



10th Queensland Weeds Symposium

“Managing Weeds in a Climate of Change”

26 – 29 July 2009

Ryldges Capricorn Resort
Yeppoon
Queensland

**SPEAKER
INFORMATION
KIT**

INTRODUCTION

The following general information is provided to assist speakers with their preparation for the 10th Queensland Weeds Symposium. Please read the following material and do not hesitate to contact the symposium secretariat on the contact number below if you have any questions.

IMPORTANT DEADLINES

Each speaker must provide the following by the due dates listed below. If you cannot make a deadline, please inform the secretariat as soon as possible to make alternate arrangements.

Methods blacked out in the table are unavailable for that item.

✓ = Preferred option

■ = Unavailable via this method

Requirement	Deadline	Email	Fax	Mail	Online
Speakers registration paid in full	ASAP, but no later than 2 March 2009	■			✓
Speaker Biography (up to 50 words)	15 December 2008		■	■	✓
Abstract (up to 300 words)	15 December 2008		■	■	✓
Authors notified of acceptance	2 February 2009				
Authors details printed in Registration Brochure	27 February 2009				
Authorisation for Publication Form	12 April 2009		✓		
Full Paper	12 April 2009	✓ email only (wsq@eventcorp.com.au)			
Power Point Presentation	6 July 2009	If <u>less than</u> 1 mega byte you can email to Eventcorp	■	If <u>more than</u> 1 mega byte, please send via mail on a CD.	■

Send To: QWS Symposium Secretariat, C/- Eventcorp Pty Ltd

Phone: +61 7 3334 4460

Fax: +61 7 3334 4499

Email: wsq@eventcorp.com.au

Website: www.wsq.org.au

Mail: PO Box 3873 SOUTH BRISBANE BC QLD 4101 Australia

Courier: Unit 2A, Anthony Street, SOUTH BRISBANE QLD, Australia

Please note: Speakers are required to register and pay to present at the Symposium. Please refer to *page 5* for speaker registration and payment details.

GENERAL GUIDELINES

ABSTRACT

All speakers are required to submit a 300 word abstract outlining the theme of their presentation. Abstracts are to be submitted online via the registration page on the symposium website. The symposium website address is: www.wsq.org.au.

Abstracts are due no later than **15 December 2008**.

AUTHOR FORMATTING FOR PAPERS

All speakers are required to submit a full paper for the Symposium Proceedings. Papers are to be emailed to: wsq@eventcorp.com.au.

Full Papers are due no later than **12 April 2009**. Please refer to page 7 "Author Formatting for Papers" for further details.

SYMPOSIUM THEME & SUB-THEMES

Theme: Managing weeds in a Climate of Change

Sub-themes:

Social

- A. **Social:** this sub-theme covers papers and posters associated with the social aspects of weeds and weed management in Queensland, with a focus on change that has been experienced in the past two decades. While not limited to, this includes a variety of issues such as officer training, recruitment and HR. Suggested topics include social barriers to weed control, changing demographics, changes in key organisations and the loss of knowledge regarding weeds and their control.

Environmental

- B. **Environmental:** this section will describe the environmental aspects of weed control and management, particularly with respect to the main conference theme of 'a climate of change'. Papers discussing new incursions, the cost of weeds to biodiversity values, and weed management for outcomes are especially welcome.

Economic

- C. **Economic:** the final sub-theme will examine the economic aspects of weeds in Queensland (and Australia). Relevant topics in this sub-theme include the impacts of floods, the relationship between weeds and primary production, the application of agro-forestry, the Fitzroy Basin Weed Management Strategy and other similar initiatives, and the opportunity for funding to address weed problems (e.g., from NRM groups and elsewhere).

Technology

- D. **Technology:** this sub-theme will consist of papers discussing advanced technological adaptations for weed control and management that have been developed in the past 20 years. Examples include emerging best management practice techniques, new or modified machinery, relevant research findings, and nursery industries in the fight against weeds.

Best Management Practice

- E. **Best Management Practice:** Changes in geomorphology, climate, economy, technological advances and value based decisions have influenced recognised best management practices over the last 20 years. This sub-theme focuses on adaptations and improvements

though implementation to best management practices and welcomes papers that pay particular attention to this theme.

