



## ICCB 2019 Program Proposal Submission Guide

### Important Information

- **Program Proposal Submission Deadline:** 19 November 2018, 23:59 CET (UTC/ GMT + 1 hours)
- **Submit all program proposals online:**
  - [Symposium](#)
  - [Short Course](#)
  - [Workshop](#)
  - [Discussion group](#)
- **Notification to proposal submitters:** Mid-December 2018

### Eligibility

#### Who is eligible to submit a program proposal?

- Anyone may submit a program proposal.
- To ensure that the congress is as diverse as possible, individuals may not submit more than one proposal, and no individual may give more than one presentation in the following categories: symposium, contributed paper, contributed poster.

#### What types of program proposals are eligible for submission?

Detailed information on types of program proposals can be found on the [ICCB 2019 website](#).

- **Symposia** – a symposium is a 90-minute program consisting of five 15-minute presentations and a 15-minute discussion that addresses a critical or cutting edge conservation topic
- **Short Courses** –short courses take place prior to the Congress, may be a half (4 hours) or full day (8 hours), and are opportunities for registered delegates to receive expert information and training on a topic relevant to conservation.
- **Workshops** –workshops are 60-minute programs that are offered during lunch breaks; they provide organizers to share an approach, scientific finding or technology that provides practical solutions for conservation challenges. Workshops may also have an educational component.
- **Discussion Groups** - Discussion Groups bring together people with diverse expertise to develop tangible and actionable outputs, such as a list of recommendations, publication, policy briefing or white paper, on a specific conservation issue. They are a 1.5 hours in duration and typically have a smaller number of participants than workshops (i.e. 10-30 maximum.)



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WITH COMMUNITIES, GOVERNMENT, AND STAKEHOLDERS

### Information needed for submission (review the online form prior to submission)

- Submitter's contact information
- Program proposal Title
- Program proposal Theme and Sub-themes/Categories
- Brief explanation of how the proposed program fits within the theme selected
- Short program description
- Explanation of Expected outcomes and how you plan to communicate the results to SCB.
- For Symposia only: Suggested Title Talks and Speakers (name, affiliation, country, e-mail address)
- For Short Courses Only: Length of Short Course – Half Day, Full Day, Day and a Half
- For Short Courses, Workshops and Discussion Groups Only: Preferred Program Format –
  - Theater Style: Chairs are lined up in rows facing a stage or other focal point in the room. No tables are used for the audience.
  - Classroom style: Long, narrow tables are placed in rows with chairs on one side of the table facing a focal point.
  - Banquet Style: Round table with chairs around the table
  - Conference: one table where attendees are seated around all sides. Not recommended for over 20 people
  - U-Shape: Rectangle tables are placed in a pattern resembling the letter “U”. Chairs are most frequently placed on the outside of the “U. Not recommended for over 30 people
  - No preference
- Social Media Summary

### What are the ICCB themes required for program proposal submission?

Submitters must select the theme that most reflects their program proposal. Priority will be given to program proposals that select one of the identified themes. The High Level Themes (and corresponding Program Tracks) for ICCBs are:

- Connecting the efforts of scientists, academics and practitioners with communities, governments, businesses and other stakeholders
- Maximizing equity, inclusion, and diversity in the field
- Nurturing the next generation of conservation professionals
- Engaging emerging and critical conservation issues
- Transcending boundaries through global networking
- Providing professional development opportunities and closing the skills gap in developing countries
- Utilizing technological innovation and advancements to conserve natural resource
- Making an impact by mobilizing local community participation in conservation efforts



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### What are the sub-themes and categories required for program proposal submission?

The submitter must select at least one and up to three sub-themes and categories. Priority will be given to program proposals that select from the identified sub-themes and categories.

#### Disciplines:

- Behavioral ecology and conservation
- Biogeography
- Citizen science /Public participation in science
- Communications
- Community-driven conservation
- Conservation anthropology
- Conservation genetics
- Conservation geography
- Conservation medicine
- Conservation politics and policy
- Conservation psychology
- Conservation sociology
- Disturbance ecology
- Environmental ethics and justice
- Environmental/Conservation economics
- Evolution and conservation
- Faith-based conservation
- Historical ecology and conservation
- Landscape conservation
- Outreach and education
- Population dynamics
- Restoration Ecology
- Social Science
- Traditional knowledge and conservation

#### Ecosystems:

- Conservation at the land-water interface
- Desert conservation
- Disturbance ecology
- Forest conservation
- Freshwater conservation
- Grassland conservation
- Marine conservation
- Polar conservation
- Rangeland conservation

