



Annual Meeting Handbook

(Drafted January 2010. Updated: May 2012; Dec 2017)

INDEX

I. Introduction

II. Objectives

III. Meeting components

1. Logistical

Finances

Services (includes, grants, website, visa, food, transportation)

Spaces, Facilities and Activities

Computing and Audiovisual Support

2. Academic

Theme

Scientific Contributions

ATBC Working Groups and Events

Media Outreach

3. Socio-Cultural

IV. Post-meeting feedback

Appendix 1. Components of organizing an ATBC Annual Meeting

Appendix 2. Timetable

Appendix 3. Sample budgets

Appendix 4. Travel grants

Appendix 5. Event support request form

Appendix 6. Exhibitor registration form

Appendix 7. Sample letters of invitation, abstract acceptance and abstract review request.

Appendix 8. Sample symposia registration form

Appendix 9. Sample post-conference final report

Appendix 10. Sample post-meeting online survey

I. INTRODUCTION

Since its beginning in 1963, one of the major activities of Association for Tropical Biology and Conservation (ATBC, known as ATB until 2002) is to sponsor annual meetings with oral presentations, posters, symposia, workshops, and other academic, cultural, and outreach activities. The Association conceives these meetings as a critical tool to pursue its mission, vision, and objectives. Being international in scope, membership, and objectives, ATBC is a worldwide entity that promotes research, education, conservation, and communication in the field of tropical biology and conservation. In accordance with this international profile, ATBC annual meetings are held in different parts of the globe. Each year the ATBC meeting is organized by different academic institutions in different countries, representing different cultures and environmental settings.

This global perspective has enabled ATBC to establish a presence in both tropical and non-tropical countries and facilitate the interchange and discussion of ideas, knowledge, training experiences, research challenges, and conservation issues, among academics, students, and civil society in distant geographical areas. ATBC meetings have become a forum that brings together scientists, decision makers, and other social actors to work on agendas with important conservation, research, and education implications for tropical biology. ATBC is recognized as a leading scientific organization with the authority to promote conservation initiatives in tropical regions worldwide.

All these positive effects of the ATBC annual meetings have developed in parallel with the increasing stature of *Biotropica*, the Association's scientific journal, in the international scientific literature. As a result, ATBC is growing in membership and in international composition.

Organizing successful annual meetings in different localities around the world, along with the increasing number of members, represents a challenge along three major axes: (i) high academic quality, (ii) high standards of professional organization, and (iii) affordability and accessibility. To ensure and strengthen positive results, all annual meetings should ideally have similar structure, organization, and functional attributes, all the while conserving the particular spirit and culture of each organizing institution and host country.

The present guidelines aim at insuring that ATBC meetings remain a successful scientific, academic, and cultural event. Achieving such a goal requires careful planning and diligent organized work on the three major components that underpin each ATBC meeting: logistical, academic, and social/cultural. In the next section (II), we outline ATBC meeting objectives. Thereafter we present in detail the three components and their elements (Section III). Then, in Section IV, we outline some post-conference actions to be taken by the Program Chair to provide feedback. Finally, in section V we provide a series of appendices that complement the Handbook.

[Please note that the process of organizing an ATBC meeting begins with submitting an oral/written proposal to the ATBC Executive Director, expressing a desire to organize an annual meeting in a given country of venue. This should be done approximately 3-4 years before the proposed meeting year. Once the oral proposal is accepted, a written proposal is presented to the ATBC Council, at least two years before the proposed meeting date.

This proposal is presented by one or more individuals (Program Chair and Co-Chairs) who will chair the Local Organizing Committee (LOC) and who are supported by an academic institution. The LOC will be responsible for ALL components of the meeting. The written proposal must contain supporting arguments, including a detailed description of the existing academic and logistic facilities that ensure the feasibility and success of the meeting. The ATBC Council reviews proposals and makes decisions regarding meeting venues.]

II. MEETING OBJECTIVES

In accordance with the general goals of the Association for Tropical Biology and Conservation, the objectives of the annual ATBC meeting are:

- (a) To promote and improve cooperation, communication, and interchange among all people interested in the study, conservation, and/or management of any of the components and/or processes present in tropical ecosystems of the world.
- (b) To provide a space where the most recent findings related to tropical biology and/or conservation can be presented and discussed, in order to catalyze further advancement.
- (c) To encourage and facilitate research in all aspects of tropical biology and conservation.
- (d) To support the education of students at both undergraduate and graduate levels, as well as to assist them in the development of their careers.
- (e) To acknowledge and honor the work of researchers who have had an outstanding long-term impact on the development of tropical biology and/or conservation.
- (f) To promote awareness in the general public of the importance of studying and conserving tropical ecosystems.
- (g) To link ATBC with conservation initiatives.

III. MEETING COMPONENTS

The Local Organizing Committee (LOC) chaired by the Program Chair and Co-Chairs will need to carefully plan and execute three components for a successful meeting (1) Logistical Component, (2) Academic Component, and (3) Social and Cultural Component (see [Appendix 1](#)). It is crucial that organization of the Annual Meeting starts well in advance of the meeting date, and that a well-planned schedule is followed meticulously (see example in [Appendix 2](#)).

1. LOGISTICAL COMPONENT

The Local Organizing Committee (LOC) as well as the Institutions hosting the Annual Meeting must:

- a. Secure space for the meeting at least a year in advance of the meeting
- b. Factor in costs of organization – travel to meeting venue, calls between organizers, face-to-face meetings.

- c. Be prepared to release personnel from other institutional duties (particularly in the last 5 months before the meeting) to attend to the full-time organization of the meeting.
- d. Be prepared to use their institutional powers to fundraise.
- e. Have a backup plan of what to do in case sufficient funds are not available.

The logistical component relates to all organizational work needed to successfully accomplish the academic program of the meeting. Hiring a professional team with experience in the organization of scientific meetings can greatly facilitate the undertaking of this component, and therefore is highly recommended. However, the ultimate responsibility of the annual meeting falls on the Program Chairs and the LOC, and thus it is of crucial importance that constant communication and supervision of the professional event organizer take place. In particular, it is very important to establish clear deadlines and demand that they be met. **It has proven of extreme importance that the program chair(s) be present at the meeting's venue at least one week before the beginning of the meeting.**

1.1. Finances

1.1.1. Budget. ATBC only provides the economic resources necessary to cover the costs of: some travel grants for ATBC members, presentation awards for ATBC members, travel expenses of ATBC Honorary Fellows, and expenses related to the Council Meeting. ATBC does not have funds to support the organization of the annual meetings, accordingly all other financial requirements need to be secured by the Program Chairs and LOC. **A detailed and well-planned budget is of paramount importance and must be designed by the organizers to cover fundamental and additional requirements** (see budget examples in [Appendix 3](#)).

Management of the meeting budget ought to be carried out by a professional administrator, supervised by academics chairing the meeting (Chair and/or Co-Chair), and in close communication with the ATBC Treasurer.

