

ABSTRACT GUIDANCE

INTRODUCTION

This guidance is designed to help you complete and submit your abstract if you want to present at the 10th International Beaver Symposium. We would be grateful if you could ensure you follow this guidance.

Your abstract must be received by midday GMT on 31st March 2025. The Scientific Committee will then assess submissions, and we will let you know the outcome of your proposed presentation by around mid-May 2025.

Presentations that focus on scientific research, innovation, and significant advances in management and policy, will be prioritised (especially for oral presentations). Consideration will be given to presentations within any of the biological/ ecological/ environmental/ sociological/ conservation sciences etc.

In keeping with previous International Beaver Symposia there will be a single session throughout the programme (i.e. no parallel sessions). The number of speaking slots will therefore be limited, and we cannot guarantee that all submitted presentations will be accepted or allocated their preferred format.

For the first time, we are proposing to have a number of 'speed talks' at an International Beaver Symposium. We anticipate this format might be of particular interest to students/researchers in the early stages of their work.

By submitting this abstract we hope that you, as the lead author, will attend the symposium in September if your presentation is confirmed. If you do not think you will be able to attend then please do not submit an abstract. If you receive approval for your presentation we will request that you pay registration costs within one month to help us plan our final programme and prioritise delegate attendance. Registration will be opened to presenters shortly after we send them confirmation that their abstract has been approved.

Please note that we aim to collate and publish the final, approved abstracts (including the author and organisation names) and make it available to all online.

Also ensure, if you have not already done so, that you have [registered your interest](#) in attending the symposium so that you are included on our mailing list.

WHAT WE NEED FROM YOU

There are two main documents that you must complete if you want to submit an abstract:

- A. An online and very short '[abstract form](#)';
- B. Your abstract, which must be completed in a standard format using the *MS Word* template provided on our web page and which must then be emailed to us at intbeaversymp@nature.scot (details below).

You may submit more than one abstract if you wish. However, if you want to do this then please complete a separate abstract form and abstract for each one.

A. THE ABSTRACT FORM

The online abstract form can be found [here](#).

Please provide the following information requested on the form:

1. **Your name**

This should be your name only. The expectation is that you will be the lead presenter. Provide it in the format of first name and then surname e.g. Jill Bloggs.

2. **Your email address**

3. **Email publication permission**

We intend to produce an abstracts volume which will be made publicly available. Tell us whether or not you want your email address to be published so that interested parties can contact you.

4. **Your preferred presentation format**

Oral, Oral speed talk and/or Poster. We anticipate oral presentations will be 12mins + 3mins for questions, oral speed talks will be 3 mins (with a time slot at the end of the speed talk session for questions to all speed talk presenters). For each of the three presentation formats please indicate whether they are your first, second or third preferred option, or an option you do not want to be considered.

5. **Title of your presentation**

6. **Any other information you want to tell us?**

You can provide any other brief information or questions etc. if you wish, or just leave this blank.

7. **Your abstract**

Please confirm here that you have emailed your abstract to us at intbeaversymp@nature.scot and have:

- Used the *MS Word* abstract template we have provided (see below)
- Named your abstract *MS Word* file using the format 'ABSTRACT_YOUR SURNAME_YOUR FIRST NAME.doc'
- Used the single word 'ABSTRACT' in the subject line of your cover email.

B. THE ABSTRACT TEMPLATE

Please use the '*MS Word*' template on our web page to complete your abstract and follow this guidance.

1. **Title:**

Enter the title of your abstract in sentence case (i.e., capitalise only the first letter of the first word with the exception of proper nouns). Scientific/Latin species names should be italicised and within brackets. Do not place a period/full stop following the abstract title.

e.g. Interactions between Eurasian beaver (*Castor fiber*) and other riparian mammal species

2. Author name(s):

The first author is the abstract presenter.

Full names should be given (first name then surname) for the lead author and then any co-authors, separated by commas. Each name must have a superscript number that relates to the person's organisation name unless that person is not affiliated with an organisation.

e.g. Joe Bloggs¹, Jane Smith²

3. Organisation name(s):

The names of the authors' organisations should be listed, against the superscript numbers used against the author names (see above). Do not give the addresses, just the organisation names, separated by commas. If you do not have an organisation name, then this item can be left blank (and no superscript number is required).

e.g. ¹NatureScot, ²University of the Highlands and Islands

4. Abstract:

This must be a maximum of 250 words for the main body text of the abstract. Your abstract may be returned if you go over the maximum. The text must be left-aligned, Arial 11 font.

Every abstract should include a sentence or two stating the project objective, unless given in the title.

All abstracts must be written in English - you may wish to send a draft to an English-speaking colleague for checking before submission. Proofread your abstract carefully to ensure all special characters or fonts (italics, super-/subscript, etc.) present correctly.

Thank you!