



Queensland Pest Animal Symposium
Sunshine Coast Function Centre, Caloundra, 30 July–2 August 2012

Adapting pest animal management to a changing world

www.pestanimalsymposium.com.au

Queensland Pest Animal Symposium 2012

“Adapting Pest Animal Management to a changing world”

Speaker and Poster Presenter’s Guidelines

Symposium Secretariat



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The following information is provided to assist authors, presenters and poster presenters at the Queensland Pest Animal Symposium 2012 with the preparation of their presentation, audio-visual requirements and publication of their presentation in the Symposium proceedings.

With the assistance of these guidelines, each presenter must provide all items listed below by the following due dates:

Item	Deadline
Biography (if not provided already)	Immediately
Presenter registration due	30 April 2012
Full Paper due	4 May 2012
Authorisation for Publication Form	4 May 2012
PowerPoint Presentation Due (Oral presenters only)	13 July 2012
Audiovisual Requirements	13 July 2012

Please forward all items and/or queries to:

Pest Animal Symposium Office
C/- Eventcorp Pty Ltd
PO Box 3873
SOUTH BRISBANE BC QLD 4101
Tel: 07 3334 4470
Fax: 07 3334 4499
Email: pas@eventcorp.com.au

SYMPOSIUM TOPICS

The theme for the 2012 Queensland Pest Animal Symposium is “*Adapting Pest Animal Management to a changing world*”.

Symposium Topics:

- How environmental extremes affect pest management
- Adapting pest animal management to changing land use
- Advances in pest management - new technologies, legislation and partnerships
- Pests other than mammals
- Prioritisation in Pest Animal Control
- Social factors influencing pest animal control

AUTHOR FORMATTING FOR PAPERS

All oral speakers are required to submit a full paper for the Symposium Proceedings. Papers are to be submitted on the Symposium Website: www.pestanimalsymposium.com.au

Invited and submitted papers for oral presentations are to be a maximum of 4 pages not including references and tables/figures (to a maximum of 10 pages in total).

Full Papers are due no later than **4 May 2012**. Please refer to page 7 “Author Formatting for Papers” for further details.



PRESENTER REGISTRATION

It is compulsory for all speakers to register for the Symposium. All accepted presenters are entitled to register at the Earlybird Registration rate, including one (1) ticket to the Welcome Reception, one (1) ticket to the field trip and one (1) ticket to the Symposium Dinner.

Online registration is available on the Symposium website at www.pestanimalsymposium.com.au. Please register for the Symposium by **30 April 2012**.

HANDOUTS

Please note that your abstract will be published in the Symposium Program. If you wish to provide any further presentation materials, ie: handouts, these will be at your own expense and must be prepared prior to your presentation.

AUDIO VISUAL REQUIREMENTS

All session rooms are equipped with a lectern, lectern microphone, data projector, screen and a laptop with PowerPoint. If you have any special requirements, please advise the Symposium Office. Please note special requests will be filled based on the demand for the item in the room specified.

AUTHORISATION FOR PUBLICATION FORM

All full papers will be published in the Symposium Proceedings. All delegates will receive the USB Proceedings in their satchel.

We require all presenters to provide permission for their paper/presentation to be published. To assist with the pre-symposium organisation, we also require presenters to provide permission for their email details to be given to the chairperson and fellow presenters in their session prior to the Symposium. This will allow the Chairperson to be able to contact you, should they have any queries regarding your biography or presentation and for speakers to exchange information with the people leading/following their presentation.

The Authorisation for publication form can be found at the back of this document and is to be submitted to Eventcorp via fax, post or email by **4 May 2012**.

POWERPOINT PRESENTATION

Presentation Sessions:

For ease of viewing by delegates, PowerPoint should be utilised for all sessions. Please note that only single projection will be available.

Overheads and Slide Projection:

An overhead projector and slide projector will not be available. Please use data projection.

Suggestions for PowerPoint Presentations:

- Use dark primary colours for text and light colours for background
- Lettering to be at least 0.7 cm in height (Size 14+ font)
- No more than six (6) to eight (8) words per line
- Ideally – no more than six (6) lines per slide
- Use upper / lower case text – (all capitals is almost unreadable)
- Use the 'text-build' feature to stop the audience reading ahead of you



- Please do not include audio sounds such as bells, whistles, zooming sounds etc.
- Do not include clichéd clip-art eg. Light bulbs

If the original graphs and graphics are too detailed or condensed, they should be converted to a suitable format for projection.

All PowerPoint presentations should be forwarded to Eventcorp by no later than **13 July 2012**. This will ensure the smooth running of sessions and audiovisual presentations. Please note if your presentation file is larger than 5MB you must send it on a CD or disk.