Fundamental requirements. These include: website management, meeting brochure, meeting venue, computing and audiovisual equipment (including all necessary accessories for oral talks), transportation and other needs for organizing committee prior to meeting, materials for delegates (bag, program, abstracts, and additional items related to the meeting and venue), stands for poster sessions, coffee breaks, lunches for participants, and a budget to cover some or all the expenses of plenary speakers.

Additional requirements. These aspects, although not critical, can play an important role in increasing the success of the meeting, they include: hiring a professional agency for the logistic organization, terrestrial airport-hotel transportation for delegates (buses), cultural activities (music, dances, and exhibits). Also, several ATBC meetings have offered lunch and the banquet dinner as part of the registration fee (this could be considered a fundamental requirement). This is especially important to delegates, especially students and researchers coming from developing countries, with low budgets.

Drinks (and snacks) can also be provided at the poster sessions. Also, the incorporation into the budget of a closing meeting party is highly recommended.

The costs included in the budget will vary widely depending on meeting venue (country, venue, facilities). In general, however, and according to the last few meetings, it is necessary to raise funds to cover about 30-40% of the estimated total meeting cost (Appendix 3). The rest may be obtained from the registration fees. In the last years, the total budget of an ATBC annual meeting has reached between \$150,000 and \$180,000.00 US.

1.1.2. Fundraising. Due to the high costs of holding an annual ATBC meeting, it is necessary to carry out intensive fundraising activities. Fundraising should include efforts to secure funds to support students (registration, travel, and/or lodging), and selected scientists with low budgets. All possible funding sources ought to be explored: regional, state, national, international, private companies, universities, and government. Funding can be obtained in cash or through in-kind donations. **It is recommended to start working on fundraising at least two years before the meeting takes place.** It is advisable to consider charging fees to exhibitors for the use of spaces in the general exhibition area (see below) as a source of funds.

1.1.3. Carbon neutral funds and strategies for ‘greening the annual meeting’. Concurring with the mandatory and urgent actions needed to confront environmental and social effects of global climate change, ATBC has decided to have carbon-neutral meetings. For a typical ATBC meeting more than 1,000 metric tons of CO₂ are emitted as a result of delegates traveling as well as other meeting-related activities (Laurance and Mitchell 2007, Tropinet Vol 18, No. 3;

http://www.tropicalbio.org/pastissues/tn_v18_n3_Sept_2007.pdf). ATBC meetings vary in location and number of participants, but an analysis conducted by the Edinburgh Centre for Carbon Management (ECCM), estimated that a contribution of \$20 USD from each individual traveling from outside the host country, and \$5 USD from each person within the host country, would be sufficient to offset meeting-related emissions. These amounts can change due to economic adjustments (for example, currency exchange). The carbon offset fee should be separated from the meeting registration fee. Until now, the carbon offset funds have been allocated to conservation and rehabilitation of tropical ecosystem programs. Meeting organizers, together with the ATBC Council, should explore and decide where and how these funds are to be allocated.

Aside from aiming at having carbon neutral meetings through the use of carbon offset fees, other strategies may be implemented in order to have more environmentally friendly meetings. Efforts for greening the meeting should be stated explicitly in the meeting brochure, meeting program, homepage etc.

The following section includes a list of ideas that may aid in ‘greening the annual meeting’:

- a) Air-conditioning. If possible, try to use venues that use little or no air conditioning, or are otherwise environmentally sustainable in their architecture, water use, etc.
- b) Waste. Waste production should be minimized by avoiding the use of disposable materials whenever possible and separating recyclable materials and organic waste. To

minimize use of disposable cups for water and coffee, nice re-usable cups and/or water bottles with the ATBC logo or current meeting's logo could be sold during the meeting. When disposable materials cannot be avoided, use ones made of recycled material; use paper/cardboard instead of plastic or styrofoam.

c) Meeting bag. The 'meeting package' should be given in a sustainable bag (reusable grocery bags). To increase the meeting's positive socio-economic impact for local communities, use locally-made bags and advertise this effort.

d) Paper. Please do NOT print an abstract book; instead provide a CD or USB memory stick with abstracts instead. A shorter booklet with the titles of talks and locations is all that is necessary. Have updated versions of meeting program and abstract book available for downloading on the meeting's webpage, including last-minute program changes.

e) Food. Include: less meat, food produced locally, organic and fair trade foods; avoid packaged food/drinks.

f) Further ideas and resources for 'greening the meeting' can be found in the following links: <http://www.greeningtheblue.org/resources>

1.1.4. Food: Coffee breaks and lunch. After the cost of the venue, food is one of the most expensive components in the meeting budget. Two coffee breaks, one in the morning and one in the afternoon, are highly recommended. Organizers can also provide lunch as part of the registration fee, and this has been quite successful and efficient in recent meetings.

1.2. Services

1.2.1. Travel grants. The ATBC will provide funding for a few travel awards. However, these awards will only be given to ATBC members. Therefore, it is highly recommended that the Program Chair and LOC obtain additional funding to support the travel of both member and non-member delegates to the annual meeting. See [Appendix 4](#) for templates for both requesting a travel award and notifying that an award has been granted.

1.2.2. Meeting website. A fully functional meeting website should be available at least one year before the meeting, and ought to be continually updated until the meeting takes place. As soon as possible, the Annual ATBC Meeting website must be linked to the main ATBC website. It could be important to have a unique, standardized, ATBC Annual Meeting website framework available that is adjustable for each particular meeting. Also, it is indispensable that the meeting website contains links to all instructions for registration and, ideally, payment of the registration and carbon offset fees online.

The following is a suggested list of some typical elements that should be on the meeting webpage:

- Meeting dates and venue (on the top – along with the banner)
- Front Page: Meeting theme (accompanied by a paragraph on the rationale and significance of the theme)
- Organizing institution(s) with links, and organization committees (names of the Chair(s) and link to a page listing all organization and academic program committees, sponsors (with their logos)

