4th Asian Zoo Educator's Conference (AZEC): Call for Abstracts

The theme for the 4th Asian Zoo Educator's Conference (AZEC) will be "Educational Cooperation between Museums for Humanities and Sciences". We are accepting presentations, posters, and workshops, on topics relating to the theme such as zoo and aquarium or museum programs and evaluations.

・ Paper presentations will be scheduled at 20-minute intervals. Each presentation should be no more than 15 minutes in length, allowing several minutes for questions and discussion.

・ A poster session will be scheduled, allowing participants time to view and discuss the posters. Authors are expected to staff their poster during the scheduled time.

・ Workshops should involve audience participation and/or discussion. Each workshop could last approximately 60 or 120 minutes.

Abstracts for papers, posters, and workshops must be submitted by October 14, 2013.

The general guidelines for preparing abstracts

・ Abstracts must be submitted via email to info2013@azec2013.jp . When submitting please be sure to indicate if you want to present a paper, poster, or workshop.

・ Abstracts are currently being accepted. The deadline to submit abstracts is 30 September, 2013. All abstracts will be reviewed by the Program Committee.

・ Authors will be notified of the status of their abstract by October 14, 2013.

・ Abstracts must be submitted in English.

・ Title should be in bold type.

・ Authors should use 12 point Times New Roman font.

・ Authors should be listed by surname, followed by first name and his/her institution.

・ Abstracts should be single spaced. The maximum word count is 200 words for the body of the abstract, i.e., excluding title and author information. Check your word count before submitting your abstract.

Paper Presentations:

・ All final PowerPoint presentation must be submitted by November 10, 2013.

・ As mush as possible try to create a PC-compatible multimedia presentation and be sure to test your presentation on multiple computers.

・ When naming your files, please title it "last name. Title of presentation."
  (ie. lee. Connecting urban children with nature.ppt)

・ All presentations must be presented on the provided computer. Computers will be set to play standard video and sound. Please notify the committee via email if you have other audio-visual needs.

・ If you plan to play a video file, please be sure to create a "pack & go" of your final presentation with video or sound, (From PowerPoint, go to File, then package for CD.) Be sure to bring the associated files with you to the conference, along with your presentation.

Posters:

・ Those wishing to present their work in poster format will be assigned a space.

Posters should not be greater than 90cm by 120cm. Posters must be printed and brought to the conference ready to present.

・ Include the following at the top of your poster: Title of poster, your name, job title, and institution.

・ It is valuable to include sections such as project description/summary and key learnings.

・ Too mush text may discourage many people from reading your poster. An affective poster provides minimal text and a variety of exciting and descriptive pictures.

・ You can use several font sizes to prepare the poster. Title and author's names should be no less than 70 point. The title of each section and any important bullet statement should also be large. Addition text should be no smaller than 24.

Workshops:

・ Workshops are great forum for brainstorming, problem solving, interactive learning, and building relationships. Workshops should involve audience participation and/or discussion.

・ When preparing your materials, please expect a maximum of 100 participants.