2013 Annual Meeting of NESTVAL, Oct. 18-19, at Clark University

Instructions for Organizing Sessions, Preparing Abstracts, and Submitting Information to the Committee

Pre-Organized Sessions

Individuals, groups, and specialty groups may organize paper and panel sessions for NESTVAL 2013. Organized sessions are a great way to bring colleagues together to discuss current research and to advance your field.

Organizers should have session participants register for the annual meeting, submit an abstract if necessary, and provide the program committee with their names.

Session Submission Deadline: September 15, 2013

- Each session may list up to two organizers and one chair in the program
- Paper Sessions consist of 5 papers or 4 papers and a discussant. Each paper is expected to conform to the 20-minute time limit.
- Illustrated Paper Sessions consist of 8 to 12 illustrated papers. Refer to the illustrated paper guidelines for information on format.
- Interactive Short Paper Sessions consist of 10-14 5 minute PowerPoint presentations followed by interactive roundtable discussion. Refer to the Interactive Short Paper guidelines for more information on format.
- Panel Sessions consist of 4-6 participants. These sessions are 100-minute discussions among the panel and audience members. Formal presentations are not to be part of panel sessions.

Program Committee Organized Sessions

If you choose not to participate in a pre-organized session, the NESTVAL Program Committee will place your paper into the most germane session available. We will attempt to organize loose abstracts into the most cohesive sessions possible. Please choose your topics and keywords carefully to help steer your paper into the best session.

Session Organization Instructions

Anyone may organize sessions at NESTVAL 2013. Before you submit an organized session, you should:

- Review the organized session guidelines on this page and the abstract guidelines.
- Once you are ready to submit your organized session:
  - Send session information to the NESTVAL2013@clarku.edu mailbox
  - You will receive an email that your session has been received.
NESTVAL Presentation Types

Abstract Submission Deadline: September 15, 2013

Paper Presentation

Each paper is allotted 18 minutes for presentation and discussion. Paper sessions are limited to five presentations. Abstracts for paper presentations are presented in paper sessions.

- 20 minutes per paper (time includes presentation and discussion)
- 5 presentations per session
- Presenters must furnish their own computers/laptops
- A digital projector will be provided in each meeting room at no charge

If you require other types of audio/visual equipment, please contact Brenda Nikas-Hayes bnikashayes@clarku.edu

Illustrated Paper Presentation

An illustrated paper is a short (3- to 5-minute) oral summary of problem, data, method, and findings presented in poster format, followed by a one-on-one or small group discussion with interested listeners at the poster. All oral summaries (8 to 12 per session) will be given at the beginning of each illustrated paper session before participants disperse to the poster boards around the room. Each presenter will post illustrations and other relevant materials on a 4’ x 8’ poster board supplied by the Clark University. Abstracts for illustrated paper presentations are presented in Illustrated Paper Sessions.

- 3- to 5-minute oral presentation followed by discussion at individual posters
- 8 to 12 presentations per session
- AV consists of 4’ x 8’ poster boards only

Poster Presentation

Use the poster format for your presentation when your material can easily be communicated visually. Each presentation should make a unified, coherent statement. Materials, both textual and visual, should be of professional quality and be clearly legible from a distance of four feet (4’). Graphic materials will be displayed on a 4’ x 8’ poster board supplied by the Clark University. Text should be limited to brief statements. Presentations consisting mostly of text are most appropriate as paper presentations. Abstracts for poster presentations are presented in poster sessions.

- Posters are exhibited for informal browsing with opportunities for individual discussion with poster authors
- 30 to 40 posters per session
- AV consists of 4’ x 8’ poster boards only
Interactive Short Paper Presentation

The format of the Interactive Short Paper (ISP) Session allows for ten to fourteen 5-minute paper presentations involving a maximum of 10 PowerPoint slides per presentation summarizing research or research in progress in a particular field, followed by a 30- to 45-minute interactive roundtable discussion among presenters and the audience. This type of session has become popular at other meetings as it provides the audience with rapid and intensive overview of research and also allows for more in-depth discussion among presenters and with the audience. Abstracts for interactive short paper presentations are presented in interactive short paper sessions.

- 5-minute presentation
- 10-14 presentations per session
- Digital projector and computer with PowerPoint software is provided at no charge

To facilitate the smooth transfer from one presentation to the next, ISP Sessions include a computer and a digital projector. There will be no overhead projector or slide projector available in ISP sessions.

Instructions for abstract submission

Abstracts

- An abstract is required for everyone presenting a paper, illustrated paper, or poster presentation.
- Abstracts can only be submitted after the presenter has registered to attend the conference.
- NESTVAL accepts all submitted abstracts for presentation.
- Abstracts must describe the presentation’s purpose, methods, and conclusions.
- Each abstract is limited to 200 words.
- By submitting an abstract, you are granting the NESTVAL permission to publish it in the abstract compilation and to disseminate it electronically.

Send abstracts to the NESTVAL2013@clarku.edu mailbox

Tips

- Please be sure to include keywords (see Selecting Keywords below)
- Your abstract will not be edited; you are responsible for any spelling, grammatical, and typographical errors.
- Use the active voice for your abstract and presentation. Transmit your research results clearly and concisely. Avoid jargon.
Instructions

Please notice and adhere to the following format instructions for abstract:

• Provide a clear and straightforward title.

• Provide your name and affiliation two lines below the title.

• Do not use abbreviations.

• Do not use underlining, boldface type, italics, subscripts, or superscripts.

• Do not include any codes for justification, hyphenation, line height, line centering, margins, spacing, fonts, page centering, page numbering, suppression, or tabs, in your abstract.

• Do not use bulleted lists.

• Do not include phone numbers or e-mail addresses in the body of the abstract.

• Do not use all caps.

Selecting Keywords

• Keywords may be compound (such as "political geography").

• Keywords should generally be nouns instead of adjectives or adverbs.

• Do not use abbreviations.

• Under no circumstance can you use a comma within a keyword.

• In creating your keywords, try to think of how someone might want to search for your topic in the abstract volume. If your presentation is about color cartography, an appropriate keyword might be "cartography-color."

• Make certain your geography is not too specific. For example, suppose your paper is about southwestern Kentucky. A user of the abstract volume interested in Kentucky is going to search under the letter "K" instead of "S." Therefore, use either "Kentucky" or "Kentucky-southwest" as a keyword.

• In referring to a systematic sub field, do use the word "geography." Use "economic geography" as the keyword and not "economic."

• If you have a choice between the plural and the singular form, use the plural. If your keyword could be "race" or "races," use "races."

SAMPLE KEYWORDS: cartography, atlases, United States