- Meeting venue information: a) description, b) location with a map, c) additional links to “how to get to” and “lodging information”, etc.
- Concise summary of cultural and historical background of the meeting place (city, university, region, climate)
- Announcements and News – most recent announcements on the top, to be updated and archived continuously
- Program overview
 - a) Keynotes lectures, core symposia, opening ceremony, closing events
 - b) Symposia: CALL for symposia (1 yr before) → List of selected symposia (8 months before) → List of finalized symposia with confirmed speakers (6 months before)
 - c) Contributed oral sessions: CALL for abstract (6 months before, closed 4 months before), guidelines for the preparation of presentations)
 - d) Poster sessions: CALL for abstracts, guidelines for poster preparation including space limitations for the poster board.
 - e) Awards information: guidelines and application information for a) Gentry awards for best student oral and poster presentations, b) Bacardi awards (with link to the main ATBC webpages). It is very important to clearly state in the program overview and also in the page for abstract submission that only ATBC members will be eligible for presentation awards.
 - f) Other special sessions (panel discussions, open forums)
 - g) Social events; opening mixer, lunch, cash-bars at poster session if relevant, final award ceremony, banquet and/or farewell party.
- Registration and abstract submission (just a link via a tab)
- Information on pre- and post-conference workshops and courses.
- Travel information:
 - a) Lodging options (a table with names of designated hotels with meeting-rates; links to the hotel website, room options with price)
 - b) Map of all designated hotels (and other cheaper options)
 - c) Ground transportation from the airport to the venue and from hotels to the venue
 - d) Airport and other long-distance travel information links (link to an official airline if it exists)
 - e) Visa, vaccination requirements, and airport tax,
 - f) Local currency and best options for obtaining currency (e.g. ATM at the airport? Hotel reception desks?)
 - g) Child care and medical support information (emergency assistance)
- Field trips/excursions,
 - a) List of official field trips (title, organizer, when & where, focus, costs) – with link to/from the registration page
 - b) Contact person information for the official field trips
 - c) Links to travel agencies for non-official field trip options
- Questions?: Web-page manager, general question submission form.

1.2.3. Team of assistants. It is fundamental to have a large group of assistants to help in the logistic for meeting registration, assistance to oral and poster sessions (4 for plenary

talks, 2 for symposia and oral sessions, and several for poster sessions), receiving and providing information on transport to the annual ATBC meeting at the arrival points (airport, bus, train stations), helping in finding meeting services (internet, telephone, fax, cultural activities, etc.). In past ATBC annual meetings, this team has been made up of local student volunteers. It is important to select individuals that are enthusiastic, team-oriented, responsible, and with good knowledge of English. One way to encourage local students to sign up is to offer access to the meetings for free in exchange for one full day of work as a volunteer.

Plenary keynote speakers, ATBC Honorary Fellows, ATBC Councilors and Officers, symposia organizers, and special invited persons may need additional assistance. Conform a specific team to assist these individuals.

1.2.4. Registration. Establish a clear format that is easy-to-use for online registration (website of the ATBC annual meeting). Different payment options should be available (credit card via online, bank deposit, bank wire transfer) with enough information on these in the meeting website.

The onsite registration area needs to have three main sections: reception of delegates who have already registered and paid their fee; reception of delegates registering onsite; and a cashier section. At the meeting registration desk ATBC members should be invited to renew their membership if applicable, whereas non-member delegates should be invited to join. It is recommendable, however, to encourage payment of registration before the meeting starts, and to avoid onsite registration and payment. This will help to have total control of the budget and maximize planning of meeting activities. Incentives for early payment can be done by having an ‘early-bird’ payment category.

1.2.5. Visa requirements. Often delegates traveling from abroad are required to apply for a visa that will allow them to enter the venue country. Meeting organizers must be ready to give assistance in resolving visa issues. For example, meeting invitation letters from the organizers may be required for visa applications. Be prepared to send these letters as soon as the delegates require them, providing clear information on whom to contact with the request, considering that visa processing may take several weeks and even months.

1.2.6. Meeting packages for delegates. Upon arrival to the registration desk, delegates should receive a meeting package, i.e., a bag containing the meeting program, presentation abstracts in a digital form, and other relevant materials on the meeting (e.g., logistic information on the meeting venue, natural and cultural history of meeting country, region and city). The meeting program must provide all the information needed to easily find and make use of the different areas where the meeting activities are being held (maps, instructions, and contact of people for different logistical aspects). Plan to have on hand as many packages as the number of people that have registered online, plus up to 20% extra (to account for unexpected attendees).

It is highly recommended that, whenever possible, the bag and the items included are made with reusable and/or recyclable materials. When possible, manufacture of such bags by local communities can foster connection between ATBC and local stakeholders.

With more sophisticated registration and program planning website (e.g., those created by Confex), it is possible for people to create a “customized planner” online.

1.2.7. Hotels and food. The selected meeting venue must be located in an area where many hotels, hostels and other lodging possibilities are available, taking into account that assistance to ATBC annual meetings has increased (on average 500-900 delegates) and that delegate budgets vary widely. Also, planning to have the meeting venue in an area with plenty of nearby restaurants and food supply sites is of great importance.

1.2.8. Transportation. Delegates will greatly benefit if ground transportation from arriving points –airport, train or bus terminals and stations- to hotels is available. General information about the venue and program at the arrival point will be appreciated. When hotels are not located within walking distances from the meeting venue or other important meeting places (e.g., banquet site), it is highly recommended to consider providing transportation for delegates.

1.3. Spaces, facilities, and activities

1.3.1. Venue. The core place for meeting activities must be an easily accessible site, within walking distance from most hotels, with adequate physical infrastructure including: a registration area, efficient electricity system, internet connections, restroom facilities, an auditorium, multiple rooms for several simultaneous symposia and oral sessions, and a large area for posters and stands. Spaces should be large enough to facilitate the easy transit of people. Ideally, all these facilities should be within the same building to foster interaction among delegates as they move from one event to the next.

In particular, space will be needed for the following activities:

A welcome mixer. It is traditional to welcome delegates with a social event where refreshments are provided, facilitating the meeting of colleagues, researchers and students. Use a pleasant space (e.g., garden, historic building, comfortable salon) to conduct this reception, with enough space to receive several hundred delegates. The mixer can be scheduled before or after the opening ceremony.

Opening ceremony. This official event marks the beginning of academic meeting activities. It must be held in a large auditorium (it is usually attended by > 400 people). A presidium is needed for 8-10 people to sit: ATBC meeting Chair (and Co-chair), ATBC Executive Director, ATBC President, ATBC Officers and other invited authorities. Although this ceremony can be scheduled on the first day of the academic activities, it may be desirable to carry it out during the previous evening. This is especially useful if government authorities are invited to avoid any delays in the academic program.

Plenary or Keynote lectures. The auditorium is the place to perform these conferences, as well as the opening and/or closing address by the ATBC President. In the past, the presidential address was scheduled to take place during the ATBC banquet. However,

due to the merry (and noisy) nature of the banquet, people frequently do not pay attention to the President's speech. Thus, the ATBC Council has determined that the Presidential Address ought to be scheduled to take place during the opening ceremony or as part of the plenary talk sessions.

The auditorium must have screens large enough to ensure that slide presentations are easily seen from the most distant point of the auditorium, along with audio equipment that produces clear sounds (but not too loud) that can be heard from all parts of the auditorium will be appreciated.

Symposia and contributed oral sessions. Consider having a set (usually 6 to 8) rooms for the same number of simultaneous sessions, with capacity in each room for 70 to 100 delegates. It is necessary to have two assistants per session who are responsible for slide projection, audio, and time management; and to provide technical support for any issues during the session. These assistants could be part of the student volunteer group.

