

## DETAILS OF SUBMISSIONS FOR PRESENTERS TO THE ANNUAL FLRC WORKSHOP

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### **Presentation titles**

Titles must be submitted by **15<sup>th</sup> October 2021** for the Organising Committee to consider. Submitters will be advised by early December the acceptance (either as an oral or poster presentation) and the placement in the programme.

### **Abstracts**

Abstracts are required for all presentations, **AT THE SAME TIME AS TITLES**. These should be a broad summary of the material to be presented and are not to exceed 350 words (to fit on one page). There are no formatting requirements, however please do not include any tables, diagrams or pictures. Abstracts must be submitted on the online portal before **15<sup>th</sup> October 2021** for consideration of inclusion in the programme.

### **Oral presentation**

Presentation times vary and you will be advised of the time assigned for your submission. Time has been set aside at the end of each session for questions. Presenters will have available to them facilities for Powerpoint presentations. You can send your presentation to [britta@eventdynamics.co.nz](mailto:britta@eventdynamics.co.nz) or simply bring this with you on a pen drive to load to our system in the break before your session.

### **Poster presentation**

Authors will be asked to secure their poster to a display board with 'velcro' fixtures. Boards measure 1.2 metres wide x 2 metres high and will accommodate posters of the A0 size in portrait format. Posters should be erected by morning tea on Day One, and remain displayed for the duration of the Workshop. One author will be asked to briefly (2 minutes) introduce their poster to the Workshop delegates. This is intended to be an introduction of the paper, not a comprehensive summary. Two Powerpoint slides (landscape orientation sized for on-screen show at 4:3, static and with no animation) must be forwarded by **31<sup>st</sup> January** to [britta@eventdynamics.co.nz](mailto:britta@eventdynamics.co.nz) if you want these to support your introduction. If you choose not to supply supporting slides, the title, authors and affiliation of the first author will be displayed whilst you introduce your poster. Authors must be available to discuss their poster at intervals in the programme.

### **Mediasite recording**

All presentations at the workshop are captured with 'Mediasite' recording capability (this includes the presenter and Powerpoint slides) and are simultaneously broadcast to an adjacent lecture theatre. This allows for any 'overflow' from the primary lecture theatre and also allows delegates to view live presentations while working on their laptops, or other devices. After the workshop the recorded sessions will be available to be viewed by approved persons who

request access from FLRC. By submitting a paper to this workshop, authors give tacit approval that their presentation can be captured and viewed as described. Normal copyright rules apply and access is limited to ‘view only’.

### **Manuscripts**

A written manuscript of all presentations, both oral and poster, is to be submitted by **9<sup>th</sup> March 2022** in Word format. The manuscript should encapsulate what was presented at the Workshop and is anticipated to be between 3 and 12 pages. This may be edited to conform with formatting requirements, but manuscripts are not refereed. Acceptance of your submission for presentation requires that you provide a minimum of an ‘extended abstract’ for publication. It has been our experience that publishing this workshop presentation will not compromise your ability to in publish your work in refereed journals.

### ***Publication on the website***

The ‘Proceedings’ of the workshop will be published on the FLRC website as individual files that can be downloaded as a PDF. This allows for publication in colour. The correct citation for manuscripts presented at each workshop is available on the index page. Abstracts that were submitted for the programme booklet will also remain on the website as a means of assisting people to search for keywords prior to accessing the individual manuscripts.

### ***Formatting***

Please adhere to the following format for your manuscript:

Size: A4 page leaving 25mm top, bottom, left and right margins and both Header and Footer 1.0cm from the edge.

Font: Times New Roman 12pt

Layout:

- The Header on the first page should the citation for the paper in Times New Roman 8pt (can be copied and amended from this document). When inserting the Header, choose ‘Different First Page’ to ensure the Header is not repeated on every page.
- Page numbers to be centred at the bottom of each page.
- Title 14pt, centred and **HIGHLIGHTED IN CAPITALS**.
- Authors to be **highlighted in lower case**. Addresses of authors to be typed in *italics*, lower case font. Both are to be centred in the middle of the page.
- One email address can be included below the postal addresses.
- Headings are to be lower case, left justified and **highlighted**.
- Hierarchical headings may include ***bold italics*** and *regular italics*.
- The body of the script is to be single spacing and justified.
- Diagrams and tables are to be incorporated within the text, not at the end of the document.
- Diagrams can be in colour.
- References are to be listed alphabetically.

The format, therefore, should appear the same as these pages.