



Conference Paper/Poster Presenter Guidelines

Thank you for your interest in presenting at our conference. We appreciate your willingness to share your knowledge, expertise and experience with IAATE members.

Our annual conference is held in February/March each year. The official *Call for Papers and Posters* is approximately 6-months before the upcoming conference and deadlines for submissions for various items are within the 4-5 month window prior to the conference date. Should you choose to submit an abstract for consideration, please keep in mind not all abstracts are accepted for presentation. Abstracts may be submitted until the submission deadline listed below, and you will be notified by **November 1st** of whether your paper/poster abstract submission has been accepted. If your abstract is accepted and you commit to presenting at our conference, you are also making a commitment to provide us with the written documents we need. All presenters, paper or poster, are required to register (at their own expense) for the conference before the online registration closing date.

Below is a guideline of what you are expected to provide as part of being a presenter at our annual conference and the submission deadline for each item.

Item	Submission Due
Paper/Poster Abstract	October 1st
Presenter Bio	October 1st
Full Paper/Poster Write-up	January 15th
Completed Presenter Survey	January 15th
Presentation A/V and Poster Needs	January 15th

Whenever possible, please submit files electronically as Microsoft Word documents to IAATE Vice President at:

conference@IAATE.org

If it is not possible to email your submission, please send it on a CD-ROM to:

**Helen Dishaw
Vice President of IAATE
575 N West Capitol Street, Apt. A
Salt Lake City, UT 84103**

Please use the following style guidelines when preparing your submissions. The format for **all submissions** (bios, abstracts and full papers) is as follows:

- Normal formatting
- Font style: Regular, Times, 12pt font size
- Paragraph style: Left alignment, single-spaced
- Margins: 1.25” margins left and right, 1” margins top and bottom
- Length:
 - Abstracts: 200 words or less
 - Bios: 150 words or less
 - Papers/Posters: no word limit

Additional Formatting Information for Abstracts:

- The abstract is the first step in the process and is our only means of determining the papers we accept for presentation and so should be informative and complete.
- The abstract should include the paper or poster title, author(s), the affiliation of each author, and the text.
- Abstracts must include a short Bio of 150 words or less.

Please read the following information regarding presentation at the conference.

Presentation of a Paper

- Time allotted for papers will be 20 minutes with 10 minutes available for question and answer session (Total 30 minutes). Allotted time will be strictly enforced to avoid impacting other scheduled events.
- All presenters will be expected to report to the AV technician an hour before conference opening on the day of their scheduled presentation to test their presentation materials.
- Audio and visual equipment will be provided (PowerPoint projector and microphone/audio system). The Vice President should receive your needs by the A/V and Poster Needs deadline.



- Moderators will introduce speakers. Paper presenters may be asked to be moderators. As a presenter you will be provided with a short survey of informal questions designed to help moderators with introductions.

Presentation of a Poster:

- Posters will be displayed in either the general meeting room or another room. The room will be locked when unattended.
- Easels and tables will be provided as needed. The Vice President should receive your needs by the A/V and Poster Needs deadline.
- Time will be designated in the schedule for participants to view posters and meet with poster presenters.
- Posters should be brought or sent directly to the hotel.
- Poster presenters may be asked to moderate paper sessions.

IAATE was formed, among other reasons, to provide opportunities through which bird trainers can exchange and disseminate current knowledge, research, and other information among themselves. As a speaker, you are required to submit a full write-up of your paper for publication in our conference proceedings so that everyone can benefit from the knowledge you've chosen to share. As a collection of the papers presented at the annual conference, the proceedings are a great way to share information among IAATE members. As a thank you, all speakers will receive a complimentary copy of the proceedings. Poster presenters are also welcome (but not required) to submit a write-up for the proceedings, and would then also receive a complimentary copy.

IAATE requires publication rights to accepted papers, not only for inclusion in the conference proceedings, but also our online Resource Center and/or our member newsletter, *The Flyer*.

Coordinating the schedules, itinerary and preparing materials is time sensitive and time intensive. Therefore, it is extremely important to meet the deadline for full paper submission. You will be contacted via email as a reminder of upcoming deadlines. Please be responsive, communication is important. If you have any questions that have not been answered here, or need more explanation, you can contact the Vice President at any time and every effort will be made to address your needs.

Send all submissions and inquiries to:

Helen Dishaw

Vice President of IAATE

Phone: 585-278-6171

Email: conference@IAATE.org