



Online Abstract Submission Instructions & Guidelines

USERNAME and PASSWORD REGISTRATION

1. First, you must register with the online abstract submission system to create a username (email address) and password. If you are submitting more than one abstract you can use the same login.
2. After you are registered in the system, you will receive a confirmation email with your username, password and instructions. Please read these instructions before submitting your abstract.

ABSTRACT SUBMISSION FORM LINK

Abstracts are required for all oral, poster and art presentations. Abstracts must be submitted online at:
<https://hawaii.conference-services.net/authorlogin.asp?conferenceID=2069&language=en-uk>

Abstracts are limited to **250 words** and should state briefly and clearly the purpose, methods, results and conclusions of the work. The conference committee is soliciting abstracts for presentations and posters that explore the 2010 theme: *Pacific Ecosystem Management and Restoration—Applying Traditional and Western Knowledge Systems*. However, contributions on conservation topics divergent from this general theme are also encouraged and will be evaluated based on their level of significance as research and as contributions to conservation.

FORMAT GUIDELINES

Please follow these guidelines. This will ensure consistency in the abstract booklet.

- **Title:** The abstract title should be as brief as possible but long enough to indicate clearly the nature of the study. Use title case (capitalize the letter of each word). Do not include a period at the end. Do not use all caps.
- **Abstract:** Use Arial 10 point. When you are ready to submit your abstract, you can cut and paste the text directly from your own document into the online form. Note: an abstract template is not required as in previous years.
- **Authors and Affiliations:** Do not include the names and affiliations of authors in the body of the abstract text. The author information will be submitted in separate fields on the form. Define acronyms and write out complete names of affiliations. On the form, enter the authors in the order you want them printed and indicate who is the presenting author.
- Italicize all scientific names.
- Use Hawaiian diacritical marks.
- Spell out and define all acronyms upon first usage.

SAMPLE ABSTRACT SUBMISSION

This is how your abstract should appear on the abstract submission confirmation screen.

Title	Seabird Social Attraction Project at Kīlauea Point National Wildlife Refuge
Abstract	The Newell’s shearwater (<i>Puffinus newelli</i>) or ‘A’o in Hawaiian, is a State and Federally listed threatened species, and since 1993 the population is estimated to have declined by more than 60%. Approximately 75% of Newell’s shearwaters are thought to breed on Kaua’i. Predator control of feral rats, cats, pigs, and dogs at active colonies is identified as a high priority recovery action. However, to date predator control efforts have been limited by the remote and rugged terrain of known colonies and insufficient resources. Establishing a new colony within the Kīlauea Point National Wildlife Refuge represents a cost effective and easier-to-maintain alternative over the long term because it can piggy-back on ongoing predator control efforts underway at Kīlauea Point. At least two pairs of Newell’s shearwater have bred successfully at the site since 1997 and 2001, respectively, likely the progeny from birds reared in a 1977-1980 cross fostering project at the refuge. In May 2007 we started broadcasting a recording of Newell’s colony sounds over a weather-resistant sound array designed by MurreMaid Sound-boxes. In March 2008 we added 19 artificial burrows to 8 existing artificial burrows installed during the cross fostering project in the 1980s. By broadcasting calls we hope to attract prospecting sub-adults and adults to investigate the artificial burrows. Attracting colonial seabirds to a new nesting site is not an exact science; however we plan to monitor for the success of the project over a long time scale (10-15 years).
Affiliations	(1) Kaua’i Endangered Seabird Recovery Project, Waimea, HI (2) U.S. Fish and Wildlife Service, Kaua’i National Wildlife Refuge Complex, Kīlauea, HI (3) Sounds Hawaiian, Waimea, HI
Authors	Trevor Joyce (1) Presenting Brenda Zaun (2) David Kuhn (3) Nick Holmes (1)

SUBMITTING AN ABSTRACT ONLINE

1. Log in to the submission system with the email address and password you created when you registered with the system.
2. After you log in, select the link “Click here to make a new submission”.
3. Select the type of abstract here, then click “Next”.
Individual presentations: Select “Not for a symposium-this is an individual abstract” if you are submitting an abstract for an oral, poster or an art presentation at the conference.
Symposium/Forum Abstracts: If you have been invited to present at a symposium or forum, select the title from the list.
DO NOT select from this list if you have not been invited by the organizer to submit an abstract.
4. **Steps to submit an abstract.** There are 3 pages on the form or “steps” that you need to complete. Click “Next” when you are ready to go on to the next page. Some questions are marked “Required”. Your abstract will not be accepted until all these questions have been answered.
5. **Step 1—Abstract Title and Text:** Copy the abstract title and text from your document and paste it into the corresponding fields on the page. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form. Make sure all the special formatting (italics, Hawaiian fonts, etc.) copied correctly. Answer the next question, then click “Next”.
6. **Step 2—Authors and Affiliations:** Enter all the authors and their affiliations here. Be sure to indicate which author will be presenting and the order in which the authors should appear in the printed text. Spell out all acronyms and type the complete names for affiliations. Click the required boxes below the authors’ names. Click the Student box if this is a student presentation.
7. **Step 3 (Final)—Other Details:** Select subject categories that best describe your presentation and enter a few key words about your abstract. We will use this information to develop the conference program. Enter the format of your presentation (oral, poster or art) and any AV requirements. Type in a brief biography and any additional information in the text boxes.
8. **When you are ready to submit your abstract, click the “Finish” button.**
You will be taken to a confirmation screen with a summary of the details you submitted. You will also receive a confirmation email with a reference number. Click the Back button to edit the form.

EDITING AN ABSTRACT OR INCOMPLETE FORM

1. Log in to the submission system.
2. You will see a list of the abstracts that you submitted. Click on the abstract title you want to edit. Incomplete submissions will be marked “Incomplete”.
3. The steps are the same as the original submission process except that the form will automatically be filled in with the details you entered previously.
4. Make any changes you want and click the “Next” button to move through the pages.
5. When you reach the final page, click the “Finish” button. You will see a confirmation screen and you will receive an email confirming that your abstract has been updated.

WITHDRAWING AN ABSTRACT

If you wish to withdraw an abstract please contact the conference administrator at 2010HCC@gmail.com or 808-587-0061.