



Meeting Call for Abstracts

9th Annual MIDWEST BAT WORKING GROUP Meeting

April 6-7, 2017

Pyle Center, University of Wisconsin – Madison

ORAL PRESENTATIONS AND POSTERS: *deadline for submission of Abstracts is March 1, 2017.*

- Email abstract submissions with subject line labeled "MWBWG abstract" with attachment of abstract in Microsoft Word format to Heather Kaarakka (Heather.Kaarakka@wisconsin.gov).
- Follow format and content of the abstract example on the MWBWG web site (<http://www.mwbwg.org>).
- Poster and oral presentations should focus on bats and bat ecology
- 15 minutes will be allotted for each oral presentation.
- Indicate whether you will make an oral or poster presentation and underline the name of the presenter in the abstract.

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF ABSTRACTS

Abstracts for presentations and posters will be accepted until **March 1, 2017**. Abstracts should include name, organization, address of authors, and title. Underline the name of the author who will be presenting the paper. The Abstract should (1) state the principal objectives and scope of the investigation, (2) describe the methods employed (briefly), (3) summarize the results, and (4) state the principle conclusions. The abstract should be < 300 words. Indicate whether the preferred presentation is oral or poster.

Follow the format guidelines below when preparing your abstract (see example below):

- Title should be in all capital letters, bold, and centered at the top of the page.
- Include names and current addresses of authors after the title (and underline presenter's name).
- Italicize addresses of authors.
- Use 12 point Times New Roman font.
- Use 1-inch margins on all sides.
- Left justify authors and text only.

Submit abstracts electronically to Heather Kaarakka (Heather.Kaarakka@wisconsin.gov) with "MWBWG abstract" in the subject line and the abstract as an attachment to the email in Microsoft Word format.

EXAMPLE:

**ALLEGHENY WOODRAT (*NEOTOMA MAGISTER*) HABITAT
CHARACTERISTICS IN VIRGINIA**

Michael T. Mengak, Steven B. Castleberry, and W. Mark Ford. *D. B. Warnell School of Forest Resources, University of Georgia, Athens, GA 30602 (MTM, SBC); USDA Forest Service, Northern Research Station, Newtown Square, PA (WMF)*

GUIDELINES FOR ORAL PRESENTATIONS

A total of 15 minutes will be allotted for presentations, including time for answering questions (3 min). **All oral presentations must be in Microsoft PowerPoint.** All presenters should bring a copy of their presentation on a flash drive to the meeting.

GUIDELINES FOR PREPARATION OF POSTERS

- No larger than 36 inches tall x 48 inches wide.
- Readable from a distance of 2 meters.
- Title should be capitalized with lettering **at least** 20 mm high (e.g., 72 pt).
- Authors and institutional affiliations should be in upper- and lower-case lettering **at least** 11 mm high (e.g., 42 pt).
- Text lettering should be **at least** 9 mm high (e.g., 36 pt) with a line thickness of at least 1 mm.
- Text for Literature Cited section can be smaller if space is limited (e.g., down to 20 pt)
- Information should be well organized and concisely presented. Most posters include the following sections: Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusions, Literature Cited.
- Keep written text to a minimum (remember the rule of thumb “less is more”). “Bullets” and short phrases are effective. Consider using no more than six illustrations (large graphs, flow charts, diagrams, and photographs). Keep captions and legends short and informative.

Thank you! We look forward to seeing you in Madison, Wisconsin in April 2017!