



Guidelines for ISAZ Conference Organizers

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Overview

Guidelines

This document was assembled to create a clear set of expectations for the conference organizers, and to provide a series of guidelines to help ensure the general success of the annual conference.

Purpose

The broad goal of all ISAZ conferences should be to further the aims of the Society by providing a forum for the presentation, dissemination and synthesis of new knowledge in the field of Anthrozoology.

Scope

All ISAZ conferences should have as their general focus the interactions between human and non-human animals. Organizers should keep in mind the multidisciplinary nature of the membership when planning and the content of a conference should reflect this. If the organizers chose to focus on one or more distinctive topics or themes, they should also make adequate space in the program for free papers not directly related to the theme. Organizers should keep in mind that ISAZ as an organization stresses education and scholarly research and is not an advocacy group.

Duration

Past conferences have usually extended over 2-3 days, with additional Satellite Conferences and/or Special Events scheduled before or after the general conference, at the organizer's discretion.

Personnel & Responsibilities

Conference Organizers

Conference organizers generally determine the overall theme of the conference and the selection of Plenary/Key Speakers. Organizers are generally ISAZ Full members. Organizers are directly responsible for dealing with the overall planning and execution of the conference, in coordination with the ISAZ Programs Officer, Secretary for Development, Treasurer, and Administrative Manager.

Sponsor Liaison/Support

An individual who is part of the local organizing team should be designated for the role of “Sponsor Liaison/Support”. The purpose of this individual is to deal directly with the sponsors to ensure effective communication and that sponsor needs are being met. These needs include, but are not limited to, expedited registration for sponsor attendees, arranging for display space/tables, assisting with the receipt and return of materials before and after the conference. The Sponsor Liaison should work closely with the ISAZ Secretary for Development to ensure that a consistent line of communication is maintained with sponsors.

ISAZ Programs Officer

The Programs Officer works closely with local conference hosts, including the Conference Organizer, in order to ensure that the ISAZ annual conference has a scientific program that is rich, diverse, and of the highest standard possible. The Programs Officer represents the interests of ISAZ in all aspects of conference planning, and may assist the Conference Organizer with identifying and contacting invited speakers, recruiting the abstract review committee, overseeing the call for abstracts and abstract review process, and developing the conference program, including identifying session themes and appointing Session Chairs. The Programs Officer also ensures that ISAZ is effectively promoted at ISAZ conferences, including arranging for advertising materials to be included in conference satchels and distributed widely at the conference venue.

ISAZ Secretary for Development

The Secretary for Development works closely with the Programs Officer and local conference hosts, including the Conference Organizer and Sponsor Liaison/Support, to work on fundraising and liaising with conference sponsors. Please note that conference funding from any potential new sponsors needs to be approved in advance by the Secretary for Development to ensure that the funder’s goals are consistent with the ISAZ mission.

ISAZ Treasurer

The Treasurer is responsible for payment of conference expenses and is the recipient of any surplus funds. The Conference Organizers should contact the Treasurer to determine the best practices for ensuring timely payment and reimbursement during conference planning and execution.

ISAZ Administrative Manager

The ISAZ Administrative Manager should be copied on all communications between the local conference team and any of the above ISAZ Officers and/or sponsors. The Administrative Manager can also be consulted on any general questions, and will follow-up to ensure a timely response.

Section I. Conference Proposal Process

Application and Approval Process

- A.** To submit a proposal requires individual or corporate membership in ISAZ for a key member of the conference proposal team.
- B.** A proposal to host a conference should be presented to the ISAZ board 2 years in advance. It should be approved more than 1 year in advance so that it can be announced at the ISAZ conference in the year prior to its occurrence.
- C.** Interested parties should contact the ISAZ Administrative Manager (see ISAZ website at www.isaz.net) and submit a preliminary proposal as delineated below. All questions at this stage should be directed to the ISAZ Administrative Manager who will forward to the appropriate ISAZ Officers.
- D.** All proposals will be considered by the ISAZ Board. Timing, location, and other factors will be considered by the Board in making its final decision. The decision of the Board regarding the application will be communicated via the ISAZ Programs Officer as quickly as possible after submission. Submission of a proposal does not imply acceptance.
- E.** Once a proposal has been approved, organizers are expected to work closely with the ISAZ Programs Officer and the ISAZ Secretary for Development in order to ensure that the conference reflects the overall mission of ISAZ.