Poster sessions. Select an area with enough space (and ventilation) to facilitate the easy transit of people while allowing for space to exhibit 50-100 posters in each poster session. One or more poster sessions may be necessary, depending on available space and total number of posters. Over-crowded poster-sessions often have been a problem in ATBC annual meetings; it is important that this problem be avoided. Sometimes having the poster-exhibition area outdoors can be helpful in decreasing the crowding effect. The specific location of each poster must be clearly indicated in the program. A team of assistants should be assigned to help people install posters. Ensure availability of the right kind of material to allow presenters to fasten their posters neatly and strongly onto boards. Providing beverages (cash-bars for alcoholic drinks, plus free water in the evenings, are very conducive of social and academic interactions) and snacks during poster sessions will enhance attendance and interaction among delegates.

Workshops. One or more meeting rooms with audiovisual (projection) and computer equipment, as well as blackboards or flipcharts, may be required for these activities. Usually 2-5 workshops take place during ATBC annual meetings. Prepare a form for special events, so that organizers of these events can let you know about their requirements (see [Appendix 5](#) for an example).

ATBC Council Meeting. One or two working days are dedicated to this meeting, usually right before the beginning of the academic programs. Organizers must reserve a room for 20-25 people, fully equipped (including audiovisual equipment), with coffee and lunch service (paid by the ATBC). To plan and schedule this meeting please contact the Executive Director, Secretary and/or Treasurer of ATBC. It may be helpful to ensure a block of hotel rooms is available for the Councilors at a convenient location.

Meeting of the ATBC Conservation Committee. This committee needs a large room space (more than 50 people) to meet with interested delegates and discuss initiatives and resolutions on conservation issues under ATBC consideration. To plan and schedule this meeting please contact the *ATBC Conservation Committee*.

Other group meetings of special interests. The organizer must accommodate meetings held by groups such as “Women in tropical biology and conservation”, “ATBC Student and Early Career Scientist Chapter”, “*Biotropica* Editorial Board”, etc. The requirements for these meeting are the same as for the Conservation Committee meeting.

Area to preview and upload oral presentations. A special room with several computers should be available for delegates to check and practice their presentations, with two designated computers for pre-loading of electronic presentation files in advance.

Food. Coffee breaks may include coffee, tea, pastries and/or fresh fruits and vegetables. Select central areas for coffee breaks. Sharing lunch (either provided by the meeting organizers or not) in common areas will strengthen communication among delegates of different countries and institutions. Buffet and bagged lunch, cost of which may be included in the registration fees, will allow people to socialize during the limited time available between the morning and afternoon sessions.

Field trips. A booth with one assistant providing information on locations of scheduled field trips is highly recommended. This booth can be located in the registration area or in the exhibition area. This facility is especially important for those people already registered for field trips. Field trips may be pre- or post-conference (full-day or multi-day trips with prior registration and payments) or half- to full-day trips during the academic program, for family and other accompanying persons (which can be registered and paid in advance, or signed-up on a space-available basis onsite).

1.3.2. General exhibition area

During ATBC annual meetings several scientific editorial companies, academic institutions, scientific equipment producers, and non-academic organizations (e.g. NGO's, art craft producers, tourism companies) related to tropical biology and conservation issues exhibit their products and information to meeting attendees. Consider having a special area for these exhibits. Be sure to advertise very clearly on the meeting website of the possibility of exhibiting and provide a separate form for exhibitors. Consider the option that exhibitors pay a registration fee and not solely an exhibition fee (they often attend lunches, events, and sometimes the talks). See [Appendix 6](#) for an example of an exhibitor request form.

1.3.3. ATBC Table

A space (e.g., 2 x 2 m) to display information on ATBC activities and products (*Biotropica*, brochures of future meetings, registration forms) is required. This table/booth is critical in order to promote ATBC membership. It is highly recommended to establish this stand in a central location within the general exhibition area where it can be easily seen and visited by meeting attendees.

1.3.4. Outreach activities (media)

Organizers should facilitate activities designed to link ATBC with the media and general public. Ideally, a person or a team should be in charge of organizing all outreach

activities. Space and other logistics are necessary to accommodate the requirements of media activities (journalists, radio, TV).

1.4. Computing and audiovisual support

Professionals must supervise all computing, telecommunications (telephone, fax, and internet facilities), audiovisual and videoconference (if needed) equipment, as well as all facilities necessary for oral and poster presentations. For oral presentations it is critical to request that projector, computer, audio, and pointers are available and working correctly. Additional replacement equipment should be readily available in case of malfunction. Two previously trained assistants previously are needed per session.

2. ACADEMIC COMPONENT

The Program Chair of the ATBC meeting and of the scientific program must be an experienced, senior scientist, member of the ATBC and fully committed to pursue all objectives and tasks involved in meeting organization (both academic and supervising logistic activities). The success of the scientific/academic program depends on having an academic committee of enthusiastic academics (preferably mid-career and seniors) with full disposition and time to work on this task. Emphasis should be placed on designing the core academic content of the meeting: keynote lectures, symposia, oral presentations, poster contributions, workshops, roundtables, and other academic activities.

2.1. Theme of the meeting

Identification of the ATBC meeting theme, and design of the scientific/academic program around this theme, is one of the most important activities of the meeting organizers. The meeting theme should provide a wide and state-of-the-art perspective on critical tropical biology and conservation issues.

2.2. Scientific contributions

Most scientific activities should orbit around the theme of the meeting. Designing and identifying critical topics for plenary talks, symposia, oral, and poster sessions that are congruent with the meeting theme give a distinctive profile to each annual meeting. Organizers should avoid having a disintegrated scientific program, incoherent with the meeting theme.

It is important that all presenters be notified of acceptance (or non-acceptance) of their oral or poster contribution as early as possible, preferably at least 3 months before the meeting. When reviewing contributed abstracts it is important to give priority to contributions presented by ATBC members. See [Appendix 7](#) for examples of letters of invitation, abstract acceptance and abstract review request.

2.2.1. Plenary keynote lectures. Senior, world-renowned scientists and/or conservationists should be invited to address important issues related to the meeting theme. Plenary lectures typically last one hour, including questions. Some recent meetings have scheduled one keynote lecture each at the beginning and or the end of each academic program day. Plenary speakers addressing issues that complement each other

would be ideal. Plenary speakers could be invited to write review or discussion papers about the issues presented in their talks, for possible publication in *Biotropica*.

2.2.2. Symposia. Symposia should ideally incorporate talks on relevant research topics in tropical biology and/or conservation. Reviews on the state-of-the-art in a given field and/or the discussion of research perspectives are also highly appropriate topics for symposia. For this, participants must be preferably mid-career or senior researchers/academics. Each symposium session must include a maximum of eight and a minimum of six talks. In some cases a symposium may require two sessions to be completed. See [Appendix 8](#) for an example a registration form for symposia.

