



CBD

Secretariat of the Convention on Biological Diversity

22 May 2007
International Day for Biological Diversity



Biodiversity and Climate Change

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25 September 2007

CALL FOR POSTER PAPERS

Second meeting of the Ad Hoc Open-ended Working Group on Protected Areas 11-15 February 2008, FAO Headquarters, Rome, Italy

The Secretariat of the Convention on Biological Diversity (CBD) is currently accepting applications for posters to be displayed at the second meeting of the Ad Hoc Open-ended Working Group on Protected Areas (WGPA 2) to be held 11-15 February 2008, at the Food and Agriculture Organization Headquarters, Rome, Italy.

Parties, other Governments and relevant United Nations, inter-governmental, non-governmental, regional and international organizations, indigenous and local communities, and the private sector are invited to contribute posters and extended abstracts with themes relating to one or more of the four elements of the Programme of Work on Protected Areas (see list in the attached form). Contributors are encouraged to relate their topics to climate change, the 2010 biodiversity targets, the Millennium Development Goals, poverty alleviation and/or any other goals agreed within relevant inter-governmental processes.

Please indicate your intention to present a poster paper by completing and returning the attached form by fax or email at your earliest convenience but no later than **23 November 2007**. The deadline for submission of extended abstracts, which the Secretariat plans to publish, is **3 December 2007**. Please also find attached poster specifications and guidelines for extended abstracts, and kindly note that there will be a limit to the number of posters to be presented. Submission of posters and abstracts is not restricted to registered participants of WGPA 2.

Please accept, Madam/Sir, the assurances of my highest consideration.

Ahmed Djoghlaif
Executive Secretary

Attachments

To all CBD National Focal Points, SBSTTA Focal Points and relevant organizations



United Nations
Environment Programme

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Montreal, QC H2Y 1N9, Canada

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Fax : +1 514 288 6588

<http://www.cbd.int>
secretariat@cbd.int

WGPA 2 POSTER SUBMISSION FORM

-Please Print-

Poster Title: _____

Author(s) _____

First Name

Last Name

First Name

Last Name

First Name

Last Name

Keywords for extended abstract _____

Contact: ☐ Mr ☐ Ms ☐ Dr _____
First Name Last Name

Affiliation: _____

☐ Government

☐ NGO

☐ IGO

☐ Private Sector

☐ Academia

☐ UN Agency

Address: _____

City: _____

Province/State _____

Country: _____

Postal/ZIP code: _____

Tel: _____ **Fax:** _____

E-mail(s): _____

Please indicate below under what category(ies) your poster paper could be included:

☐ Direct Actions for Planning, Selecting,
Establishing, Strengthening, and Managing, Protected
Area Systems and Sites

☐ Governance, Participation, Equity and Benefit
Sharing

☐ Enabling Activities
☐ Standards, Assessment, and Monitoring

Please send this completed form indicating *WGPA 2* before 23 November 2007, by fax or e-mail to:

WGPA 2 Poster Session

Ms. Lisa Janishevski, STTM

Fax: 1-514-288-6588

E-mail: lisa.janishevski@biodiv.org



GUIDELINES FOR EXTENDED ABSTRACTS OF POSTER PRESENTATIONS FOR WGPA 2 11–15 February 2008, FAO Headquarters, Rome, Italy

General guidelines

- ❑ Length should not exceed **2 pages of text**, including references, and 1 page of table(s) and/or figures(s).
- ❑ The topic should directly reflect an aspect of the CBD Programme of Work on Protected Areas.
- ❑ Text should be divided into sections with headings.
- ❑ **Times New Roman in 11-point type size** is the preferred typeface.
- ❑ Pages must be **single-spaced**.
- ❑ Acronyms must be spelled out in their first usage.
- ❑ Extended abstracts should be spell-checked and sent by e-mail, preferably as an attachment in MS-Word. Please specify in the body of the e-mail message the word processing software used in the attachment.
- ❑ Extended abstracts must be received by **3 December 2007**.
- ❑ Sample abstracts from the 2007 SBSTTA 12 publication can be found on the Secretariat website: <http://www.cbd.int/doc/publications/cbd-ts-29.pdf>

Title and affiliations

- ❑ The title should be written on the first line of the first page, left-justified in upper-case bold capital letters, 11-point type size.
- ❑ Authors' names should be left-justified two lines below the full title in upper- and lower-case bold letters.
- ❑ Affiliation and short mailing address, including e-mail address, must follow on the next line, centered in upper- and lower-case letters (not bold). The corresponding author (to whom correspondence should be sent) should be **indicated with an asterisk**.
- ❑ **Up to five (5) keywords must** be given, i.e. words describing the focus and contribution of the paper. These will be used to index your paper and they should appear two lines below the title and affiliation, in italics.