Section II. Guidelines for Preparing the Conference Proposal

The following content should be included in the proposal:

- A. Planning/Host Committee(s):** Identify the members of your local and/or national planning committee(s) with their corporate or university affiliations and their ISAZ membership status.
- B. Conference Dates:**
1. ISAZ conferences are typically held in late June or early July, although exceptions can be made. If proposing another time of year, please provide an explanation.
 2. Dates should be selected to maximize coordination and minimize direct competition with our sister organizations (e.g., IAHAIO, AVMA, Canine Science Forum).
 3. ISAZ would consider partnership with other like-minded organizations hosting conferences immediately before or after the conference.
- C. Host City Location and Specific Venue for Conference**
Describe the location and proposed facility for the conference presentations.
- D. Conference Title/Theme**
- E. Vision, Goals & Objectives:**
1. Describe the overall vision, goals, and objective of the conference, as well as any special foci, and any unique features that you propose. These may include particular activities, session formats, or other components that make your proposed conference remarkable. Vision and goals are broad statements, while objectives are measurable through the conference evaluation forms and relate to what participants gain from the conference.
 2. If you have a particular theme, above and beyond the general theme of human-animal interaction, please make it clear why that theme would be valuable and exciting to attendees.
- F. Target Audience:**
1. Describe who will be the targeted participants—ISAZ members, or ISAZ members plus other targeted groups.
 2. If there are other targeted groups, describe who they would be (e.g. a co-located conference or subgroups of researchers who study specialized areas, such as equine-human relationships), and what additional value (e.g., financial, scientific, etc.) they would bring to ISAZ.
 3. There are typically 150-200 individuals registered for the annual ISAZ conference. If proposing a significantly greater or lesser number of attendees, please provide explanation.
- G. Format:**
1. Describe the overall plan for the conference, including how many days it will last. Recent conferences have spanned 2-3 days, with additional optional activities, special events, and satellite conferences scheduled before and/or after the main conference program.
 2. Describe what types of sessions will be offered (e.g. themed, open, plenary, concurrent, poster, workshops, demonstrations), keeping in mind the following:
 - a. Recent conferences have had approximately 50 oral presentations, running during concurrent (i.e., parallel) sessions. It is suggested that no more than two (2) presentation streams run concurrently.
 - b. Designated time should be set aside for viewing poster presentations.
 - c. Conferences typically have 2-4 Plenary Speakers. Please keep in mind that an additional 30-60 minute slot will be reserved for the annual ISAZ Awardee talk.

Last updated: October 10, 2018

- d. Space should also be set aside for a 60-minute Annual General Meeting (AGM).
 - e. There should be no other events scheduled against plenary sessions, keynote speakers, poster sessions, and the ISAZ AGM.
3. Describe plans for entertainment and social activities. Typically ISAZ conferences begin with an Opening Reception/Registration the evening before the first day of programming, and include a Conference Dinner the evening before the final day of programming.
 4. Describe plans for any pre-or post-conference activities, including workshops, satellite conferences, or events held in connection with other organizations.

H. Travel Logistics and Costs to Attendees:

1. Include estimates of airfares to the host city from New York City, Chicago, Los Angeles, Toronto, London, Amsterdam, Paris, Sydney, and Tokyo.
2. Provide details on lodging. Are there negotiated discounts on hotel rooms? Is there availability of accommodations across a range of price points?
3. Transportation. Please describe how close the lodging is to the conference venue. If more than a 5-10 minute walk, how will transportation be arranged?
4. Food. Will meals and/or snack breaks be provided during the conference? Note that registration fees should include these costs.
5. Describe other assets of the proposed location that make it attractive for an ISAZ conference. This may include such things as accessibility, user-ease of transport, availability of excellent conference facilities, local cultural and entertainment activities, and proximity to shopping and restaurant amenities.

I. Budget (see Section III, Rules about Budget, Costs, & Sponsorships for more information):

1. Sponsorship Income. Provide an estimate of sponsorship income:
 - a. Generally, conference organizers can count on a minimum of \$25,000 sponsorship from organizations that have supported past ISAZ conferences.
 - b. If you are applying as an affiliate of a University or other organization, what support will it render, both financial and in-kind?
 - c. Please describe any plans to obtain local corporate sponsorship.
2. Registration Fees: Please include a proposed fee schedule for registration costs.
3. Other Income: If applicable, please describe any other expected income.
4. Expenses: Provide a brief overview of expected expenses, including costs for the conference venue, staffing, conference management firm (if using), rental of audio-visual equipment, marketing and promotion (if needed), printing, supplies and other conference materials, food, and entertainment. Note: ISAZ traditionally does not pay travel costs or honoraria for conference presenters, including keynote speakers; however, hosts may consider this option if they can afford payment or have found sponsorships to cover these costs.
5. Net Gain. Report the proposed net gain for ISAZ as total income (sponsorship, registration, other) minus total expenses. **Proposed budgets must be prepared so that there is NOT a projected net LOSS.**

J. Other Logistics: Please describe how you will address the following (beyond described in conference guidelines):

1. Conference management strategy. Identify whether or not you will hire a management firm to assist, or if organizing will be handled by the local Organizing Committee or host University
2. Marketing & Promotion.
3. Abstract Management.
4. Registration Services.
5. Exhibit Coordination, i.e., space for sponsors and vendors to display their materials.