2.2.3. Oral sessions. Contributed papers must be organized, as much as possible, in coherent sessions, covering a common topic. These sessions should promote the participation of graduate students, and priority should be given to contributions from ATBC members. Select contributions by searching for abstracts that present fully developed results with clear conclusions. Typically each oral session is 12 minutes long with 2 minutes provided for questions and 1 minute for switching speakers. Each session should have a designated “organizer”, one of the presenters that can be put in charge of running the session.

2.2.4. Poster sessions. Consider programming at least two hours per day for these sessions, preferably in the evenings. Organize posters by themes, trying to schedule the themes and amount of posters evenly among the meeting days. Select those contributions that provide clear messages and results in the abstract.

2.2.5. Workshops. These activities aim at bringing together scientists and students to discuss new research perspectives, conduct synthesis of state of tropical biology and conservations issues, share data within the context of collaborative work, among other aspects. Workshops are organized by scientists submitting workshop proposals to the academic committee of the ATBC annual meeting.

2.2.6. Program and proceedings. The meeting program plays a key role in a successful and enjoyable meeting. The overall structure/format of the program should be decided and prepared by the academic committee and the program chair(s). If a special agency is hired for the logistical organization of the meeting, it is preferable that they only assist in the printing/distribution of the meeting program and not the assembly of the program itself. The program should be prepared well in advance of the beginning of the meeting, to allow for revisions and corrections before the meeting. The program should be simple and easy-to-follow, clearly presenting the schedule of the different academic and cultural activities to take place during the annual meeting. As mentioned before, keynote talks, symposia, oral presentations, and poster sessions must be organized along the days in a coherent and complementary fashion. Abstracts of contributed papers should include a short introduction/context, questions/hypothesis, main methods, main results and conclusions. The length of an abstract for a contributing paper to symposia, oral and poster sessions must not exceed 300 words (about 2,000 characters). Distribute the

proceedings in digital format (CD, USB memory, other) and post it on the annual meeting website for download.

2.3. Special ATBC working groups and events

2.3.1. ATBC Council Meeting. Every year the ATBC Council meets to review several key aspects of ATBC activities. A whole working day is dedicated to this meeting which is conducted by the ATBC Officers, which include: Executive Director, Secretary, Treasurer, *Biotropica* Editor, ATBC Presidents (Past President, President and President Elect), ATBC Councilors, and Chairs of standing committees as appointed by Council. The Chair of the ATBC annual meeting is invited to present an updated report about the current status of all aspects related to the annual meeting. Chairs of future ATBC annual meetings are asked to present advances on the organization of those meetings, in order to inform and obtain feedback from the ATBC Council. Also, new proposals for future ATBC annual meetings might be presented during this meeting.

2.3.2. ATBC Conservation Committee. ATBC is strongly committed to the conservation of tropical ecosystems and biodiversity. ATBC has formed a special committee that functions as a voice of the ATBC members on critical conservation issues. Whenever possible, organizers must be in contact as early as possible with ATBC officers and with the chair(s) of the Conservation Committee to explore possible important conservation initiatives in the region/country hosting each annual meeting. The meeting of the conservation committee should be clearly announced in the meeting program, so that many ATBC members can attend, and it should preferably take place during the first or second day of the annual meeting to allow for further discussions during the week.

2.3.3. Women in Tropical Biology and Conservation. This special group is dedicated to promote a network that aims to foster the role and participation of women in tropical biology/conservation and in the ATBC.

2.3.4. Awards. Traditionally ATBC gives two kinds of awards: (1) student awards, and (2) honorary fellowships. The student awards given during each annual meeting include two ‘Alwyn Gentry Awards’, which are given to students at any level (one for best poster and one for best oral presentation), one ‘Bacardi Award’, which is awarded to the best oral presentation by a PhD student (enrolled or recently graduated) on an issue related to tropical conservation, and the ‘Navjot Sodhi Conservation Research Award’ to a student from a developing country. The meeting organizers must be willing to support and schedule all activities related to the awards in coordination with the ATBC Student Award Committee Chair who is in charge of coordinating evaluation of student presentations and determining the student presentation award recipients. The recipient of the latter award is decided upon previous to the Annual Meeting, but the announcement is made during the Annual Meeting. Only ATBC members are eligible for these awards.

The distinction of ‘Honorary Fellow’ is given to an outstanding scientist with worldwide recognition for his/her life-long contribution to the advancement of tropical biology and/or outstanding contribution to conservation of tropical ecosystems and biodiversity. It has become customary in recent years that two honorary fellows may be

recognized at each annual meeting; one eminent local/regional scientist and another selected from a broader global pool. The nomination committee is in charge of selecting the awardees and will solicit input from the local meeting organizers for potential candidates from the regional pool of eminent scientists.

2.4. Media Outreach

Ideally, interviews of the media with all keynote speakers and other remarkable delegates should be scheduled in advance. Also, the elaboration of press releases to be shared with the media will enhance communication of the most important messages emerging from the ATBC annual meeting. Finally, talks and exhibits about relevant tropical biology and conservation issues, aimed at the general public can play an important role in outreach.

3. CULTURAL AND SOCIAL COMPONENT

This component plays a critical role in maintaining a fresh and friendly atmosphere during the meeting. The meeting organizers can use it to show aspects of the country's culture, in the form of local music and dances, sculpture and painting exhibitions, art crafts, and tours to historical settings. For these purposes, pre- and post-conference trips can be useful. Also, evening after-session cultural activities can be included, which provide a surplus to the attractiveness of the meeting and help in transmitting highlights of the local culture. Allowing delegates to experience some of the local culture will enrich the meeting experience. When possible, providing food and beverages at these events will foster interactions among delegates.

3.1. Welcome mixer. Traditionally the meeting welcomes delegates by offering a mixer with refreshments to facilitate conversations among colleagues, researchers and students. Use an enjoyable space (garden, historic building, comfortable saloon) to conduct this reception, securing enough space to receive several hundred delegates. The mixer can be scheduled before or after the opening ceremony.

3.2. Local art crafts. A small local art craft, representative of the local culture, could be included in the meeting bags (accompanying material for delegates, see point 1.2.6) as a token of the local cultural diversity.

3.3. Banquet. This is a very important event in the ATBC annual meetings. Banquets provide a setting where delegates meet to be updated on ATBC activities, *Biotropica* news, announcements about next meetings, presentation of ATBC Awards, etc. These activities are followed by dinner. Organizers must aim at having the banquet in an enjoyable and functional setting. Past ATBC meetings have held the banquet in large reception facilities, inside historical city buildings or large gardens.

3.4. Field trips. Organizing trips to interesting places (e.g., sites with natural ecosystems, botanical gardens, research sites, and historical sites) that are nearby to the meeting venue is highly recommended. Such activities can take place before or after the meeting; also, half-day field trips may take place during the meeting.

3.5. *Farewell party*. Including a final farewell party (with dancing) is highly recommended as it generates a feeling of being part of the large ATBC family and ends the meeting in a friendly atmosphere.