Poster Presentations

Poster presentations are also welcome, please select "Poster" during the submission process.

BIOGRAPHY

All speakers are required to submit a 50 word biography which includes presenter/s positions, career details and major work achievements to date. Please use full sentences rather than dot points and write your biography in the third person, as the session chairperson will use this information when introducing you as a speaker. Biographies are due **15 December 2008**.

AUTHORISATION FOR PUBLICATION FORM

Abstracts and/or full papers will be published in the symposium workbook and as part of the symposium proceedings. The Authorisation for Publication form is found at the back of this document and is to be submitted to Eventcorp via fax or post by **12 April 2009**.

POWER POINT PRESENTATION

PRESENTATION SESSIONS

For ease of viewing by delegates, only Power Point should be used as a presentation tool. Please note that only single projection will be available. Each room will be equipped with a laptop with your pre-loaded Power Point presentation, a microphone and a laser pointer only. Overhead projectors, slide projectors, video or DVD players will **NOT** be available.

SUGGESTIONS FOR POWER POINT PRESENTATIONS

- Use dark primary colours for text and light colours for background
- Lettering to be at least 0.7 cm in height (Size 14+ font).
- No more than six (6) to eight (8) words per line.
- Ideally - six (6) lines or less per slide/overhead.
- Use upper / lower case text – (all capitals is almost unreadable).
- Use the 'text-build' feature to stop the audience reading ahead of you.
- Avoid including audio sounds such as bells, whistles, zooming sounds etc.
- Avoid including clichéd clip-art eg. Light bulbs.

If the original graphs and graphics are too detailed or condensed they should be converted to a suitable format for projection.

All Power Point presentations should be forwarded to Eventcorp by no later than **6 July 2009**. This will ensure the smooth running of sessions. Please note if your presentation file is larger than 1MB you must send it on a CD. Last minute changes/additions to presentations may be done at the venue, however, this must be discussed with the conference organiser.

HANDOUTS

Please note that your abstract will be published in the Symposium Program. If you wish to provide any further presentation materials, ie: handouts, these will be at your own expense and must be prepared prior to your presentation.

SYMPOSIUM REGISTRATION, ACCOMMODATION & TRAVEL

REGISTRATION

It is compulsory for all speakers (oral and poster) to register for the symposium. Online registration is available on the Weeds Society of Queensland website. Please use the access key you were supplied with when you submitted your abstract online. For those who do not have an access key, please contact Sherrilyn Wigg from Eventscentral on (07) 3334 4450 or registrations@eventscentral.com.au **Please ensure to register and pay by 2 March 2009.**

ACCOMMODATION

Accommodation can also be booked via the online registration form. The Symposium Secretariat has negotiated special accommodation rates at Rydges Capricorn Resort, Yeppoon. Please be sure to book online or through the Symposium Secretariat to be eligible for this special symposium rate.

AIR TRAVEL

Eventcorp Travel can book any published airfare. Our in-house licensed travel agent can provide you with the best available airfares on the day. For further information or to book your travel requirements please contact Sherrilyn Wigg at Eventscentral on (07) 3334 4450 or email travel@eventscentral.com.au

SPEAKER PREPARATION

All speakers must identify themselves to the symposium organising committee or secretariat upon arrival no later than the break prior to their presentation session (i.e. 1 hr before symposium starts, morning tea, lunch or afternoon tea). Speakers who need to load or check their presentations will then be directed to the Speakers' Preparation Room where an audiovisual technician will assist you.

FREQUENTLY ASKED QUESTIONS

1. Am I required to return the Authorisation of Publication of Paper Form?

Yes please. This form is important and required in order to publish the paper in the Symposium Proceedings. If this form is not returned, your paper will not be published.

2. I will be using Power Point, am I required to bring a laptop computer?

No. A computer will be provided at the symposium

3. I have sent my Power Point presentation prior to the symposium, am I required to bring another copy to the symposium?

Yes please. We ask speakers to send their Power Point presentation in advance so that it can be pre-loaded onto the system. However, it is necessary for each presenter to bring a second copy of their Power Point presentation on CD-Rom or USB to the symposium as a back-up.

AUTHORISATION FOR PUBLICATION OF ABSTRACT, POWERPOINT AND FULL PAPER

AUTHORISATION & MEDIA FORM

Deadline: 12 April 2009

As author of this presentation, I certify that I have obtained all customary and necessary permissions to use and print any material which appears in my presentation.

I hereby acknowledge ownership of and give permission to publish any part for any purpose of the 10th Queensland Weeds Symposium.

I agree to limit my presentation information and materials to those directly relevant to the session topic, and will not promote in a commercial way, my products or services, or the products and services of any organisation unless authorised in writing by the Queensland Weeds Symposium committee to do so.

Full Name: _____

Organisation: _____

Phone: : _____

Fax: : _____

Email: : _____

Presentation Title: _____

Signature: _____ Date: _____ / _____ / _____

Please forward this form to Event Corp

Phone: 07 3334 4460 **Fax:** +61 7 3334 4499

Email: wsg@eventcorp.com.au

Mail: PO Box 3873 SOUTH BRISBANE BC QLD 4101

Courier: 2A/15 Anthony Street, West End QLD 4101

AUTHOR FORMATTING FOR PAPERS AND ABSTRACTS OF THE 10th QUEENSLAND WEED SYMPOSIUM

First author, second author and third author
List Institution/Employer and/or address of all authors. Superscript should be used to indicate which author belongs to which Institution/Employer or address
(Underline the name of the presenting author)

ABSTRACT (SUMMARY)

These instructions are intended to guide contributors to the 10th Queensland Weed Symposium when preparing papers. They are set out in the format recommended for submission of papers/abstracts and as such can be used as a template for authors. The guidelines contain many instructions of a technical nature to which authors of technical (scientific) papers should conform. Authors of more general papers should conform to the formatting guidelines (e.g. margins, font, spacing etc.) and use section headings appropriate to their paper. Authors may contact Susan Kinnear (E: s.kinnear@cqu.edu.au) or Trudy Baker (E: trudy.baker@dlgpsr.qld.gov.au) for advice or assistance on these guidelines. Any paper or abstract which does not conform to these guidelines will be returned to the author for correction with suggested changes. Invited and submitted papers for oral presentations are to be a maximum of 4 pages. Abstracts for poster presentations are to be a maximum of 1 page. Authors may submit a full paper (up to 4 pages) for poster presentations. All documents are to be saved as Microsoft Word files using the first authors surname (e.g. Kinnear.doc) and received by the editors by the submission date specified.

Keywords: up to six relevant words can be included, with commas between words.

INTRODUCTION

Page size is A4 with all margins (top, bottom, left and right) set at 20 mm. Single line spacing should be used throughout the paper. Headers and footers will be included when the proceedings are compiled.

The font for text (including the abstract) should be 12 pt Arial, with one space between each sentence. All paragraphs throughout the text should be justified with a 12 pt line space between paragraphs.

MATERIALS AND METHODS

Headings

All first order headings (such as **ABSTRACT** and **INTRODUCTION**) will be 12 pt, Arial, capitals and bold (as outlined above). Two 12 pt line spaces occur before the heading and one after.

Second order headings

All second order headings should be in 12 pt, bold and Arial font with only the first letter of the first word capitalised. One 12 pt line space occurs before and after the heading.

Third order headings

All third order headings should be in 12 pt Arial and underlined with only the first letter of the first word capitalised. One 12 pt line space should occur before the heading, with no line space between the heading and paragraph text.

Scientific names

At the first mention of a species (plant, animal or pathogen), use the common name followed by the full scientific name in italics. For example, miconia (*Miconia calvescens*). After the first use of a species, be consistent with using either the common or shortened scientific name throughout the remaining text (e.g. *M. calvescens*).

Chemical names, numbers and dot points

Chemical names

Please use the trade names for chemicals and where possible follow this with standard active ingredient names of chemicals and the concentration starting with a lower case character (e.g. 600 g/kg metsulfuron methyl). The first letter of trade names should be a capital (i.e. Access[®]). Indicate the registered name or trademark symbol [™] at first mention. Rates should be given consistently throughout text as either:

1. The quantity of active ingredient (a.i.) such as glyphosate @ 10 g a.i./ha; or
2. The quantity of product (Grazon[®] DS @ 500 mL/100 L water).

