

PREPARATION GUIDE FOR ORAL PRESENTATIONS, WRITTEN PAPERS, AND POSTER DISPLAYS

Thank you for your interest and participation in the Small Scale Forestry Conference that is scheduled for June 06-10, 2010 In Bled, Slovenia, at the KOMPAS HOTEL.

The brief guide includes simple procedures to ensure that the meeting sessions run smoothly, your poster displays get maximum visibility, and that proceedings are consistent. Please pay close attention to them, and make sure to note the deadlines indicated below.

1) Please complete your registration form available from the conference page <http://www.gozdis.si/ssfett2010/registation.html> and mail it to conference secretariat katarina.stanko@gozdis.si

2) You will be responsible for booking your own accommodation. The conference hotel is KOMPAS HOTEL BLED <http://www.kompashotel.com/>. The hotel reservation form is available from the conference web page <http://www.gozdis.si/ssfett2010/registation.html>. Please fill in the forms and send them via e-mail: sales@kompas-lovec.eu or fax: +386 (0)4 5782 499 before **May 20, 2010**. A special price for the IUFRO Conference participants has been negotiated.

ORAL PRESENTATIONS

1) A period of up to 20-minutes will be available for your presentation. Please limit yourself to this time to ensure that the program remains on schedule and other speakers are accommodated. A 5-minute question and answer session will follow the presentation.

2) Please fill-in a summary of your professional and educational experiences for presenters (max. 5 sentences) in the registration form, so that the moderator of each session can introduce you to the audience.

3) Presentations are to be prepared in Microsoft PowerPoint format (.ppt or .pptx). Please copy your presentation onto a USB flash or thumb drive or CD, and present it to your session moderator at least 15 minutes prior to the start of your session. Please arrive to the meeting room adequately early (before the session begins) so that you have enough time to become familiar with the audiovisual equipment, and to introduce yourself to the moderator.

WRITTEN PAPERS

The meeting proceedings will be produced in electronic version, delivered on a USB thumb drive, and will include final written papers and poster abstracts. A book of abstracts will be printed. PowerPoint presentations will not be included in the proceedings. Below are some general guidelines for the written paper:

- 1) Keep the text concise. Please submit no more than 6000 words and realize that shorter papers are welcome. Follow the main structure of a scientific paper: Introduction, Method, Results, Discussion, Literature.
- 2) Focus on results rather than on methodology or literature review.
- 3) Provide the manuscript's title and the name(s) and contact information of the author(s) at the beginning of the text file.
- 4) All text, excluding headings, should be written using Times New Roman-12 font. Don't use any special formatting.
- 5) Following the title and author contact information, include an abstract of 250 words summarizing the main findings of the work.
- 6) Incorporate all figures and tables with captions into the body of the manuscript. Table captions should be located above the table, with figure captions below the figure.
- 7) Send your completed paper or poster abstract to the conference secretariat maja.bozic@gozdis.si in .doc or .docx format by **April 15, 2010**. There is a 5.0 MB limit on paper size. If your Word document is too large, please reduce the file size (compressed or zip it). All files should adhere to the following naming convention: LastName-paper.doc. Manuscripts received after this deadline will not be included in the proceedings.
- 8) The authors take full responsibility on grammar and content of the paper or poster.

POSTER DISPLAYS

- 1) A poster is a graphical approach to presenting research results. Therefore, limit the text to about one-fourth of the poster space, and use visuals such as graphs, photographs, schematics, maps, etc. to present your findings.
- 2) The entire poster should be vertical oriented and fit within a rectangular area of 120 cm x 84 cm, but smaller dimensions are welcome.