



Abstract Submission Guidelines

For any questions, please contact us at: forestsandwater2018@zentidos.cl

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1. Before You Begin

Please carefully review this entire document before submitting your abstract.

All abstracts must be submitted through the online form. This includes contributed oral, ignite and poster presentations.

All abstracts must be submitted in English or Spanish for the Joint Conference on Forests and Water, that include two important conference V IUFRO Conference on Forests and Water in a Changing Environment, and the II Congreso Latinoamericano Bosques y Agua. During the conference oral presentations will be either in English or Spanish.

Submissions are limited to one contributed oral presentation and one contributed poster per person. There is no limit to the number of invited presentations an individual can submit in the event that s/he has been asked to participate in multiple symposia or workshops. Invited speakers are also free to submit up to one contributed paper and one poster in addition to any invited talks. There is no limit to the number of abstracts in which an individual can be named as a co-author.

All presenters will be required to register for the conference by **Tuesday, 31 July 2018** to be included in the conference program. We will issue acceptance notices as soon as possible following the submission of your abstract so you can proceed to register. Please note that you will need to register for the entire conference, as one-day rates will not be available.

Conference organizers may schedule oral presentations at any time during the conference, from Monday morning, November 5th through Friday afternoon, November 9th. Except under compelling circumstances, the Program Committee will not accommodate special scheduling requests. By submitting an abstract, you are confirming your availability to attend on any of these days.

We will accept three categories of presentations:

- I. Oral presentation: 15 minutes
- II. IGNITE presentations: 5 minutes
- III. Poster



2. Preparing Your Submission

Please note the following guidelines as you prepare your abstract:

- We do not recommend translating institutional affiliations and addresses into English.
- Abstracts must be directly relevant to themes of the Joint Conference, see <http://forestsandwater2018.cl> and should emphasize new research results, cutting-edge developments, or novel perspectives.
- Abstracts (and presentations) should be developed with an international audience in mind. It must provide geographic context for the work and must address how the work applies more broadly to researchers, practitioners, policymakers, etc. in other regions.
- Abstracts will be limited to a maximum of 300 words, in a single paragraph. The abstract must include a concise statement of the topic or issue to be discussed, the question or objective underlying the work that will be presented, and a summary of methods, key findings and conclusions.

All authors of the presented work should be listed in the order you would like them to appear in the conference materials. The person submitting the abstract must be the presenting author. This person will be identified as presenting author in the conference program and will receive all correspondence regarding the abstract. As the presenting author, you must register for the conference by **July 31, 2018** in order for your presentation to be included in the program.

If you are submitting an invited abstract (i.e. as part of an organized symposium or workshop), please indicate the title of the session at which you have been invited to speak and the organizer's name.

If you are submitting a contributed abstracts, please indicate up to two themes from the list (available at <http://forestsandwater2018.cl>), that most closely relate to your presentation. This will help us organize contributed talks into sessions.

Some additional notes about formatting:

The information provided in your abstract will be reproduced in the conference program and book of abstracts exactly as submitted. This includes author names and affiliations as well as the main body of text.

Please use upper/lower case font (appropriate capitalization) throughout your abstract submission for names and institutions as well as in the main body of text. PLEASE DO NOT USE ALL UPPER CASE FONT.

Please format your title using upper case font for the first word and lower case for all subsequent words, except proper nouns/adjectives, and the first word following a colon, which must be upper case. Please, do not include a full stop in the title.



3. Evaluation Process

The Scientific Committee will review abstracts and issue acceptances on a rolling basis throughout the submission period. Each abstract will be reviewed by a minimum of two committee members.

Abstracts will be evaluated based on the following criteria:

- Scientific and technical merit, with emphasis on new research results, cutting-edge developments or novel perspectives.
- Clear relevance to the field of forest hydrology, with implications for science, practice, policy, education, etc.
- Broad applicability, with emphasis on drawing connections between lessons and insights from specific projects and programs to broader issues and trends.
- Submission of a well-written abstract that clearly states the topic to be discussed and summarizes major results and conclusions.

For each abstract, there are three possible outcomes of the review:

Accepted: The abstract clearly meets the criteria outlined above and does not require any edits or revisions.

Conditional acceptance. The Scientific Committee reserves the right to assign contributed oral abstracts to ignite or poster session. In these cases, acceptance of the abstract will be contingent upon the requested change in format.

Rejected: The abstract clearly fails to meet the criteria outlined above, as determined by the Scientific Committee, and is not suitable for presentation during the conference.

4. After Your Abstract is Accepted

Registration: As stated in section 1 above, all presenters will be required to register for the conference by **Tuesday, 31 July 2018** in order to be included in the conference program. One-day rates will not be available. Presenters are expected to register for the entire conference. Except under compelling circumstances, presenters who fail to register by the deadline will be excluded from the program.

Visas: Attendees traveling to the conference from outside Chile are advised to consult their local Chilean Embassy or Consulate for information about visa requirements.

Scheduling: The Steering Committee will meet in early September to schedule all oral presentations and finalize the program of sessions. Contributed presentations will be grouped by theme, and the Committee will make every effort to ensure optimal placement of each speaker. We will not be able to accommodate special scheduling requests except in the event of an oversight or scheduling conflict. Oral presentations may be scheduled any time during the conference, from Monday morning, **November 5th through Friday afternoon, November 9th**. We will post the detailed schedule to the conference website in late **September or early October** notifying speakers of when they will be presenting.



5. Cancellation Policy

Please do not submit an abstract unless you are committed to attending the conference. Cancellations impose a serious burden and negatively impact the overall quality of the conference program. If extenuating circumstances force you to cancel your participation and you are unable to find a co-author or colleague to give your presentation on your behalf, we ask that you notify us as soon as possible at forestsandwater2018@zentidos.cl, so we can make any necessary changes in our planning.

If you find that you have to cancel, 80% registration fee will be refunded if we receive written notification (email: forestsandwater2018@zentidos.cl) by **September 30th, 2018**. No refund after **September 30th, 2018**. Substitutions, however, will be accepted any time without penalty.

Refunds: 80% - Cancellation received by September 30th, 2018

NO REFUND - After September 30th, 2017

No-shows (i.e. attendees who register for the conference, but do not appear) will not receive a refund of any kind either.

6. Important Dates

- December 19, 2017: Call for Abstracts
- March 31, 2018: Deadline for abstract submission
- June 15, 2018: Notification of abstract acceptance
- July 31, 2018: Deadline for registration

7. Online submission form

Prior to submitting an abstract, the first author must set up a user account in e-Abstract®

[CLICK HERE TO CREATE A NEW ACCOUNT](#)

Note: After you set up a new account, you must wait to receive a confirmation email from the system administration. Once you receive this confirmation, you will be able to access your active account in e-Abstract and submit an abstract using the on-line system. For assistance, please send an email to the forestsandwater2018@zentidos.cl.

Once the first author has an active account:

[CLICK HERE TO SUBMIT ABSTRACT](#)

Note: as the primary abstract author, you will be able to access your abstract to review and edit the abstract until the submission deadline date.