Please use the standard units such as L/ha and g/L.

Any type of measurement should include a space before the abbreviated unit. For example 7 mL of water.

Numbers and dot points

All numbers less than 10 should be written in full (as shown) except where followed by a standard measurement. For example:

- Nine years; and
- 2 mL.

Numbers 10 or above should be written numerically.

Each new dot point or number list should start with a capital as shown below:

1. An example of a number list; and
2. Second entry.

A colon should be used to introduce the list, and semi-colons should be used between the list entries. Indentation of the dot point or number should be between 0.5 and 0.75 cm.

RESULTS

Figures and tables

Results should be supported with any necessary diagrams or statistical analyses, and these must fall within the page margins, as outlined above. All units should be in standard SI nomenclature.

Figures

Each figure should be numbered (e.g. Figure 1.) and inserted in the text after the first reference to it. All figures are to be justified left, with a 12 pt line space before the figure and after the caption. No line spaces occur between the figure and caption. The figure number in the caption (i.e. Figure 1.) is 12 pt Arial and bold, as outlined below. Captions are in 12 pt Arial and are placed below the figure.

Photos/images should be submitted as separate files in JPEG format and emailed with the paper or mailed on CD-ROM. File names should be the surname of the author and the figure number (e.g. Kinnear Figure 2.jpeg).



Figure 1. Diagram showing standard formatting for authors.

Tables

Each table should be numbered (e.g. Table 1.) and inserted in the text after the first reference to it. All tables are to be justified left, with a 12 pt line space before the caption and after the table. No line spaces occur between the caption and table. The table number in the caption (i.e. Table 1.) is 12 pt Arial and bold, as outlined below. Captions should be in 12 pt Arial and placed above the table.

Table 1. Guidelines for authors using tables in submitted papers.

Title	Column title one	Column title two
Row title one	1	3
Row title two	2	4

All text within the table should be between 8 and 12 pt (depending on the amount of data), Arial and justified left. Numbers are to be centred within the column as shown above. If cells contain numbers and text it should be justified left. No vertical borders should be used within tables. Use horizontal borders only at the top and bottom of the table and to separate column titles from the rest of the table.

DISCUSSION

References within the text

Within the text refer to authors as Anderson (1991) or (Anderson 1991) or Westcott and Dennis (2002). Where cited references have three or more authors use Vogler *et al.* (2002). Where multiple references are cited, order by date, then alphabetically by first author surname. Please follow the format below for reference lists.

ACKNOWLEDGMENTS

Enter acknowledgments here if required.

REFERENCES

All references should be in 12 pt, Arial, justified and in alphabetical order. For references with the same author, dates should be used to list publications from earliest to latest. A 12 pt line space should be used between entries. Reference all cited material as outlined below. Use italics for full names of journals and titles of books.

Anderson, A.N. (1991). *The ants of southern Australia – A guide to Bassian fauna*. (CSIRO, Australia).

Department of Agriculture Western Australia (2001). 'Declared Plants List'. http://www.agric.wa.gov.au/programs/app/dec_pl/declaredplants.htm. (Agriculture Western Australia, Bentley).

Department of Natural Resources and Mines (2004). 'Pest Fact: Chinee Apple'. <http://www.nrm.qld.gov.au/factsheets/pdf/pest/PP26.pdf>. (Queensland Government, Brisbane).

Hannan-Jones, M.A. and Playford, J. (2002). The Biology of Australia Weeds 40. *Bryophyllum* Salsb. Species. *Plant Protection Quarterly* 17(2): 42-57.

Vogler, W., Navie, S., Adkins, S. and Setter, C. (2002). Use of Fire to Control Parthenium Weed. (Rural Industries Research and Development Corporation, Canberra).

Vogler, W. (2004). Pers. comm.

Westcott, D.A. and Dennis, A.J. (2002). The ecology of seed dispersal in rainforests: implications for weed spread and a framework for weed management. In Grice, A.C. and Setter M.J. (eds). *Weeds of Rainforests and associated ecosystems*. Cooperative Research Centre for Tropical Rainforest Ecology and Management. Rainforest CRC, Cairns. pp. 19-23.