6. Audio-Visual Management.
7. Food Services Arrangement.
8. On-Site Staff.

Section III. Rules about Budget, Costs, & Sponsorship

- A. Organizers should aim for a small surplus of income over expenditure (i.e., profit) when preparing the initial budget.
- B. Conservative budget estimates should be utilized when preparing the initial conference budget.
- C. Conference organizers will work closely with the ISAZ Secretary for Development to obtain financial sponsorship for the conference. Generally, conference organizers can count on \$25,000-\$50,000 from organizations who have supported past ISAZ conferences. These include Mars-WALTHAM, IFAW, and Nestle Purina. When preparing the initial budget, please use conservative estimates unless you are confident of additional support. ***Details of all donations and sponsorship offers should be sent to the ISAZ Secretary for Development, who must give formal approval prior to formal acceptance of each offer.***
- D. While endeavoring to keep registration fees for the conference as low as possible, conference registration fees should cover at least 60% of conference expenses.
- E. Registration fees for ISAZ Full members should be between one half and two-thirds the cost of the registration fee for non-ISAZ members. This has been set so that joining ISAZ is a neutral expense. Students who can provide proof of student status should be able to register for a substantially lower fee than non-students (e.g. half the cost if possible).

Section IV. Specific Policies for ISAZ Conference Management (after acceptance)

A. Important Pre-Conference Deadlines

1. A brief written description of the conference and the Call for Abstracts, including announcement of the Student Awards, should be sent to the ISAZ Programs Officer and the Editor of *Anthrozoos* **no later than October 15** of the year preceding the conference in order to ensure publication in the December issue of *Anthrozoos*.
2. The initial conference announcement and call for abstracts should be sent to the ISAZ Administrative Manager for posting on the ISAZ website **by November 1 of the year preceding the conference**.
3. A prospectus with specific Sponsorship opportunities for the conference should be submitted to the ISAZ Secretary for Development **no later than November 1 in the year preceding the conference**. See Appendix for a sample copy of a prospectus.

B. Abstract Submission, Review, and Acceptance

1. ISAZ includes both Oral and Poster Presentations at its conferences. Applicants should specify whether they prefer an Oral or Poster presentation during the Abstract submission process. Abstracts of sufficient quality that are not accepted for Oral presentations can be accepted as Poster presentations.
2. Two types of Abstracts are acceptable for ISAZ conferences: research and critical reviews. For both types of abstracts, the work should already be completed or very close to completion by the time of abstract submission. Providing a list of topics to be covered, or using statements such as “results will be discussed” or “a new theory will be developed” is unacceptable and will lower the review score and likelihood of acceptance. Applicants should clearly specify the type of abstract during the Abstract submission process.
3. During the Abstract submission process, applicants must indicate if they qualify for consideration in the annual Student Awards Competition for Best Oral and Best Poster presentation.
4. Specific instructions for preparing the Abstracts should be available on the ISAZ and conference websites. See Appendix for examples of the two Abstract types.
5. ***In general, all abstracts:***
 - a. Should be limited to a specific number of words (e.g. 350). Titles, author names/affiliations, contact information, and references do not contribute to the word count, although citations presented in the text do.
 - b. Should have a presentation title, names of all authors, their departments, their institutions, city, state, country, and the email address of the author who could be contacted for further information. The presenting author should be indicated in Bold type on the author list.
 - c. Authors should check a box to confirm the following statement: “I certify that this work has not been presented previously at any ISAZ conference.”
6. ***Research Abstracts*** must be structured and based on completed quantitative or qualitative research and must include the following components:
 - a. Introduction of a few sentences introducing the study and its objects.
 - b. Methodology, including specific descriptions of:
 - i. Participants (both human and animal), such as number of subjects, type, age, gender, and species
 - ii. Study Design & Procedures for data collection
 - iii. Apparatus and/or Measures used
 - iv. Data Analysis

- c. Main Results, including, where appropriate, statistical tests, significance level(s), and actual test values (e.g., $F(df) = .xx$, $p = .xx$)
 - d. Principal Conclusions and Implications for the field.
7. **Critical Review Abstracts** must be structured and include the following components:
- i. Introduction: A clear statement of the purpose of the review
 - ii. Key literature references to theory, concepts, evidence, or methodology that have been reviewed or re-evaluated
 - iii. Main findings
 - iv. Principal conclusions and implications for the field
8. **Review Process:**
- a. Submitted abstracts for both presentations AND posters should be reviewed by at least 2, and preferably 3, independent reviewers prior to acceptance for presentation at the conference. As a scholarly society, ISAZ is interested in quality rather than quantity, and only quality presentations and posters should be accepted. If necessary, the Society can provide conference organizers with a list of names/email addresses of potential reviewers to approach. The review committee should include only ISAZ members and preferably should include members from the ISAZ board. Acceptance of abstracts should be based on the standard criteria established by the ISAZ Board using the ISAZ abstract review forms (Appended).
 - b. Abstracts submitted for oral presentations that do not receive an oral presentation spot can be accepted as posters. Please confirm that the presenting author is willing to agree to the poster format before printing the conference program.
 - c. Online abstract review systems should display *both* the abstract number and title where possible, to prevent data entry error. It is helpful for reviewers to be able to see their entire list of scores and to go back, to correct for biases in initial or final reviews.
9. A maximum of two (2) presentations is allowed per presenting (or first) author, that is, 1 podium and 1 poster presentation, or 2 posters. The submitting author should indicate upon submission which abstract should be considered for a podium presentation. There are no stipulations or restrictions on the number of co-authored presentations (i.e. not first author). Unattended posters are not allowed, although a presenting author(s) may delegate someone else to present a poster on his or her behalf, if s/he cannot attend in person due to extenuating circumstances.