Headings

- ❑ Headings are **not numbered**.
- ❑ All major headings are capitalized and left-justified in bold in 11-point font. Leave 2 line spaces above a major heading, and one line space below a heading before the start of the next paragraph or second-level (sub) heading.
- ❑ Sub-headings (second-level) are left-justified, bold in 11-point font. Leave one line space before and one line space after the sub-heading.
- ❑ Sub-subheadings (third-level) are left-justified, in italics, and in 11-point font. Leave one line space before a sub-subheading, but no line space between this heading and the following paragraph.

References

- ❑ Bibliographic references can be given at the end of the text under the major heading "REFERENCES". References should be identified in the text by the corresponding name

and year in parentheses. Do not number references; they must be alphabetized by the first letter of the first author's last name and un-numbered.

- ❑ There should be no extra lines between references.
- ❑ Book titles and names of journals should be printed in italics, not underlined. The format for the reference section should be as follows:

Author, A. (1991). *Title of Book*. XYZ Press, Place of Publication.

Author, B. and Author A. (1995). "Title of Paper," *Journal* 3(1):1-20.

Author, C., Author, A. and Author, B. (1996). "Title of Paper," in *Title of Book*, edited by E. Editor, XYZ Press, Place of Publication.

For multiple publications in the same year by the same author:

Author, B. and Author A. (1995a). "Title of Paper A," *Journal* 3(1):1-20.

Author, B. and Author A. (1995b). "Title of Paper B," *Journal* 16(4):25-50.

Illustrations

- ❑ Graphics or tables must be placed at the end of the file.
- ❑ Where possible, illustrations should be provided electronically in **file types such as eps, ai, or pds with a resolution of at least 200dpi** (dots per inch) otherwise the Secretariat cannot guarantee their clarity in the published document.
- ❑ Figures should be labeled as "Figure 1. Description of diagram." and referenced in the text as "Figure 1". Figure captions should be typed directly below the figure, in bold 11-point font, and left-justified.
- ❑ Table captions should be typed below the table. Tables should be referred in the text as "Table 2. Description of Table." Table titles should be in bold 11-point font, and left-justified.

Abstracts in other languages

- ❑ Authors may wish to submit with their extended abstracts, short abstracts in any other UN language. Note that they will be published in the language they are received.

If you have any further questions please contact:

Ms. Lisa Janishevski

Programme Assistant, STTM, SCBD

E-Mail: Lisa.janishevski@biodiv.org

Tel: +1 (514) 287-7013



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GUIDELINES FOR POSTER PAPERS

PLANNING

- ❑ Posters should measure **90 centimetres (35.4 inches) (height) by 80 centimetres (31.5 inches) (length)**. Posters will be hung by tacks or Velcro tape provided.
- ❑ Posters should be easily readable from a distance of 1.8m (6ft) and should be visually attractive and of professional appearance.
- ❑ The poster topic should directly reflect an aspect of the CBD Programme of Work on Protected Areas.
- ❑ The poster session opens the evening of 11 February 2007. Authors may choose to be present to answer questions but this is not required. Should authors wish to attend at their own expense they must register as participants to WGPA 2 by sending to the Secretariat an official letter on letterhead from their organization nominating themselves as either representatives of the organization (to speak on behalf of the organization) or to attend as an observer.

SHIPPING

If you are shipping your poster, please consult the **Information Note for Participants** on the WGPA 2 meeting website for the address and contact person at the Food and Agriculture Organization (FAO), Rome, Italy.

- ❑ Shipping must be arranged on a **door-to-door** basis, as FAO cannot deal with Customs clearance nor pay any shipment costs;
- ❑ Shipments must be identified with the title of the meeting (i.e. WGPA 2, 11-15 February 2008);
- ❑ Shipments must be **previously communicated** to the FAO contact (see the Information Note for Participants on the SBSTTA 13 meeting website) with a copy to Mr. Aballache Yesli (aballache.yesli@cbd.int), and Ms. Lisa Janishevski (lisa.janishevski@cbd.int) indicating the airway bill number and the number of tubes sent.

ORGANIZING

The text of the poster should start in the upper left corner. It should flow from left to right and top to bottom. The title/author/sponsoring institution heading must be at the top of the board. Letters, number, or arrows can be used as needed to indicate the proper flow to the audience.

TIP 1: *Simplicity*

Concentrate on two or three main points. Highlight trends and comparisons with simplified charts, graphs, and diagrams. Make key points in the legend of the figure or table. Use text cautiously, and make sure it is easily understandable. Avoid using too

many numbers, words or complicated graphs. Make sure the message is clear and simple. Choose one background color for your poster board. Use contrasting colors where appropriate in charts, graphs, and diagrams.

TIP 2: *Headings*

It is best to highlight your title, headings and subheadings with colors or colored lines, and to make them at least 25% larger than the text copy. All type must be easily read from a distance of 1.8m (6ft). