

Guidelines for Paper and Poster Presentations
2nd ASEAN Heritage Parks Conference and 4th Regional Conference on Protected
Areas in SEA
Kota Kinabalu, Sabah, Malaysia

This conference is a joint initiative of the ASEAN Centre for Biodiversity (ACB) together with the IUCN-World Commission of Protected Areas and BirdLife International. The conference will be hosted by Sabah Parks, Malaysia. This conference is made possible with the support of the European Commission to the ACB and funding from the Australian Government through the Regional Natural Heritage Programme to BirdLife International and IUCN WCPA.*

General Guidelines

- All papers must be original in nature, not yet published in any publication elsewhere.
- All papers must carry any of the themes of the Conference and are encouraged to offer particular experiences and concepts that demonstrate emerging trends, directions and lessons learned in AHP and protected areas. The specific themes are:
 - ASEAN Initiatives on the Management of Marine Protected Areas
 - Biodiversity Monitoring in Marine PAs
 - Biodiversity Monitoring in Terrestrial PAs
 - Capacity Development for AHP and Protected Areas
 - Communications and Community Relations
 - Indigenous Peoples
 - Information Sharing and Knowledge Management
 - Initiatives of NGOs in Marine Protected Areas
 - Land Use Management and Conflicts in PAs
 - Management Effectiveness Assessment
 - Marine PA Gap Analysis
 - Sustainable Financing
 - Sustainable Livelihood and Equity
 - World Heritage Sites
- All papers must be in English.
- The Conference organizers shall have the right to publish all submitted papers.
- The Conference organizers may consider geographical factor in the selection of papers for presentations. Papers not selected for presentation in the session can be considered for poster presentation.

Abstract

- The abstract should be no longer than 300 words.
- The abstract must be submitted not later than **March 15, 2007**.
- The title of the paper and the heading "ABSTRACT" must be in bold and capital letters, centered on the page.
- Use Times New Roman font, 12 point size, MS Word.
- The title should be 10 words or less.
- Leave one blank space between paragraphs. Do not indent paragraphs.
- The abstract must not contain abbreviated words, diagrams and references.
- The author(s) full name must be in title case and in bold letters. First name first, family name second. An asterisk must be placed after the name of the author who will present the paper. Indicate the primary author's affiliation and institution.
- The abstract of the paper must be submitted by email at: birdlife_asia@yahoo.com. Faxed manuscript will not be accepted.

Full Paper

- The full paper must be concise and well-organized.
- The main paper shall include the following: (1) brief profile of the area, if presenting a case study (maximum of one page), (2) context (what was the situation before the intervention), (3) discussion of the intervention, key governance processes, mechanisms and tools, and enabling and hindering factors, (d) evaluation of outputs and quality of outcomes, (4) sustainability mechanisms, (5) lessons learned, and (6) recommendations.
- The text of the full paper should be typed double space throughout using Times New Roman font, 12-point size for a maximum of 25 pages, single space, MS Word.
- Do not indent paragraphs and leave one blank line between paragraphs.
- Include in-text references with the last name of the author and the date of the publication.
- Illustrations, photos, charts, diagrams and graphs must be labelled as figures. They must be numbered consecutively with corresponding captions and placed as close as possible to the text that refer to them.
- The figure captions must be separated from the graphics or illustration, figures and references.
- Use a standard letter size (8.5 x 11), white bond paper. Use a one-inch margin on all sides of the paper.
- Full papers in electronic file and hard copy must be submitted to the Program Committee copy furnished the Documentation Committee not later than **March 30, 2007**.

VISUAL PRESENTATION

- Presentation material in CD electronic file must be submitted to the Program Committee not later than **March 30, 2007**.
- Paper presenters may use Power point or overhead transparency for their presentations.
- Each paper presentation must be limited to 15 minutes and a maximum of 15 slides.
- The following are the specific guidelines for the presentation:

Power Point Presentations

- Dark background for slides and light colors for the text or vice versa;
- Maximum of 5 bullet lines per slide;
- Heading is 44-point size, sub-head is 32-point size and sub-sub head is 28-point size; Minimum of 24-point size;
- Balance text and photos;
- Presentation template shall be provided by the Conference secretariat.

Overhead Transparency Presentations

- Use dark color for text;
- Maximum of 10 bullet lines per transparency;
- Letters must be minimum of 24-point size;
- Fonts without serif are preferred (e.g. Arial, Gothic);
- Balance text and photos.

For Information and inquiries, please contact:

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* Through the project “Strengthening Protected Area Network and Management in ASEAN countries”.