C. Publicity, Marketing, and Dissemination of Conference Details

- 1. Copies of conference registration forms, accommodation and travel details, and other relevant information should be sent to the ISAZ Administrative Manager as soon as available.
- 2. A designated conference website should be used for abstract submission, registration, and to disseminate information on the logistics of travel and accommodations. Organizers can set up their own website or can work with the ISAZ Administrative Manager.
- 3. ISAZ benefits greatly from conference visibility. Contact the ISAZ Secretary for Communications early in the conference planning process.
- 4. The Programs Officer should ensure that ISAZ is effectively promoted at ISAZ conferences, including arranging for advertising materials to be included in conference satchels and distributed widely at the conference venue. This point is also stated as a role in the ISAZ Bylaws.

D. Conference Programming

Last updated: October 10, 2018

1. It is suggested that no more than two (2) presentation streams run concurrently. There should be no other events scheduled against plenary sessions, keynote speakers, and the ISAZ Annual General Meeting (AGM).
2. Oral presentations should have specific time limits. While keynote and plenary speakers are usually given extended time for their presentations, it is recommended that most contributed papers be limited to 15-17 minutes per presentation with 3-5 additional minutes allotted for questions and discussion.
3. A single open Plenary/Keynote spot should be reserved for presentations by the winner of the ISAZ Distinguished Anthrozoologist Award or the ISAZ Early Career Award (with awards alternating across years). The announcement of these awards will occur in advance of the conference. The name of the awardee and their scheduled plenary/keynote talk will be published on the conference program, website, and promotional materials. A formal announcement in person will also directly precede the Plenary/Keynote presentation. It will include a member of the ISAZ board and a Sponsor representative.
4. Conference organizers generally select additional Plenary Speakers for the conference. One of these Plenary sessions should be designated as the “ISAZ Fellows Lecture,” in which one of the recently elected ISAZ Fellows will introduce the speaker.
5. Each Oral Session and Plenary/Keynote session should have a designated Chair to help keep speakers on time and facilitate questions. The ISAZ Programs Officer can assist the organizers in inviting ISAZ Members to serve in these roles.
6. For parallel Oral sessions, timing should be kept consistent between sessions to enable participants to go in and out of sessions.
7. Posters should be available for viewing throughout the conference, if possible. Sufficient time should also be allocated during the conference program for the presentation of posters as a separate session (often during an afternoon or evening time) that does not compete with other program events.
8. Approximately 1-hour of the conference program should be allocated for the Society’s Annual General Meeting (AGM). This can be scheduled during a suitable break (e.g. lunchtime, at the end of the first day) in the program.
9. Time should be allocated for the presentation of student awards, including announcement of the awards for Best Student Oral and Presentation during the conference. The Awards ceremony should be part of the closing remarks. The student awards should be presented by an ISAZ representative and a Sponsor representative.
10. There should be a minimum of five (5) minutes in-between all scheduled sessions in order to allow participants to move freely between sessions, and appropriate tea/coffee breaks in the morning and afternoon.
11. If lunch is not to be provided by the organizers, sufficient time should be allowed for participants to leave the conference venue. If lunch is provided, common dietary requirements should be accommodated such as vegetarian, vegan and gluten free; this information can be requested on registration.
12. Social events: Organizers typically arrange at least two (2) social events, with costs included in the registration fee:
 - a. An Opening Reception drinks which can be combined with Registration.
 - b. A Conference Banquet, held the evening before the final conference day (as people tend to leave on the last day of the conference).
13. Conference organizer(s) will be expected to make arrangements (e.g. room, lunch, and morning and afternoon refreshments) for a one-day, ISAZ Board Meeting on the day prior to the conference. All expenses related to the Board Meeting will be paid by ISAZ.

14. Organizers have the option of planning additional Satellite Conference(s) prior to or following the general ISAZ Conference. Special events and field trips can also be planned before, during, or after the general conference.

E. Programs and Abstracts:

1. Online copies of the full program and the Abstracts for each presentation should be made available on the website *no later than two weeks before the conference*.
2. A printed version of the program with (at minimum) a full list of the titles and authors for each presentation should be available on-site and a PDF version of the full program/abstracts easily available to participants (eg website, email).
 - a. The full list of authors should be included in the written program.
 - b. There should be some designation of the Oral and Poster presentations that are eligible for the ISAZ Student Award competition.
 - c. The Chair of each Oral Session and Plenary/Keynote talk should be listed in the program.
 - d. Locations of the sessions should be clearly indicated in the program, along with the start times of each presentation. Parallel sessions should be easily compared side-by-side in time.