POSTER PRESENTATION GUIDELINE

Posters are to be mounted at the commencement of the Symposium and are to remain in place for the duration of the Symposium.

Time will be allocated for Symposium attendees to view the posters. During these times, poster presenters are expected to be present at their poster.

Mandatory requirements

- Poster size : AO (841mm wide x 1188mm high)
- Poster orientation : Portrait
- The poster title should appear across the top of the poster with author(s) name(s), address(es) and organisation(s) underneath (presenters name underlined).

Suggestions for poster presentations

Remember, you have a short period of time to capture attention and convey your message. Your poster needs to attract people from a distance and convey a clear 'story'.

- Include a photo of the presenter, preferably in the top right corner of the poster. This helps the viewer identify the presenter for follow up information.
- Font recommendations – Title: 25mm high, Authors name etc.: (24 – 32 point font), Headings and sub-headings: 15mm high, Text: 8mm high
- Line spacing at least 1.5
- Include logos of any assisting organisation, usually at the bottom of the poster
- Keep text to a minimum
- Ensure the key message is highly visible. Develop simple and clear messages.
- Use contrasting colours where appropriate in charts, diagrams etc. Avoid text in red and green as partial colour-blindness is common
- Include clear, large figures and photos that are appropriate and beneficial to the key message and the visual appeal.

SPEAKER PREPARATION

All speakers are required to check-in at the registration desk upon arrival (a minimum of 1 hour before the Symposium start time, morning tea, lunch or afternoon tea) to collect their Symposium name badge.

All speakers must identify themselves to their session chairperson, AV technician and the program coordinator by meeting in their presentation room at the start of the break prior to the start of their session.



Authorisation for Publication Form

Please complete and return this form to

Queensland Pest Animal Symposium Office
C/- Eventcorp Pty Ltd
PO Box 3873
South Brisbane BC QLD 4101
Australia

Fax to: 07 3334 4499 or Email: pas@eventcorp.com.au

DEADLINE: 4 May 2012

Presenter's Name: _____

Paper Title(s): _____

Please tick

- I hereby acknowledge ownership of and give permission to publish any part of my abstract/paper/presentation/powerpoint for any purposes of the Queensland Pest Animal Symposium 2012 to be held from 30 July – 2 August 2012.
- I hereby provide permission for my email details to be given to the chairperson and fellow presenters in my session prior to the Symposium.

Signed: _____

Presenter's Name: _____

Date: _____



AUTHOR FORMATTING FOR PAPERS AND ABSTRACTS OF THE PEST ANIMAL SYMPOSIUM 2012

First author, second author and third author
List Institution/Employer and/or address of all authors. Superscript should be used to indicate which author belongs to which Institution/Employer or address
(Underline the name of the presenting author)

ABSTRACT (SUMMARY)

These instructions are intended to guide contributors to the Pest Animal Symposium when preparing papers. They are set out in the format recommended for submission of papers/abstracts and as such can be used as a template for authors. The guidelines contain many instructions of a technical nature to which authors of technical (scientific) papers should conform. Authors of more general papers should conform to the formatting guidelines (e.g. margins, font, spacing etc.) and use section headings appropriate to their paper.

Any paper or abstract which does not conform to these guidelines will be returned to the author for correction with suggested changes. Invited and submitted papers for oral presentations are to be a maximum of 4 pages. Abstracts for poster presentations are to be a maximum of 1 page. Authors may submit a full paper (up to 4 pages) for poster presentations. All documents are to be saved as Microsoft Word files using the first authors surname (e.g. Smith.doc) and received by the editors by the submission date specified.

Keywords: up to six relevant words can be included, with commas between words.

INTRODUCTION

Page size is A4 with all margins (top, bottom, left and right) set at 20 mm. Single line spacing should be used throughout the paper. Headers and footers will be included when the proceedings are compiled.

The font for text (including the abstract) should be 12 pt Arial, with one space between each sentence. All paragraphs throughout the text should be justified with a 12 pt line space between paragraphs.

MATERIALS AND METHODS

Headings

All first order headings (such as **ABSTRACT** and **INTRODUCTION**) will be 12 pt, Arial, capitals and bold (as outlined above). Two 12 pt line spaces occur before the heading and one after.



Second order headings

All second order headings should be in 12 pt, bold and Arial font with only the first letter of the first word capitalised. One 12 pt line space occurs before and after the heading.

Third order headings

All third order headings should be in 12 pt Arial and underlined with only the first letter of the first word capitalised. One 12 pt line space should occur before the heading, with no line space between the heading and paragraph text.

Scientific names

At the first mention of a species (plant, animal or pathogen), use the common name followed by the full scientific name in italics. For example, miconia (*Miconia calvescens*). After the first use of a species, be consistent with using either the common or shortened scientific name throughout the remaining text (e.g. *M. calvescens*).

