



6TH QUEENSLAND COASTAL CONFERENCE 2017
5-7 SEPTEMBER 2017 LURE ABELL POINT MARINA AIRLIE BEACH

PRESENTER GUIDELINES



1. INTRODUCTION

This document provides both essential requirements and general information to assist presenters of oral presentations, full papers and poster displays at the 6th Queensland Coastal Conference.

2. IMPORTANT DEADLINES

Each presenter, where applicable, must provide the following by the due dates listed below. If you cannot make a deadline, please inform the Conference Organisers as soon as possible to make alternative arrangements.

Requirement	Deadline
Conference Speaker Registration	12 July 2017
Speaker Headshot Image (.png format)	31 July 2017
Full Paper (not mandatory)	31 July 2017
Presenter AV Requirements Form	31 July 2017
PowerPoint Presentation	28 August 2017

3. CONTACT DETAILS

Conference Organisers: Iceberg Events

Phone: 07 3876 4988

Fax: 07 3367 0032

Event Manager: kara@icebergevents.com.au

Event Assistant: bella@icebergevents.com.au

Website: www.qldcoastalconference.com

4. SPEAKER REGISTRATION

It is compulsory for all presenters to register for the Conference. Online registration is available for all speakers via this link:

<http://event.icebergevents.com.au/qldcoastalconference2017/register/speaker-registration-2017>

Please ensure you register for the Conference by 12 July 2017 to confirm your position on the program.

5. FULL PAPER

All presenters have the opportunity to submit a full paper for the conference. Please note, it is not mandatory for speakers to submit a full paper. Full papers and abstracts will be published on the conference website prior to the conference. Attendees will be notified when the full papers and abstracts are published so they may view them prior to attending the conference.

Full Papers are due no later than **31 July 2017**. Please send your full paper to bella@icebergevents.com.au by the due date.

Please refer to Appendix 1 and 2 “Formatting for Papers and Abstracts” for further details on preparing your document.

Full papers should be no more than (8) eight A4 pages in length.

You may view an example of a full paper submitted for the Queensland Coastal Conference in 2011, via this link:

http://qldcoastalconference.org.au/2011/Stuart_et_al_065.pdf

6. HEADSHOT IMAGE

All speakers are required to submit a headshot image in PNG format to the conference organisers. Your headshot image will be added to the conference website and will accompany your biography which was submitted during the abstract submission process. Headshot image is due by **31 July 2017**.

7. ORAL PRESENTATIONS

Microsoft PowerPoint is to be the only software used for your presentation. The conference venue will be equipped with a lectern, a laptop with your pre-loaded PowerPoint presentation, a data projector, and a microphone. Please be aware that you cannot use your own laptop for your presentation. Other equipment must be on the Audio-Visual request form and submitted to the conference organisers by **31 July 2017**.

You may view the program here to check your scheduled presentation timing:

<http://event.icebergevents.com.au/qldcoastalconference2017/program>

Oral presenters should allow a small amount of time within the presentation for audience questions.

Please prepare your PowerPoint presentation in widescreen format (16:9).

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 - six (6) lines or less per slide/overhead.
- Use upper / lower case text – (all capitals is almost unreadable).
- Use the ‘text-build’ feature to stop the audience reading ahead of you.
- Audio sounds such as bells, whistles, zooming sounds etc., and clichéd Clipart are not recommended.
- Graphs and graphics that are too detailed or condensed should be converted to a suitable size/format for projection.
- Ensure all support files are included if using embedded video clips.

All PowerPoint presentations should be forwarded to bella@icebergevents.com.au by no later than **28 August 2017**. Please include your full name in the file name of your PowerPoint file when sending to the conference organisers.

8. SPEAKER'S ON-SITE BRIEFING

All presenters are required to check-in with the audio visual technician during the break prior to their presentation session or during the morning prior to conference commencing. This is an opportunity for you to meet the audio visual team and to check your PowerPoint has been pre-loaded ready for your session. It is the speaker's responsibility to be in the conference room and to identify themselves to the session chair at the start of the session.

FORMATTING FOR SCIENTIFIC PAPERS AND ABSTRACTS

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 presenters of the 6th Queensland Coastal Conference when preparing scientific papers. They are set out in the format recommended for submission of scientific papers/abstracts and as such can be used as a template for authors. 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 should be left blank. Authors may contact Greg Stuart (austcoastsoctreasurer@gmail.com) for advice or assistance on these guidelines. Any paper or abstract which does not conform to these guidelines will be returned to the author for correction with suggested changes. All documents are to be saved as Microsoft Word files using the first author's surname followed by their first initial (e.g. SmithJ.doc) and received by the editors by the submission date specified. Abstracts should be no more than 300 words.

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

INTRODUCTION

The font for text (including the abstract) should be 12 pt Arial, with two spaces 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

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

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.

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 (e.g. 10 replicates).

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. File names should be the surname of the author and the figure number (e.g. SmithJ 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*. Cooperative Research Centre for Tropical Rainforest Ecology and Management. Rainforest CRC, Cairns. pp. 19-23.

Appendix 2

FORMATTING FOR OPERATIONAL/NON-SCIENTIFIC PAPERS (EXTENDED SUMMARIES) AND ABSTRACTS

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 presenters of the 6th Queensland Coastal Conference when preparing operational/non-scientific papers (extended summaries). 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 should be left blank. Authors may contact Greg Stuart (austcoastsocreasurer@gmail.com) for advice or assistance on these guidelines. Any paper or abstract which does not conform to these guidelines will be returned to the author for correction with suggested changes. All documents are to be saved as Microsoft Word files using the first author's surname followed by their first initial (e.g. SmithJ.doc) and received by the editors by the submission date specified. Abstracts should be no more than 300 words.

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

INTRODUCTION

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

HEADINGS

Headings for extended summaries need not follow typical conventions for scientific papers. All first order headings (such as **ABSTRACT**, **INTRODUCTION** and **appropriate subsequent HEADINGS to present your subject**) 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.

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Chemical names, numbers and dot points

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

Chemical names

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3. The quantity of active ingredient (a.i.) such as glyphosate @ 10 g a.i./ha; or
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Please use the standard units such as L/ha and g/L.

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

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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.

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