F. Acknowledgement of Sponsors:

1. Sponsorship of the conference should be acknowledged clearly. The Principal Sponsor designation should receive the largest visible logo and should be announced verbally with gratitude during the opening and closing of the conference. More details on suggested specific Sponsor acknowledge requirements are available in the example prospectus.
2. A Sponsor representative should be included on stage for the presentation of all conference awards relating to that Sponsor.

G. Other Conference Logistics:

1. Lodging and Accommodations:
 - a. It is expected that conference organizers will secure a list of available lodging/accommodations for conference attendees and participants.
 - b. Accommodations within walking distance of the conference venue or with easy access to public transportation are preferred.
 - c. Every effort should be made to provide students with low-cost alternatives for lodging.
2. Student Awards. The ISAZ Board is responsible for the judging of the student oral and poster presentations. Local organizers can facilitate this by:
 - a. Clearly marking in the program and on the individual poster displays which presentations are eligible for the award.
 - b. Working with the ISAZ Programs Officer and/or Chair of the Awards Committee to have printed versions of the judging forms available on-site.
 - c. Allowing sufficient time between the final student presentation and the awards ceremony/presentation for deliberation to occur.
3. Technical Assistance:
 - a. A technical person should be on-hand throughout the conference to ensure smooth operation of computers, microphones, etc.
 - b. To ensure smooth scheduling of presentations, it is recommended that the organizer(s) arrange availability of a speaker “prep” room, and technical assistance, so that presentations for each session can be pre-loaded. Be aware of issues arising when people bring and use their own laptop computers and thus this is NOT recommended.

4. If possible, a system should be in place to facilitate the shipment of materials both to the conference and back to the sponsors after the conference, given that the shipment of large boxes is difficult to coordinate while traveling.
5. Post-Conference Evaluation: Conference attendees should be invited to complete a conference evaluation form. This can be done either in paper-and-pencil form before leaving the conference or electronically to be sent via email on the last day of the conference. A summary of the results of these evaluations should be sent to the Board no later than 3 months after the end of the conference. If requested, specific comments on individual speakers should be sent only to the speakers themselves.

H. Conference Financial Considerations.

1. Conference organizers should ensure that authors of accepted presentations register (and pay) for the conference by a deadline that allows sufficient time to prepare the conference program and abstract book (at least one month prior to the conference is advisable). Presenters who fail to register by this deadline should not be included in the conference program. It is recommended that hosts establish a fixed deadline for any refund of registration fees to non-attendees, except in cases where a registrant is unable to attend due to unusual or extenuating circumstances.
2. Conference organizers should set up a local bank account to handle income, credit card payments, and expenses arising from the conference. If necessary, the ISAZ Treasurer can provide seed money via check, money order, or wire transfer for this purpose.
3. Conference organizers should initiate procedures so that conference registrations can be made and paid for online, typically through the specific Conference Website. Receipts including price paid should be supplied to the registrant for accounting purposes. Consult with the ISAZ Administrative Manager or Treasurer if there are questions about how to proceed.
4. The conference organizer(s) needs to check with the Administrative Manager to ensure that individuals registering as ISAZ members are current on their dues.

I. On Site Documentation: During the conference it is helpful to keep the following documentation on site:

1. Schedules
 - a. *Committee and Board:* Include meeting times and locations for all committees and boards.
 - b. *Volunteer:* Create a work schedule for all volunteers, especially those responsible for registration and running each room.
 - c. *Additional:* Include a schedule for additional personnel such technical people, catering, room set-up checks, etc.
2. Registration: Keep a copy of the registration schedule and a detailed procedure for distributing pre-registration packets and selling onsite registrations (if applicable). Keep a list of paid registrants and note about money due, if any. Provide name badges including University or other organisation, so that delegates can easily identify each other and where they are from.
3. Program Lists
 - a. *Speakers:* Keep a list of all speakers, times, and room numbers.
 - b. *Poster List:* Keep a list directing registrants where to set-up their poster as well as what time poster presentations will be at.
4. Venue and Local Information
 - a. Create list with maps to each venue if multiple venues are utilized.
 - b. Keep a list of any vendors and where they will be set up.

- c. It is always helpful to provide participants with a printed list of restaurants and other amenities near the conference venue.

J. Accounting & Record Keeping

Keep full accounts of:

1. Expenses/out-goings (including all items submitted in the conference/symposium proposal budget).
2. Income (sponsorship, registration fees).
3. Numbers of abstracts submitted and accepted in each format (papers, posters).
4. Numbers of participants in each enrollment category (Members, Non-members, students).
5. Numbers of presentations given in each format (papers, posters).
6. List and number of countries represented in presenters and in conference attendees.
7. Results of conference evaluations completed by participants.