Chemical names, numbers and dot points

Chemical names

Please use the trade names for chemicals and where possible follow this with standard active ingredient names of chemicals and the concentration starting with a lower case character (e.g. 600 g/kg metsulfuron methyl). The first letter of trade names should be a capital (i.e. Access[®]). Indicate the registered name or trademark symbol [™] at first mention. Rates should be given consistently throughout text as either:

1. The quantity of active ingredient (a.i.) such as glyphosate @ 10 g a.i./ha; or
2. The quantity of product (Grazon[®] DS @ 500 mL/100 L water).

Please use the standard units such as L/ha and g/L.

Any type of measurement should include a space before the abbreviated unit. For example 7 mL of water.

Numbers and dot points

All numbers less than 10 should be written in full (as shown) except where followed by a standard measurement. For example:

- Nine years; and
- 2 mL.

Numbers 10 or above should be written numerically.

Each new dot point or number list should start with a capital as shown below:

1. An example of a number list; and



2. Second entry.

A colon should be used to introduce the list, and semi-colons should be used between the list entries. Indentation of the dot point or number should be between 0.5 and 0.75 cm.

RESULTS

Figures and tables

Results should be supported with any necessary diagrams or statistical analyses, and these must fall within the page margins, as outlined above. All units should be in standard SI nomenclature.

Figures

Each figure should be numbered (e.g. Figure 1.) and inserted in the text after the first reference to it. All figures are to be justified left, with a 12 pt line space before the figure and after the caption. No line spaces occur between the figure and caption. The figure number in the caption (i.e. Figure 1.) is 12 pt Arial and bold, as outlined below. Captions are in 12 pt Arial and are placed below the figure.

Photos/images should be submitted as separate files in JPEG format and emailed with the paper or mailed on CD-ROM. File names should be the surname of the author and the figure number (e.g. Kinnear Figure 2.jpeg).



Figure 1. Diagram showing standard formatting for authors.

Tables

Each table should be numbered (e.g. Table 1.) and inserted in the text after the first reference to it. All tables are to be justified left, with a 12 pt line space before the caption and after the table. No line spaces occur between the caption and table. The table number in the caption (i.e. Table 1.) is 12 pt Arial and bold, as outlined below. Captions should be in 12 pt Arial and placed above the table.

Table 1. Guidelines for authors using tables in submitted papers.

Title	Column title one	Column title two
Row title one	1	3
Row title two	2	4



All text within the table should be between 8 and 12 pt (depending on the amount of data), Arial and justified left. Numbers are to be centred within the column as shown above. If cells contain numbers and text it should be justified left. No vertical borders should be used within tables. Use horizontal borders only at the top and bottom of the table and to separate column titles from the rest of the table.

DISCUSSION

References within the text

Within the text refer to authors as Anderson (1991) or (Anderson 1991) or Westcott and Dennis (2002). Where cited references have three or more authors use Vogler *et al.*

(2002). Where multiple references are cited, order by date, then alphabetically by first author surname. Please follow the format below for reference lists.

ACKNOWLEDGMENTS

Enter acknowledgments here if required.

REFERENCES

All references should be in 12 pt, Arial, justified and in alphabetical order. For references with the same author, dates should be used to list publications from earliest to latest. A 12 pt line space should be used between entries. Reference all cited material as outlined below. Use italics for full names of journals and titles of books.

Anderson, A.N. (1991). *The ants of southern Australia – A guide to Bassian fauna*. (CSIRO, Australia).

Department of Agriculture Western Australia (2001). 'Declared Plants List'. http://www.agric.wa.gov.au/programs/app/dec_pl/declaredplants.htm. (Agriculture Western Australia, Bentley).

Department of Natural Resources and Mines (2004). 'Pest Fact: Chinese Apple'. <http://www.nrm.qld.gov.au/factsheets/pdf/pest/PP26.pdf>. (Queensland Government, Brisbane).

Hannan-Jones, M.A. and Playford, J. (2002). The Biology of Australia Weeds 40. *Bryophyllum* Salsb. Species. *Plant Protection Quarterly* 17(2): 42-57.

Vogler, W., Navie, S., Adkins, S. and Setter, C. (2002). Use of Fire to Control Parthenium

Weed. (Rural Industries Research and Development Corporation, Canberra).

Vogler, W. (2004). Pers. comm.

Westcott, D.A. and Dennis, A.J. (2002). The ecology of seed dispersal in rainforests: implications for weed spread and a framework for weed management. In Grice, A.C. and Setter M.J. (eds). *Weeds of Rainforests and associated ecosystems*.