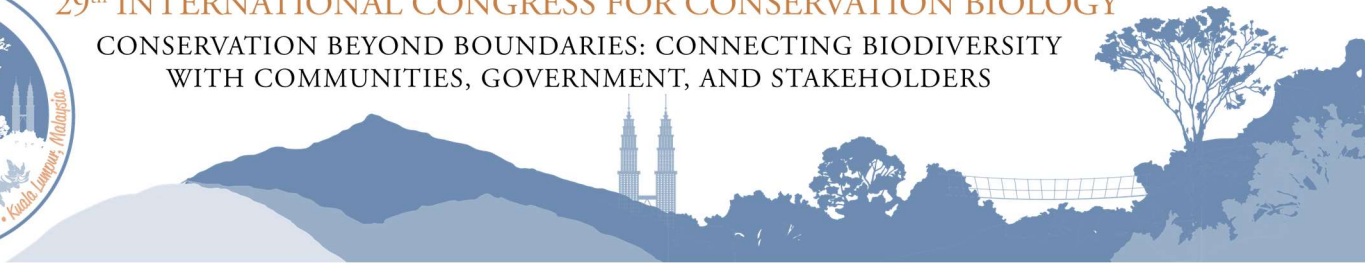
- Savanna conservation
- Sustainable agriculture
- Urban area conservation
- Wetland conservation

#### Issues:

- Alien and invasive species
- Biological pollution (sewage, nutrients etc.)
- Chemical pollution Energy pollution (noise, light, thermal pollution etc.)
- Climate change ocean acidification
- Conservation in hotspots
- Ecosystem functions and services human-wildlife conflict wildlife trade
- Habitat degradation and fragmentation
- Overexploitation of natural resources
- Plastics and debris pollution

#### Methods:

- Adaptive management and monitoring
- Advocacy and engagement
- Conservation capacity building
- Conservation GIS
- Conservation modeling
- Conservation on private lands
- Ecological restoration and reconstruction
- Ecosystem / conservation area management
- Inventory and monitoring
- Land use planning for conservation
- Population viability analysis
- Protected area planning and design
- Recovery of endangered species
- Risk assessment and uncertainty
- Scientists, stakeholders, and managers: bridging the gap
- Spatial Ecology and Conservation
- Use of traditional ecological knowledge in conservation design and planning



## Abstract Submission Instructions/Guidelines

### Program Proposal Character Limit

- **Biography:** minimum 25 characters and maximum 100 characters
- **Title:** maximum 150 characters
- **Description:** minimum 100 characters and 1,500 characters, which EXCLUDES the title, names of presenters, presenters' affiliations and contact information.
- **Social Media Summary (optional):** maximum 140 characters

### Program Proposal Title

- Take special care when entering your title, as it will be published exactly as it is submitted.
- Titles should be brief, clearly indicating the nature of the presentation.
- Title character limit is 150 characters.
- Titles DO not count toward the description character limit.
- Include only commonly used acronyms in the abstract title.
- Do not include a trial group name or acronym in the abstract title.

### Withdrawals

- All requests for withdrawal can only be made by the proposal submitter and must be done via email to: [ICCBteam@conbio.org](mailto:ICCBteam@conbio.org).
- Removal of a withdrawn program proposal from the program schedule cannot be guaranteed if the request is received after 30 April 2019.

## Program Proposal Review and Notification

### Program Proposal Review

- After the program proposal submission deadline, completed abstracts will be peer reviewed.
- Incomplete program proposals cannot be processed and will not be reviewed.
- To ensure the integrity of the review process, revisions will not be accepted after the submission deadline – no exceptions.
- Program proposals will be peer-reviewed.

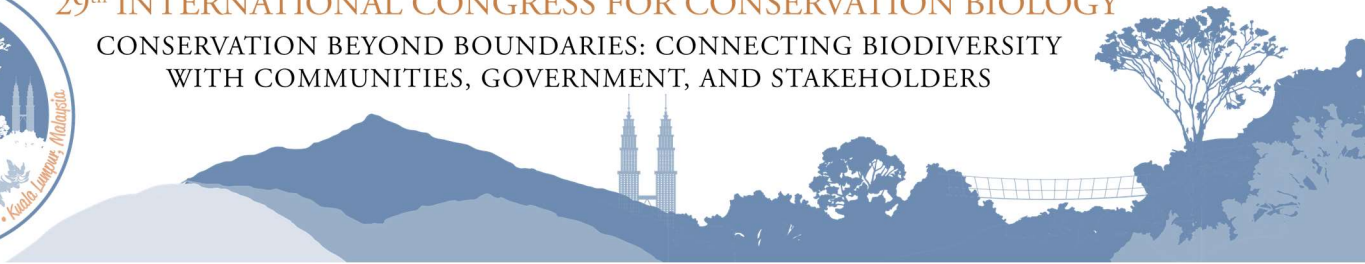
### Program Proposal Acceptance/Rejection Notifications

- SCB will notify the program proposal submitter of the status of their abstract in mid-December.
- It is the program proposal submitter's responsibility to then notify all co-presenters.
- **IMPORTANT:** The program proposal submitter is the sole point of contact for all co-presenters. SCB will direct all co-presenter inquiries to the program proposal submitter.



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### Need Help?

If you have any questions, related to the program proposal submission process or ICCB, please contact L. Roman Carrasco Torrecilla at [dbctr@nus.edu.sg](mailto:dbctr@nus.edu.sg). If you have technical issues with the submission site, please contact MCI Amsterdam at [ICCBteam@conbio.org](mailto:ICCBteam@conbio.org) or + 31 20 575 42 20. Office opening hours are Monday to Friday from 9:00 to 18:00 Amsterdam local time (CET).