K. Post-Conference Duties:

1. No later than 3 months after the end of the conference, please send a copy of the financial accounts—documented by receipts whenever possible—to the ISAZ Administrative Manager and the ISAZ Treasurer. Unless there is an approved agreement in advance with the host institution, all profits must go to ISAZ.
2. No later than 3 months after the end of the conference, a post-conference report should be submitted to the ISAZ Board that contains the information outlined above (Post-Conference Report Guidelines appended).
3. No later than 3 months after the end of the conference, a copy of the program and abstracts should be submitted to the ISAZ Administrative Manager for posting on the society website.

Section V. Appendices

Please see the following pages for examples of the following:

- A. Example Sponsorship Prospectus.
- B. Samples of Research and Critical Abstracts.
- C. Scoring Criteria for individual Abstract acceptances.
- D. Scoring sheet for the Student Award judging.
- E. Post-conference survey.
- F. Post-conference report guidelines

APPENDIX A: EXAMPLE SPONSORSHIP PROSPECTUS

The sponsorship prospectus used in Sydney 2018 is available as an example of good practice. Please request from the Admin Manager or Programs Officer.

APPENDIX B1: SAMPLE RESEARCH ABSTRACT

Type: Oral Presentation

Title: The value of aerial photography in the study of bat–human interactions

Authors: **Bram L. Stoker**, Norman H. Pendergast, & Joseph A. Sokoloff

Affiliation: School of Natural Sciences, University of Wichita, USA

Correspondence: blstoker@uwich.edu

Introduction. Assessments of bat-human relations have long been hampered by a lack of suitable methods for accurately observing and recording encounters between bats and humans (Watson & Sonar, 2003). This paper describes the development and validation of a novel technique for measuring bat-human interactions using aerial photography.

Methodology. A sample of 58 Livingstone’s Fruit Bats (*Pteropus livingstonii*) living in a large (50 x 30 m.) outdoor flight aviary were observed interacting with zoo visitors using two separate methods. Method 1 involved the use of a tripod-mounted video camera that recorded interactions from a lateral perspective (TMV). Method 2 used a time-lapse digital camera set to record images every 10 secs. while suspended pointing downwards from the roof of the aviary (ADC). The ability of the two methods to accurately record the number, duration and quality of bat-human interactions was compared statistically using SPSS software.

Main Results. Analysis suggests that ADC detects significantly more bat-human interactions than TMV (Unpaired t test, $t = 8.43$, $p < 0.001$), although it is no more effective at recording the duration and quality of these interactions. While much less time-consuming to analyze than TMV recordings, a drawback with the ADC method was the tendency of bats to roost on the camera, thereby obscuring the lens. Future studies will need to consider ways to overcome this problem.

Principal Conclusions and Implications for Field. These findings suggest that aerial time-lapse photography has a valuable role to play in studies of bat-human interactions, especially where the emphasis is on frequency of interactions.

References:

Watson, J. B., & Sonar, A. (2003). *Bats in My Belfry*. Cambridge, MA: Harvard University Press.

APPENDIX B2: SAMPLE CRITICAL REVIEW ABSTRACT

Type: Oral Presentation

Title: A comprehensive review of dog walking correlates for increasing physical activity of both dogs and people

Authors: Carrie Westgarth¹, Robert M. Christley^{1,2} and Hayley E. Christian³

Affiliations:

¹ Department of Epidemiology and Population Health, Institute of Infection and Global Health, and School of Veterinary Science, Faculty of Health and Life Sciences, University of Liverpool, Leahurst Campus, Chester High Road, Neston, Cheshire CH64 7TE, UK

² NIHR Health Protection Research Unit in Emerging and Zoonotic Infections, Liverpool L69 7BE, UK

³ Centre for the Built Environment and Health, School of Population Health, and Telethon Kids Institute, The University of Western Australia (M707), 35 Stirling Highway, Crawley, WA 6009, Australia

Correspondence: Carri.Westgarth@liverpool.ac.uk

Introduction: Physical inactivity and sedentary behaviour are major threats to population health, with rising levels of obesity in both people and their pets. A considerable proportion of people own dogs, and there is good evidence that dog ownership is associated with higher levels of physical activity. However not all owners walk their dogs regularly. This paper comprehensively reviews the evidence for correlates of dog walking so that effective interventions may be designed to increase the physical activity of dog owners, and improve dog welfare.

Methodology: Published findings from 1990–2012 in both the human and veterinary literature were collated and reviewed for evidence of factors associated with objective and self-reported measures of dog walking behaviour, or reported perceptions about dog walking. Study designs included cross-sectional observational, trials and qualitative interviews.

Main Findings: There is good evidence that the strength of the dog-owner relationship, through a sense of obligation to walk the dog, and the perceived support and motivation a dog provides for walking, is strongly associated with increased walking. The perceived exercise requirements of the dog may also be a modifiable point for intervention. In addition, access to suitable walking areas with dog supportive features that fulfill dog needs such as off-leash exercise, and that also encourage human social interaction, may be incentivising.

