2018 Cal-IPC Symposium
Presenter Instructions

Share your knowledge at Cal-IPC's 2018 Annual Symposium, November 7 to 10 at the Hyatt in Monterey!
The Symposium is the premier venue for researchers, land managers, and concerned citizens to share information on the latest in invasive plant biology, management, and related issues in California.

Symposium Information: cal-ipc.org/symposium

Program Contact: Science Program Manager Ramona Robison, rrobison@cal-ipc.org

Important Dates

June 1:   Abstracts due! Early abstracts are encouraged.

July 15:   Presenters will be notified of acceptance.

Sept. 15:   Early-bird registration deadline is September 15 (price increases by $25 after this date). Presenters must pay for registration. One person per talk or poster receives a presenter discount of $25. Student registration is significantly discounted. Register online.

Oct. 1:   Deadline for lodging reservations at guaranteed room-block rates at the Hyatt Regency Monterey. Book your room online or call 831-372-1234.

Nov. 8:   Turn in talk/poster file at the Speakers' Table during registration. Set up posters in exhibit area.

Nov. 8-9:   Symposium paper and poster sessions.

Abstracts

Use the Abstract Form (Word doc) and follow all instructions.

We receive more abstracts than can be accommodated in the oral paper sessions. Some abstract submissions for oral presentation may be moved to the poster session at the program committee's discretion, and the abstract author(s) will be notified.

Visit the Society for Conservation Biology website for useful tips for preparing abstracts, papers, and posters.

Student Paper and Poster Contest

The Symposium is a great opportunity to share your student research and practice presenting at a conference! We encourage graduate and undergraduate students, as well as recent graduates (within the past six months) to enter the Student Contest. The top presenter in each category is recognized with a $250 honorarium. Also attend the Careers Lunch organized by our Student Section.

o   On the Abstract Form, there is a place to indicate your entry in the Student Contest.
o   Student Contest talks will be judged during their session(s). Student Contest posters may be judged during the poster session and at other times.
o   Entries will be judged on the quality of the work, the presentation, and responses to questions.
o   Note that the contest may be cancelled if we do not receive an adequate number of entries.

Talks

- Contributed presentations are 15 minutes with 3 minutes for questions. Session moderators will keep presentations on schedule.

- We use PowerPoint (PC format) for presentations. If you use a Mac, please check your presentation on a PC. If you have a new version of PowerPoint, please make sure your presentation is compatible with older versions (such as Office 2007). If your talk is prepared using a program other than PowerPoint, please save it as a pdf. Mac users may want to save a pdf to reduce the chance of problems with graphics and type.

- Name your presentation file in the following format: "SessionNumber.LastName.ppt" (ex. "6.Smith.ppt"). Session numbers will be available in the draft program and will be communicated to you in July when your talk or poster is accepted.

- Bring your presentation to the Speakers' Table on a USB drive on Wednesday morning. If you are not able to do this, contact symposium@cal-ipc.org prior to the Symposium to make other arrangements.

- PDF files of talks and posters are posted on the Cal-IPC website. If you do not want your talk posted, let us know when you turn it in.

Posters

- We will provide an easel, 30" x 40" foam core, and clips for mounting your poster.

- Set up your poster on the first morning (Wednesday, November 7). Posters will be displayed throughout the Symposium. Presenters should be at their posters during the designated poster session to answer questions.

- Poster files are posted to our website. Bring your poster file in pdf format to the Speakers' Table or email to symposium@cal-ipc.org.