IV. POST-MEETING FEEDBACK

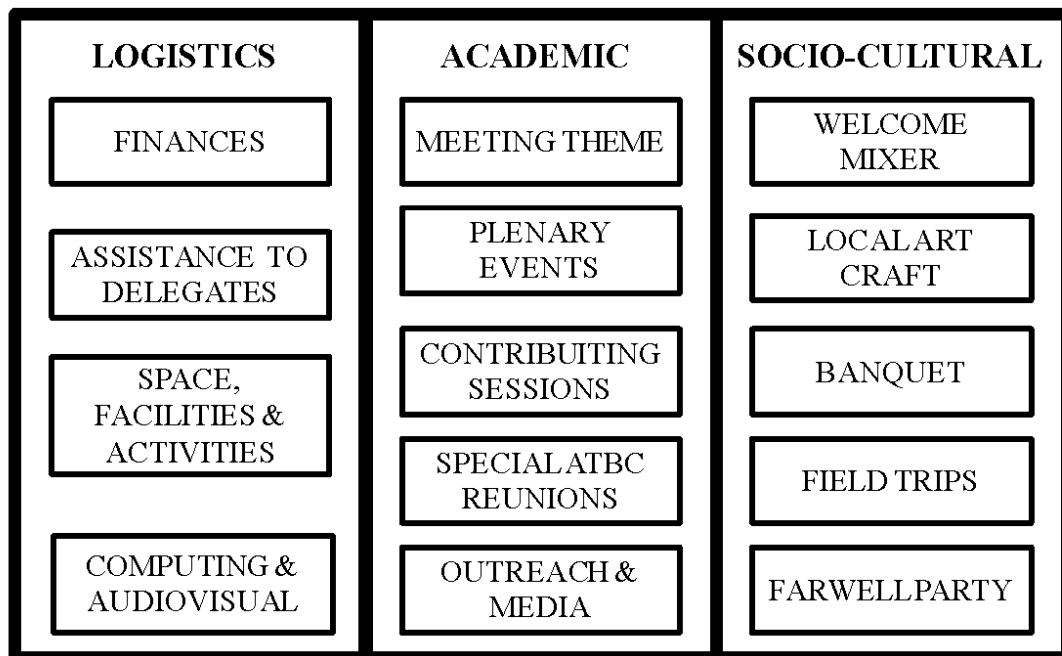
In order to continually improve this document it is of crucial importance that the annual meeting Chair(s) provide feedback on his/her experience in organizing the meeting, with specific suggestions and resources that may aid future meeting organizers in their task. To meet this goal, program chairs are expected to do the following:

- a) Prepare a written Final Report and turn it to the ATBC Council during the months following the annual meeting. An example of such a report can be found in [Appendix 9](#).
- b) Make a thorough revision of the current version of the ‘Annual Meeting Guidelines’ and provide direct feedback on its contents.
- c) Provide advice and resources to future program chairs when solicited.
- d) Apply a post-meeting online survey to participants, immediately after the meeting, ideally during the first week after the meeting. Results of the survey should be posted on the Meeting website and a message sent to all delegates. Also include results of the survey in the Final Report, or as a separate document for the ATBC Council. An example of a post-meeting survey can be found in [Appendix 10](#).

V. APPENDICES

Appendix 1. Components that need to be taken into consideration when organizing an ATBC Annual Meeting. The success of an annual meeting depends on considering logistical, academic, and socio-cultural components. All these components are tightly interrelated and must be smoothly organized along the meeting schedule and program. Each component encompasses different elements that need to be accomplished by specific teams of trained people (see text for more details).

ATBC ANNUAL MEETING ORGANIZING COMPONENTS



Appendix 2. A suggested timetable showing major activities involved in the organization of an ATBC Annual Meeting. Activities are ordered along a time scale of months before and after starting date of the meeting (generally occurring in July as indicated by month 0 and the vertical gray column).

MONTHS BEFORE/AFTER MEETING STARTING DATE:	48	24	18	12	11	10	9	8	7	6	5	4	3	2	1	0	6
ACTIVITY	Jul	Jul	Jul	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Jan
Identifying the organizing institution	√																
Selecting the venue	√																
Submitting the proposal at the ATBC Annual Meeting		√															
Contacting a profesional meeting agency		√															
Fundraising		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Forming and working with academic committees		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Forming and working with logistic committess			√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Spreading news about the meeting		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
First Call of the annual meeting				√													
Web site of the annual meeting				√	√	√	√	√	√	√	√	√	√	√	√	√	√
Brochure				√	√	√	√	√	√	√	√	√	√	√	√	√	√
Call for symposia & workshops				√	√	√	√	√	√								
Dead line for symposia & workshops										√							
Call for oral and poster contributions				√	√	√	√	√	√	√	√						
Arranging availability of sound and audio equipment										√	√	√	√	√	√	√	√
Deadline for abstract submission												√					
Planning and gathering attendee packages										√	√	√	√	√	√	√	√
Open meeting registration (online & bank)							√	√	√	√	√	√	√	√	√	√	√
Deadline for early bird registration fee												√					
Recruiting and training student volunteers											√	√	√	√	√	√	√
Scheduling and organizing cultural activities												√	√	√	√	√	√
Deadline for registration fee															√		
Preliminary meeting program (posted in the meeting website)											√	√	√	√			
Final meeting program (posted in the meeting website)															√		
Contact with media and producing outreach materials														√	√		
Printing final meeting proceedings (CD)															√		
Arranging transportation - general attendees and invited ones															√		
Annual ATBC Meeting																√	
Report of the ATBC Annual Meeting																	√

Appendix 3. Examples of budgets managed in two previous ATBC annual meetings.
Note that income and expenses may vary widely depending on particular circumstances.

Appendix 4. Template for both requesting a travel award (A) and notifying that an award has been granted (B).

(A)

Application Form

Name _____ of _____ applicant:

Passport/I.D. _____ Number: _____

University _____ at _____ which _____ applicant _____ is _____ registered

Department _____ Supervisor _____
Title _____ of _____ presentation/poster:

Statement _____ of _____ purpose:

Date _____ of _____ Presentation/poster:

Name(s) _____ of _____ co-author(s) _____ (if _____ none, _____ write _____ "none")

Funding by other sources for the requested period (please mention sums and sources):

(Please submit final budget report, no later than 30 days after your return from the conference)

Signature _____ of _____ applicant _____ Date _____

Please attach:

- *Copy of poster or abstract to be presented at the conference.*
- *Copy of registration to conference.*
- ***Letter of recommendation from the supervisor.***
- *Proforma invoice from the Travel Agency.*
- *List of expenses*

(B)

Dear «First_Name» «Surname»,

*** DO NOT RESPOND TO THIS EMAIL ADDRESS ***

Congratulations! We are pleased to inform you that you will receive a stipend in the amount of USD «Amount_awarded» to support your travel to the 2011 Joint International Meeting of ATBC and SCB Africa, which will take place in Arusha, Tanzania 12 – 16 June 2011.



