



## ***Conference Paper 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* is approximately six months before the upcoming conference and deadlines for submissions for various items are within the four to five 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 1<sup>st</sup>** of whether your 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 are required to register (at their own expense) for the conference before the online registration closing date. IAATE has been issuing a registration discount for presenters. The IAATE Vice President will let you know the discount code to register as a presenter and take advantage of the discount.

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 Abstract	<b>October 1<sup>st</sup></b>
Presenter Bio	<b>October 1<sup>st</sup></b>
Full Paper Write-up	<b>January 15<sup>th</sup></b>
Completed Presenter Survey	<b>December 15<sup>th</sup></b>
Presentation AV Needs	<b>December 15<sup>th</sup></b>

Please complete our Google Form to submit your abstract and bio for consideration. Full paper write-ups and completed presenter survey will be submitted as Microsoft Word documents to  
IAATE Vice President at:

**[conference@IAATE.org](mailto:conference@IAATE.org)**



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: 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 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 30 or 60 minutes. As of 2024, we will no longer have Q&A as part of the presentation time. Those with questions will be encouraged to speak with presenters during our networking opportunities. 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, and laptop computer). The Vice President should receive your needs by the AV needs deadline.



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

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 and IAATE reserves the right to publish any paper presented at our conference on our website or in our newsletter, *The Flyer*, so that everyone can benefit from the knowledge you've chosen to share.

Coordinating the schedules 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](mailto:conference@IAATE.org)**