Principal Conclusions and Implications for Field: Current evidence suggests that dog walking may be most effectively encouraged through targeting the dog-owner relationship and by providing dog-supportive physical environments. Future studies must be of a higher quality methodological design, including accounting for the effects of confounding, and longitudinal designs and testing of interventions in a controlled design in order to infer causality.

APPENDIX C1: RESEARCH ABSTRACT SCORING FORM**ISAZ ABSTRACT REVIEW FORM:
RESEARCH ABSTRACT**

Abstract No./ Code _____

Submitted for _____ (Poster or podium presentation)

Is this abstract relevant to the field of anthrozoology? (Circle one.) **YES / NO**

Please circle the appropriate score for each category on a scale from 1-5, where: 1 = Poor (P), 2 = Fair (F), 3 = Good (G), 4 = Very Good (VG), 5 = Excellent (E)

	P	F	G	VG	E
CONTENT					
Introduction & background relevant, appropriate, & concise	1	2	3	4	5
Objectives clearly stated & relate to background	1	2	3	4	5
Methods (study design & participants) appropriate & clear	1	2	3	4	5
Statistics/data presentation appropriate & clear*	1	2	3	4	5
Results clear & appropriate to study*	1	2	3	4	5
Conclusions are supported by the data/study design	1	2	3	4	5
SIGNIFICANCE					
Overall importance of the research question	1	2	3	4	5
Novelty of research question and/or design	1	2	3	4	5
Likelihood that results (both positive and negative findings) will have major impact on the field	1	2	3	4	5

TOTAL SCORE = (to be auto-calculated)**What format would you recommend for this presentation?** Podium / Poster / Neither

* Providing a list of topics to be covered, or using statements such as “results will be discussed” or “a new theory will be developed” should lower the review score.

Comments (if any):

APPENDIX C2: CRITICAL REVIEW ABSTRACT SCORING FORM**ISAZ ABSTRACT REVIEW FORM**
CRITICAL REVIEW ABSTRACT

Abstract No./ Code _____

Submitted for _____ (Poster or podium presentation)

Is this abstract relevant to the field of anthrozoology? (Circle one.) YES / NO

Please circle the appropriate score for each category on a scale from 1-5, where: 1 = Poor (P), 2 = Fair (F), 3 = Good (G), 4 = Very Good (VG), 5 = Excellent (E)

	P	F	G	VG	E
CONTENT					
Introduction & background relevant, appropriate, & concise	1	2	3	4	5
Objectives clearly stated & relate to background	1	2	3	4	5
Description of review methodology and any relevant theory is appropriate, & clear	1	2	3	4	5
Synthesis of reviewed information is accurate, appropriate & clear*	1	2	3	4	5
Findings clear & appropriate to study*	1	2	3	4	5
Conclusions are supported by the reviewed literature	1	2	3	4	5
SIGNIFICANCE					
Overall importance of the scholarly question	1	2	3	4	5
Novelty of scholarly question and/or review	1	2	3	4	5
Likelihood that critical review will have major impact on the field	1	2	3	4	5

TOTAL SCORE = (to be auto-calculated)

* Providing a list of topics to be covered, or using statements such as “results will be discussed” or “a new theory will be developed” should lower the review score.

What format would you recommend for this presentation? Podium / Poster / Neither

Comments (if any):

APPENDIX D1: STUDENT ORAL PRESENTATION JUDGING FORM:**ORAL PRESENTATION EVALUATION FORM**

Presenter: _____
Abstract #: _____

Session: _____
Judge: _____

Please circle the appropriate score for each category on a scale from 1-5, where: 1 = Poor (P), 2 = Fair (F), 3 = Good (G), 4 = Very Good (VG), 5 = Excellent (E)

	P	F	G	VG	E
CONTENT					
Introduction & background w/ pertinent literature cited	1	2	3	4	5
Objectives clearly stated & relate to background	1	2	3	4	5
Methods (study design & participants) appropriate & clear	1	2	3	4	5
Statistics/data presentation appropriate & clear	1	2	3	4	5
Results clear & appropriate to study	1	2	3	4	5
Conclusions are supported by the data/study design	1	2	3	4	5
PRESENTATION STYLE					
Logical order, minimum redundancy; smooth transitions between sections	1	2	3	4	5
Effective use of time; kept within time limitations	1	2	3	4	5
Slide quality: tables or graphs easy to read and interpret; text legible, no grammatical errors; not excessively wordy	1	2	3	4	5
QUESTIONS					
Presenter showed grasp of material and was able to answer questions	1	2	3	4	5
SIGNIFICANCE					
Overall importance of research question	1	2	3	4	5
Novelty of research question and/or design	1	2	3	4	5
Likelihood that results (both positive and negative findings) will have major impact on the field	1	2	3	4	5

TOTAL SCORE =

AFTER ALL JUDGING IS COMPLETED:

I would nominate this presentation for the best Student Oral Award: (Circle one) **YES / NO**

Comments (please use back if needed):

