



NPAFC International Workshop on
*Explanations for the High Abundance of
Pink and Chum Salmon and Future Trends*
October 30-31, 2011
Shaw Auditorium, Vancouver Island Conference Centre,
Nanaimo, British Columbia, Canada

GUIDE FOR PRESENTERS

This document contains the following information for presenters.

1. General information for oral and poster presenters
2. Oral presentations
3. Poster presentations
4. Extended abstracts for NPAFC Technical Report Number 8

1. General Information for Oral and Poster Presenters

- 1.1 There are 33 oral and 17 poster presentations.
- 1.2 The presentation must be conducted in English. Interpretation services will NOT be provided.
- 1.3 Only authors of the paper are eligible to make a presentation at the workshop. If author(s) cannot make the presentation, (one of) the author(s) needs to notify the Secretariat to obtain approval for the substitution.
- 1.4 Promptly notify the NPAFC Secretariat if you must cancel your presentation.
- 1.5 Presenters are required to register. Seating in the Shaw Auditorium is limited, early registration is strongly encouraged. Registration is available online at <http://www.npafc.org/new/index.html>.
- 1.6 The workshop proceedings, including extended abstracts of all presentations (oral and poster) and a discussion summary, will be published in NPAFC Technical Report 8.
- 1.7 All presenters (oral and poster) are expected to submit extended abstracts. See section 4. Extended Abstract for NPAFC Technical Report Number 8 for details.
- 1.8 For further information, contact the NPAFC Secretariat (email: secretariat@npafc.org).

2. Oral Presentations

- 2.1 All oral presenters must complete the “**Presentation Form**” and email it to the Secretariat by **September 26, 2011**.
- 2.2 Duration of all oral presentations is 15 minutes for the presentation and 5 minutes for discussion, except the final Wrap-Up presentation that is allotted 20 minutes for presentation.
- 2.3 A LCD projector and a PC laptop will be available for presentations. Only MS PowerPoint or pdf files on a PC platform will be supported at the meeting. Mac users should convert and test their presentations on a PC before arriving at the workshop.
- 2.4 Have your presentation saved on a USB memory stick and give it to the Secretariat when you arrive to register at the workshop. Otherwise, please see the following schedule so that the Secretariat can have your presentation saved on our computer well in advance of the session.

Schedule for submitting your oral presentation to the Secretariat:

If your presentation time is:	Bring your presentation to the Secretariat by this deadline:
October 30 (Sun) a.m.	October 29 (Sat) 17:00 - 19:00
October 30 (Sun) p.m.	October 30 (Sun) 11:00 a.m.
October 31 (Mon) a.m.	October 30 (Sun) 17:00 p.m.
October 31 (Mon) p.m.	October 31 (Mon) 11:00 a.m.

- 2.5 There will be a small panel (2-3 persons) at the front of the room with the oral presenter. The panel will lead the 5-minute question-discussion period after each presentation.

3. Poster Presentations

- 3.1 Posters will be displayed in the Shaw Lobby immediately outside of the Shaw Auditorium throughout the duration of the workshop.
- 3.2 Allocated area for the poster is 110cm (44 inches) vertical by 230cm (91 inches) horizontal dimensions.
- 3.3 The authors are responsible for setting-up and removal of their poster. A space will be assigned for your poster.
- 3.4 Mounting supplies (pins, velcro) will be available at the Secretariat reception desk for hanging posters.
- 3.5 **Posters should be set up on Saturday, October 29 between 17:00 to 19:00 or Sunday, October 30 between 7:30 am to 8:30 am.**
- 3.6 There will be a poster session on October 30, 2011 from 17:30 to 18:30 in the Shaw Lobby. Presenters are expected to be standing by their posters during the poster session to answer questions and engage their viewers.
- 3.7 Refreshment breaks during the workshop will be in the Shaw lobby where posters will be displayed. Refreshment breaks provide additional opportunities for poster presenters to promote discussion about their posters.
- 3.8 **Posters should be removed on Monday afternoon October 31 by 17:00.** Posters not removed by 17:00 may be discarded.

4. Extended Abstracts for NPAFC Technical Report Number 8

- 4.1 Presenters (oral and poster) are expected to submit extended abstracts of their presentations for publication in NPAFC Technical Report Number 8.
- 4.2 Deadline for submission of extended abstracts is at the workshop **by October 31, 2011**. One original hardcopy and an electronic file (USB memory stick transfer), must be submitted to the NPAFC Secretariat at the reception desk in front of the Shaw Auditorium.
- 4.3 Format
- Sheet size: 8.5 X 11 inches or A4 (21.5 X 28 cm)
 - Text is in MS Word
 - Maximum number of words=1200 (excluding title, name(s), institutes(s), address(es), keywords, and references).
 - Line spacing=double space

- Font: single font, size 11 or 12 points
 - Tables and Figures (if any) to fit on a total of two pages (see sections 4.6 and 4.7 below). Tables should be on separate pages from the text. Figures should be submitted in separate files from the text.
- 4.4 Style
- Title
 - Name(s) of author(s) *List senior author first
 - Institute(s) and address(es) of author(s)
 - Keywords: (3-8 words)
 - Summary of the study: objective, method, result conclusion.
 - REFERENCES. The reference section is the only section heading required in an extended abstract; use all capital letters.
- 4.5 Text
- Dates: spell-out the month; sequence of the date is day-month-year (e.g. 30 October 2004).
 - Abbreviations used for latitude and longitude, e.g. 52°N, 175°E, 180°.
 - Indentation: Indent five spaces at the beginning of each paragraph. **Include two spaces after a period** and one space after a comma, colon, or semicolon.
 - Italicize only for scientific and vessel names.
 - When using non-keyboard characters or other font size (e.g. for exponential), circle them in red in the manuscript.
 - Use metric units.
- 4.6 Tables
- Design the table width to fit a 1- or 2-column width (1-column: 7.5 cm; 2-column: 16 cm).
 - Indicate the title of the table above the table, such as Table 1.
 - Indicate table numbers in text as Table 1, Table 2, etc. Indicate table footnotes by superscript lowercase letters and type them below the table.
 - Where each table is first referred to in the text, type “Table __ near here” in the margin.
- 4.7 Figures
- All figures should be submitted at their final published size. Ensure that all lettering, numerals, and symbols are legible and a final published size of at least 1.5 mm.
 - Design the figure width to fit a 1- or 2-column width (1-column: 7.5 cm; 2-column: 16 cm).
 - Provide photographic reproductions, laser printout, or the original artwork.
 - Indicate the title of the figure above the figure as Fig. 1.
 - Indicate figure numbers in text as Fig. 1, Fig. 2, etc. If the figure number appears at the beginning of a sentence, indicate the figure number as Figure 1, Figure 2, etc.
 - Where each figure is first referred to in the text, type “Fig. __ near here” in the margin.
 - Use the following graphic programs: **MS Excel, or PowerPoint**
 - If jpg format are used, please use a 300 dpi resolution.
 - Colour: use colour where it enhances the presentation and understanding of the figure. Technical Report Number 8 will be available online only, so there is no additional cost for using color.

For further detailed information on style and format of text, see the Formatting Guide for Manuscripts.