We realize that this may not cover the full cost of your expenses to attend the meeting, but insufficient funding for travel grants has made it necessary to provide only partial funding in most cases.

Please pay close attention to the following instructions to ensure that you receive the stipend.

1. You must email the Travel Grants committee by 26 of May to let us know whether you will accept the stipend or not. If we do NOT hear from you by then, we will assume that you are not accepting the stipend and we will re-allocate the amount to other applicants.
2. All award money will be distributed on site in Arusha Tanzania, at the ATBC booth in the form of re-imbursements to costs incurred. We cannot disburse funds in advance. More details of who to search for (point person name, etc.) will be emailed to you closer to the meeting.

In order to receive your award on site, you will need to bring the following documents. Please include all documents in one envelope with your name marked clearly on the front of the envelope.

1. Copy of valid passport or other national identification document (e.g. voting card or driver's license)
2. Confirmation of registration payment (sent automatically by email when you register for the meeting)
3. Copy of airline receipt or (if not traveling by airplane) evidence of other travel expenses;
4. Copy of accommodation receipt
5. A copy of this email notification of award
6. Copy of your abstract notification letter

We look forward to welcoming you to ATBC + SCB Africa 2011 Meeting.

Best wishes,

Travel Awards Committee
Arusha 2011

travelgrants@atbc-scbafrica2011.org

Appendix 5. Example of event support request form.

KINDLY FORWARD THE COMPLETED FORM TO: ATBC-SCB AFRICA 2011 EVENT ORGANISER, EMAIL: nnnn@mmmm.mm

CONTACT PERSON RESPONSIBLE FOR EVENT:		INSTITUTION/ ORGANISATION NAME:	
ADDRESS:			
Physical		P.O Box	
Zip/Post code		Country	
CONTACT EMAIL:		Alternative email:	
CONTACT TELEPHONE:			
Land Line (inclusive of country code)		Mobile (inclusive of country code)	

EVENT TYPE/FORMAT: (PLEASE TICK THE APPROPRIATE BOXES FOR YOUR EVENT)

☐ SEMINAR / WORKSHOP

☐ COURSE

☐ OTHER

(PLEASE SPECIFY)

EVENT NAME: (as on the web site)	
EVENT DATE: (to – from)	
NUMBER OF PERSONS TO PARTICIPATE IN THE EVENT: (HOW MANY PEOPLE SHOULD IT CATER TO?).	
EVENT BUDGET: (WHAT IS THE APPROVED BUDGET FOR THIS EVENT).	
VENUE OPTIONS: (PLEASE PROVIDE YOUR PREFERRED VENUE OPTIONS IF THE EVENT REQUIRES A MEETING ROOM)	

☐ FULL DAY EVENT

☐ HALF-DAY EVENT

EVENT START TIME: _____

EVENT END TIME: _____

FOOD & BEVERAGE REQUIREMENTS: (PLEASE INDICATE YOUR FOOD & BEVERAGE REQUIREMENTS FOR YOUR EVENT)

☐ BREAKFAST

☐ MORNING BREAK

☐ LUNCH

☐ AFTERNOON BREAK

☐ DINNER

☐ Special Dietary requirements: _____

(Please Specify)

AUDIO VISUAL REQUIREMENTS: (PLEASE INDICATE YOUR AUDIO VISUAL AND OTHER EQUIPMENT REQUIREMENTS FOR YOUR EVENT)

☐ PA SYSTEM

☐ LCD ROJECTOR

☐ SCREEN

☐ INTERNET CONNECTION

☐ LAPTOP COMPUTER

☐ VIDEO SYSTEM & TELEVISION

☐ NOTEBOOKS/PENS

☐ OTHER _____

(PLEASE SPECIFY)

ADDITIONAL INFORMATION: (PLEASE PROVIDE ANY RELEVANT INFORMATION THAT YOU FEEL IS IMPORTANT TO THE PLANNING AND ORGANISING OF YOUR EVENT)	

Appendix 6. Example of exhibitor registration form.

EXHIBITION & AVERTISING DISPLAY REGISTRATION FORM												
Please complete and return via email to: sponsorshipandexhibits@atbc-scafrica2011.org Tel: +255 767 445 447												
Contact Details												
Full Name		Position										
Company		VAT Number										
Phone		Fax										
Mobile		Email										
Postal Address		City										
Postal Code		Country										
Conference Bags Advertising Options		Banner Display Advertising										
Inclusion of your leaflet/promotional material in the conference bags for advertisement		Two banner types, priced depending on size (please indicate quantities of banners you wish to have). You may bring your own or request us to print the banner for you in Tanzania.										
(please indicate which option you wish to book by ticking the appropriate box)		(please indicate how many banners you wish to have displayed in the box)										
<input type="checkbox"/>	Commercial Organisation		\$500*									
<input type="checkbox"/>	Not for Profit Organisation		\$300*									
<p>*Prices reflect per single item. You are responsible for arranging the delivery of your materials to the ATBC-SCB Africa Secretariat in Arusha, Tanzania. We anticipate 600 delegates to attend the conference, so please deliver 600 leaflets to be included in the conference bags. Material <u>MUST</u> be received by May 13 2011.</p>		<p>You are responsible for the delivery of your banner to the event organiser in Arusha, Tanzania. Banners to be dropped off at the Mount Meru Hotel 'Conference Registration Desk' between 8AM – 5PM on June 11 2011.</p>										
Exhibition (Booth) Options		Banner Production										
(please indicate which option applies to you by ticking the appropriate box)		Should you wish for banners to be printed for you in Tanzania kindly indicate the size and quantity. The banner artwork should be sent via email to sponsorshipandexhibits@atbc-scafrica2011.org by May 2 2011.										
<input type="checkbox"/>	International Commercial (for profit)		\$1,500									
<input type="checkbox"/>	Tanzanian (national) Commercial (for profit)		\$1,200									
<input checked="" type="checkbox"/>	International Not for Profit Organisation		\$1,000									
<input type="checkbox"/>	Tanzanian Not for Profit Organisation		\$500									
		<table border="1"> <tr> <td><input type="checkbox"/></td> <td>150cm x 300cm Banner</td> <td>\$60*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>300cm x 300cm Banner</td> <td>\$100*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>85cm x 200cm Roll-Up Banner</td> <td>\$150*</td> </tr> </table> <p><i>*price reflect per banner</i></p>		<input type="checkbox"/>	150cm x 300cm Banner	\$60*	<input type="checkbox"/>	300cm x 300cm Banner	\$100*	<input type="checkbox"/>	85cm x 200cm Roll-Up Banner	\$150*
<input type="checkbox"/>	150cm x 300cm Banner	\$60*										
<input type="checkbox"/>	300cm x 300cm Banner	\$100*										
<input type="checkbox"/>	85cm x 200cm Roll-Up Banner	\$150*										

Appendix 7. Examples of letters of invitation (A), abstract acceptance (B), and abstract review request (C).

