

Council on Forest Engineering 2008

Addressing Forest Engineering Challenges for the Future



PREPARATION GUIDE FOR ORAL PRESENTATIONS, WRITTEN PAPERS, AND POSTER DISPLAYS

Thank you for your interest and participation in the 31st Annual Council on Forest Engineering Meeting (COFE 2008) that is scheduled for June 22-25, 2008 in Charleston, South Carolina, USA at the Francis Marion Hotel. We've prepared this brief guide which includes simple procedures to ensure that the meeting sessions run smoothly, your poster displays get maximum visibility, and the proceedings are consistent. Please pay close attention to these and be sure to note the deadlines indicated below.

- 1) Please complete your registration through the COFE 2008 website: <http://warnell.forestry.uga.edu/cofe2008>. You may register online or choose to print the PDF copy of the registration form and mail or fax it.
- 2) You will be responsible for reserving your own accommodations. The conference hotel is The Francis Marion Hotel (<http://francismarioncharleston.com/>) in downtown Charleston, SC. You may obtain the conference rate of \$114 per night by mentioning the Council on Forest Engineering Annual Meeting. Call the hotel (877-756-2121 or 843-722-0600) or visit their website for more information. Rooms are limited, so please reserve early. The deadline to receive the conference rate is **May 30, 2008**.

ORAL PRESENTATIONS

- 1) A period of 20-minutes will be available for your presentation. Please limit yourself to this time to ensure that the program remains on schedule and other speakers are accommodated. A 5-minute question and answer session will follow the 20-minute presentation.
- 2) Please forward to us a brief biographical outline so that the moderator of each session can introduce you to the audience. Please complete and return the attached form to Mr. Shawn Baker at: sbaker@warnell.uga.edu by **April 15, 2008**.
- 3) Presentations are to be prepared in Microsoft PowerPoint format (.ppt). No 35-mm slide or overhead tools will be provided. Please copy your presentation onto a flash or thumb drive and present it to your session moderator at least 15-minutes prior to the start of your session. Please arrive at the meeting room adequately early (before the session begins) so you have time to become familiar with the audiovisual equipment and to introduce yourself to the moderator.

WRITTEN PAPERS

The meeting proceedings will be produced on a CD-ROM and will include final written papers and poster abstracts. PowerPoint presentations will not be included in the proceedings. Below are some general guidelines for the written paper:

- 1) Keep the text concise. Short texts are easier to read and cheaper to reproduce. A maximum of 2,000 words would be a reasonable limit.
- 2) Focus on results rather than on methodology or literature review.
- 3) Only electronic files containing your manuscript in Microsoft Word (.doc) format will be accepted. Paper manuscripts will not be accepted.
- 4) Provide the manuscript's title and the name(s) and contact information of the author(s) at the beginning of the text file.
- 5) All text, excluding headings, should be written using Times New Roman 12-pt font.
- 6) Following the title and author contact information, include an abstract ≤ 250 words summarizing the main findings of the work.
- 7) Incorporate all figures and tables with captions into the body of the manuscript. Table captions should be located above the table with figure captions below the figure.
- 8) Do not use footnotes for references. Use author-date citations within the text and provide a complete list of works cited at the end of the manuscript labeled "References".
- 9) Transmit your completed manuscript as an email attachment (.doc) to Mr. Shawn Baker at: sbaker@warnell.uga.edu by **May 30, 2008**. Manuscripts received after this deadline will not be including in the proceedings.

POSTER DISPLAYS

- 1) A poster is a graphical approach to presenting research results. Therefore, limit the text to about one-fourth of the poster space, and use visuals such as graphs, photographs, schematics, maps, etc. to present your findings.
- 2) The entire poster must fit within a rectangular area of 4-ft x 8-ft.
- 3) Make it obvious to the viewer how to progressively view the poster. The poster should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows is a good technique.
- 4) Poster boards will be made of Velcro-compatible fabric. We will provide Velcro tape to be placed behind your panels for easy attachment and positioning of your material onto the poster boards.
- 5) The poster session with hors d'oeuvres will be held on Monday June 23, 2008 from 5-7 PM. Please attach your poster at least 30-minutes before the session begins.

For Additional Information Contact:

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