



Guidelines for the Preparation of Presentations for SyngBio2017

The following material will be requested of you when submitting your abstract materials for the meeting. Paid registration is required for full acceptance of your abstract, due for presenters January 10, 2017.

Presenting Author

Enter your name, institution, department, mailing address, telephone number, and e-mail address in the appropriate boxes on the Abstract Form. SyngBio2017 will send all correspondence for the 2017 Meeting to the e-mail address provided. If your contact information changes between submission of your abstract and the meeting, please email syngbio2017@ut.edu to update your information. Submission of an abstract implies confirmation that all listed co-authors have approved its content.

Contributed Presentation Format

Select whether your presentation is to be Standard oral, Lightning oral, or Poster. If you have no preference for a presentation type, please indicate this by selecting “Any”.

File Format, Timeline for Submission, and Accommodating Audio/Visual Requests

All presentation and practice rooms will have computers and computer projectors available. Presenters are expected to submit their presentations (as a Powerpoint file, PDF, Prezi, etc.) no later than 8am on the morning of their presentation to the meeting organizers either via email to syngbio2017@ut.edu or in person on a flash drive at the registration desk. Please indicate if you plan to use audio or advanced video during your presentation, so that we can ensure your presentation works with the available technology.

Presentations which require specialized software or large videos may wish to present using their own laptops. In this case, you must bring your own cables and adaptors (connection will have both VGA and HDMI), and you will be responsible for making these connections. The 15 minute clock will start as you begin to set up so please shorten your presentation accordingly

Student Presentation

Please indicate whether the presentation will be given by a student.

Author

Type each author(s) name all in upper case, last name followed by initials, in the appropriate box i.e., SMITH, HD (Author 1), PAN, PW (Author 2) and YOUNG, A (Author 3). Enter the number of the presenting author in the box provided.

Institution

Type the institution(s), and location(s) in upper and lower case in the box. DO NOT include your department, or repeat the city or state when they are already part of the institution(s) name, or the zip code when listing the address (es) of the author(s). Capitalization and punctuation must be as shown in the sample (University of Tampa, Florida, USA and Florida Aquarium, Tampa, USA).

Title

Please provide an informative title.

Abstract Keywords

Meeting organizers will use keywords/topic areas to group your presentations. You must use at least one, but no more than three, keywords. Enter them in the Keyword 1, Keyword 2, and Keyword 3 boxes. PLEASE NOTE: You are allowed to add one keyword of your choice. The complete keyword list will appear when you click the button, but will be as follows:

- Behavioural ecology
- Conservation and management
- Ecology
- Evolution
- Ex situ and aquaculture
- Genomics
- Phylogenetics
- Phylogeography
- Physiology
- “Add your own” option.

Abstract

Abstracts are required for all presentations. Abstracts should be written in English, in first person. They must be fewer than 250 words, with no margin at the top, and text flush left. Enter only the single-paragraph body of the text in the abstract box. DO NOT re-enter your name (s) or institution (s). Please use clear and concise language in your abstracts.

Final Details

The total number of characters including authors, institutions, title, spaces, and abstract body is 2500. The abstract text-body will be automatically truncated if the total characters exceed that number.

To be considered for inclusion in the program, all poster, oral, and keynote submissions must be received by **November 1st, 2016**. The full schedule of presentations, with dates and times, will be posted on the SyngBio2017 website by early January, prior to the registration deadline of January 10, 2017.