(A)

To Whom It May Concern:

RE: LETTER OF INVITATION FOR SYMPOSIUM ORGANISERS AND PARTICIPANTS

The Association for Tropical Biology and Conservation (ATBC) and the Society for Conservation Biology's Africa Section (SCB Africa) are pleased to invite «**tx_atbc_salutation**» «**Author_FullName**» to attend ATBC's 48th Annual meeting and SCB Africa's 2nd Regional Meeting, which will be held from 12 - 16 June 2011 in Arusha, Tanzania. Field trips, workshops and short courses will take place the week before and after the conference.

This letter serves as an official invitation from the meeting organisers for «**tx_atbc_salutation**» «**Author_FullName**» for visa application, obtaining financial support or for other purposes related to attending the Arusha 2011 Meeting.

«**tx_atbc_salutation**» «**Author_FullName**»'s abstract titled «**Abstract_title**» has been accepted for «**Oral_or_Poster**» presentation in the «**targetaudiences_id**».

Complete information on the meeting is available at <http://www.atbc-scbafrika2011.org>. For any questions, please contact the Local Organising Committee or our Event Manager, Lathifa Sykes on eo@atbc-scbafrika2011.org or +255 767 445 447.

Yours sincerely,

Dr. XXXXXXXXXX

Chair, Local Organising Committee, ATBC & SCB Africa 2011

Tel: +255 22 270070

(B)

Dear **XXXXX**:

I am pleased to inform you that your contribution entitled **XXX** has been accepted as an **oral/poster** presentation to be presented at the Annual Meeting of The Association for Tropical Biology and Conservation (ATBC). The meeting will be hosted by the Centro de Investigaciones en Ecosistemas (CIEco, Center for Ecosystem Research) of the Universidad Nacional Autónoma de México (UNAM, National Autonomous University of Mexico) and will take place in Morelia, Mexico, from July 15 – 19 2007. The theme for the 2007 meeting is "Linking Tropical Biology with Human Dimensions".

On behalf of the Organizing and the Academic committee, I would like to take this opportunity to invite you to join this event here in Morelia. This is a formal invitation letter for you to apply for a visa or any other travel requirements you need. We sincerely hope that you will be able to attend this Meeting as your participation is very important to its success.

In case any of your co-authors should need an acceptance/invitation letter directly addressed to him/her, please let me know.

I look forward to seeing you in Morelia.

Yours sincerely,

Dr. **XXXX**

Member of the Academic Committee
for the ATBC Annual Meeting

(C)

Dear XXXXXXX:

On behalf of the Academic Committee for the Annual Meeting of The Association for Tropical Biology and Conservation (ATBC) I inform you that your submitted abstract **XXXXXX** is in need of the following revision(s) before your contribution can be officially accepted to be presented during the meeting:

- () The title and the abstract must be written in English.
- () The use of the English language needs corrections.
- () The abstract is not clearly written and needs editing.
- () The abstract is too preliminary, please include results.
- () The relationship (direct or indirect) of the contribution to tropical biology and/or conservation must be made clear.

I look forward to receiving your revised abstract within 10 days.

Yours sincerely,

Dr. XXXXX
Member of the Academic Committee
for the ATBC Annual Meeting
andresen@oikos.unam.mx

Appendix 8. Example of symposia registration form.

INVITED SYMPOSIUM [DEADLINE FOR SUBMISSION IS]				
INFORMATION ABOUT SYMPOSIUM ORGANISERS[S]				
Lead Organizer				
Family Name:	First Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Institutional Affiliation & Address:		Email:		
Co-Organizer [1] If Applicable				
Family Name:	First Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Institutional Affiliation & Address:		Email:		
Co-Organizer [2] If Applicable				
Family Name:	First Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Institutional Affiliation & Address:		Email:		
Co-Organizer [3] If Applicable				
Family Name:	First Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Institutional Affiliation & Address:		Email:		
SYMPOSIUM INFORMATION				
Proposed Title [12 words maximum]:				
Background Information / Motivation [100 words max]:				
Description of Theme & Target [50 words max]:				
Specific Contribution to Meeting [50 words max]:				
How would you Measure Success? [50 words max]:				
Symposium Length [check one]:				
[1] 90 minutes, minimum 5 presentations <input type="checkbox"/> ; [2] 180 minutes split in two, minimum 10 presentations split 5 each <input type="checkbox"/>				
PRESENTER INFORMATION				
Presenter Name [By Presentn Order]	Proposed Presentation Title	Country	Confirmed Participation	Degree PhD/MS
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Funding Confirmation [How are you funding your travel and how many presenters have so far obtained funding for Symposium]:				
PLEASE RETURN FORM TO:				
Website: http://www.atbc-scbafrica2011.org LOC Secretariat Email:				

Appendix 10. Example of a post-meeting online survey sent to participants immediately after the meeting.

ATBC 2012



1. Academic Program					
	Very Good	Good		Not Applicable	Response Count
Pre-Meeting Workshops	16,5% (60)	6,3% (23)	0,0% (0)	77,2% (281)	364
Keynote Talks	55,8% (208)	38,6% (144)	1,1% (4)	4,6% (17)	373
Symposium Themes	63,3% (240)	35,6% (135)	1,1% (4)	0,0% (0)	379
General Quality of Presentations	36,7% (139)	61,7% (234)	1,3% (5)	0,3% (1)	379
Punctuality	61,8% (235)	34,2% (130)	3,7% (14)	0,3% (1)	380
Overall Meeting Program	65,2% (249)	33,0% (126)	1,3% (5)	0,5% (2)	382
answered question					382
skipped question					0

2. Logistics and Infrastructure

	Very Good	Good		Not Applicable	Response Count
Shuttles (CG/Bonito/CG) & Local Transportation	39,3% (149)	41,7% (158)	7,9% (30)	11,1% (42)	379
Service Provided by the Travel Agency	27,1% (102)	39,5% (149)	11,7% (44)	21,8% (82)	377
Meeting Venue (physical space, accommodations, and cleanliness)	64,8% (247)	32,5% (124)	2,1% (8)	0,5% (2)	381
Food (coffee break and lunch options)	68,8% (262)	28,1% (107)	2,9% (11)	0,3% (1)	381
Participant Materials	59,5% (226)	31,6% (120)	8,2% (31)	0,8% (3)	380
Pre-Meeting Organization	35,6% (134)	32,2% (121)	6,6% (25)	25,5% (96)	376
Organization during the Conference	69,3% (264)	29,4% (112)	0,8% (3)	0,5% (2)	381
Registration Cost	12,9% (49)	62,1% (236)	23,4% (89)	1,6% (6)	380
answered question					382
skipped question					0

3. What is your general opinion on the event?		
Very Good	72,4%	273
Good	26,3%	99
Poor	1,1%	4
Not Applicable	0,3%	1
answered question		377
skipped question		5