APPENDIX D2: STUDENT POSTER PRESENTATION JUDGING FORM:**POSTER PRESENTATION EVALUATION FORM****Presenter:** _____**Session:** _____**Abstract #:** _____**Judge:** _____

Please circle the appropriate score for each category on a scale from 1-5, where: 1 = Poor (P), 2 = Fair (F), 3 = Good (G), 4 = Very Good (VG), 5 = Excellent (E)

	P	F	G	VG	E
CONTENT					
Introduction & background w/ pertinent literature cited	1	2	3	4	5
Objectives clearly stated & relate to background	1	2	3	4	5
Methods (study design & participants) appropriate & clear	1	2	3	4	5
Statistics/data presentation appropriate & clear	1	2	3	4	5
Results clear & appropriate to study	1	2	3	4	5
Conclusions are supported by the data/study design	1	2	3	4	5
POSTER STYLE					
Logical order, minimum redundancy	1	2	3	4	5
Tables or graphs easy to read and interpret; text legible, no grammatical errors; not excessively wordy	1	2	3	4	5
Overall visual appeal	1	2	3	4	5
QUESTIONS					
Presenter was able to fully explain project and answer questions	1	2	3	4	5
SIGNIFICANCE					
Overall importance of scholarly question	1	2	3	4	5
Novelty of scholarly question and/or design	1	2	3	4	5
Likelihood that results (both positive and negative findings) will have major impact on the field	1	2	3	4	5

TOTAL SCORE = ***AFTER ALL JUDGING IS COMPLETED:***I would nominate this presentation for the best Student Poster Award: (Circle one) **YES / NO**

Comments (please use back if needed):

APPENDIX E: POST-CONFERENCE SURVEY**How would you rate the conference overall?**

1 (very poor), 2, 3, 4, 5 (excellent)

Are you currently an ISAZ member?	YES	NO
Have you attended an ISAZ conference before?	YES	NO
Did you present at the current conference?	YES	NO
Would you attend another ISAZ conference?	YES	NO

What attracted you to the 2017 conference (select all that are appropriate):

- a) I wanted to present my research
- b) I wanted to hear the latest research
- c) Notification of plenary speakers published online before the event
- d) Oral & poster presentations listed in advance copies of the program book
- e) Overall theme of the conference
- f) Location
- g) Other (please specify) _____

Please rate the following:

1 (very poor), 2, 3, 4, 5, (excellent)

- Overall quality of research presented _____
- Quality of Plenary sessions _____
- Quality/usefulness of panels/workshops _____

Favorite session/talk/panel? _____

How would you rate the following:

A (Too long) B(Too short) C (Just right)

- i. Overall conference length _____
- ii. Length of each oral presentation _____
- iii. Amount of time allotted to viewing and interacting with poster presenters _____
- iv. Amount of time allotted to interacting with exhibitors _____

How would you rate the following:

A (Not enough) B (Too many) C (Just right)

- i. Number of oral presentations/sessions _____

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- ii. Number of poster presentations _____
- iii. Number of Plenary sessions _____
- iv. Number of Panels _____
- v. Number of concurrent sessions (i.e., 3-tracks) _____
- vi. Number of Exhibitors (i.e., publishers and sponsor tables) _____

How satisfied were you with the following:

1 (very dissatisfied), 2, 3, 4, 5(very satisfied)

- i. City where the conference was held _____
- ii. Availability/price of lodging _____
- iii. Location of /access to conference venue _____
- iv. Food/beverage provided during the conference _____
- v. Arrangement of special events (receptions, dinners, etc) _____

How satisfied were you with the following:

1 (very dissatisfied), 2, 3, 4, 5 (very satisfied)

- i. Conference web site _____
- ii. Abstract submission and acceptance process _____
- iii. Online registration process _____
- iv. Information sent out/available on website before the conference _____
- v. Instructions to Presenters _____
- vi. Information provided during the conference _____
- vii. Local Host/conference staff _____
- viii. Technical help (e.g., for loading slides, solving problems) _____

Additional comments/feedback?

APPENDIX F: POST-CONFERENCE REPORT GUIDELINES

ISAZ Post-Conference Report Guidelines

Dear ISAZ Conference Organizer:

When preparing your post-conference report for the ISAZ Board, please make sure to include the following information:

-
- 1.) Year of Conference:
 - 2.) Title:
 - 3.) Dates:
 - 4.) City, Country:
 - 5.) Was this ISAZ conference held in conjunction with another conference? If so, please supply the name and dates of the partnering conference:
 - 6.) Are you aware of any conflicting conferences that were taking place at the same time? If so, please list them:
 - 7.) Number of Podium Presentations:
 - 8.) Number of Poster Presentations:
 - 9.) Cost to attend conference (please list cost for each registration level):
 - 10.) Number of Registrants:
 - 11.) Registrants broken down by country:
 - 12.) Registrants broken down by membership category (i.e., # of ISAZ members, non-members, student affiliates, etc.)
 - 13.) Results of Conference Evaluations Completed by Attendees
 - 14.) Financial Report (projected & actual)