal-IPC. Submit abstracts as an email attachment to Elizabeth Brusati, edbrusati@cal-ipc.org following instructions and template provided at www.cal-ipc.org/symposia/presenters.php.
- ❖ **Friday, September 4:** Early registration deadline. All presenters must register and pay, unless you have made other arrangements with the program chair. One registrant per talk or poster receives a presenter discount.
- ❖ **Monday, September 14:** Deadline for hotel room reservations at the conference rate.
- ❖ **Wednesday, September 30, 5pm:** Proceedings submission (1000-1500 words) due from all speakers. See below.
- ❖ **Thursday, October 8:** Turn in your talk or poster file on a CD or USB drive at the Speakers Table during registration.

TALKS

- ❖ **Speaking slots are limited.** Submissions not accepted for an oral presentation will be moved to the poster session.
- ❖ **Speakers are required to submit an article for the Symposium Proceedings.** Instructions below.
- ❖ **Contributed presentations are scheduled every 20 minutes; invited talks have 30 minutes.** Allow several minutes for questions at the end of your talk. Session moderators will be instructed to keep presentations on schedule.
- ❖ **We use PowerPoint format** for presentations. Please contact us if you would like to use media other than PowerPoint. Name your presentation file in the following format: "SessionNumber LastName.ppt" (ex. "6 Brusati.ppt").
- ❖ **Bring your presentation to the Speakers' Table on a CD or USB drive** during morning registration on October 8. If you are not able to do this, contact Elizabeth Brusati prior to the Symposium to make other arrangements
- ❖ **PDF files of talks and posters are posted** on the [Cal-IPC website](http://www.cal-ipc.org) after the Symposium. If you do not want your talk posted, let us know at the Speakers' Table when you turn in your talk.

POSTERS

- ❖ **Poster size may be up to 3 feet x 4 feet** (either orientation). We will provide a display board and fasteners for mounting your poster.
- ❖ **Set up your poster** on the morning of Thursday, Oct. 8. Posters will be displayed throughout the Symposium. There will be a dedicated poster session (day and time TBA) when poster presenters should be at their poster to answer questions.

- ❖ **Bring your poster file (pdf or PowerPoint) to the Speakers' Table on a CD or USB drive** during morning registration on October 8. If you are unable to do this, contact Elizabeth Brusati prior to the Symposium to make other arrangements.
- ❖ **Consider submitting an article to the Symposium Proceedings.** (Those entering the Student Poster Contest are required to submit a Proceedings article.) Instructions below.

STUDENT PAPER AND POSTER CONTEST

We invite graduate and undergraduate students to present their work in the second annual Cal-IPC Symposium Student Contest! The contest is for both oral and poster presenters, with a \$250 first-place prize for the top presenter in each category. 1st, 2nd and 3rd place winners will be recognized at the Symposium banquet and in the Fall issue of *Cal-IPC News*.

- ❖ **Indicate that you are entering the contest** when you submit your abstract. Enter either an oral or poster presentation, but not both. Due to space limitations, we may need to move some abstracts from the oral session into the posters.
- ❖ **Follow the poster and talk instructions above.**
- ❖ **Entrants must submit an article to the Symposium Proceedings by September 30** following instructions below. Failure to submit this article will disqualify you from the contest.
- ❖ **Student Contest talks** will be judged in their own session(s).
- ❖ **Student Contest posters** will be judged both during the poster session and at other times.
- ❖ **Entries will be judged on** the quality of the research, presentation, and question session. All presenters will receive feedback from the judges after the Symposium.

PROCEEDINGS

Since 1995, Cal-IPC Symposium Proceedings have provided a valuable resource for land managers and researchers seeking information on invasive plants in California. For many projects, the Proceedings form the only public record of the work! **All speakers are required to submit an article of 1000-1500 words (4-6 pages double-spaced) by Wednesday, September 30. Note that this is prior to the Symposium.**

The Proceedings are fundamentally important to the goals of the Symposium. They help fulfill our mission of educating our members and the public. Your information becomes a permanent part of the online Symposium archive, providing a great reference tool for the weed worker community for years to come. Articles references are included in our online [Plant Profiles](#).

For presenters, getting published can help your career, and it helps build credibility among your peers. And preparing a written document helps organize what you want to communicate in your presentation.

- ❖ **Format your submission according to the template posted at www.cal-ipc.org/symposia/presenters.php.** The template follows standard scientific manuscript format: Abstract, Introduction/Research Question, Study Site and Methods, Results and Discussion, and Literature Cited. If your presentation does not fit well with these guidelines—e.g. you're reporting on an outreach program—modify the format to be most suitable. Submission should be 1000-1500 words (not including title and authors), and sent as a Word or Word-compatible file to edbrusati@cal-ipc.org.
- ❖ **You may also submit up to three graphics** (tables, graphs, photographs). These should be sent as separate files. Please keep in mind that we may need to reduce your graphics in the publication. Graphics may use color.

HELPFUL REFERENCES

The Society for Conservation Biology has tips for preparing abstracts, papers, and posters on their [Student Affairs](#) website.

We'll see you in Visalia!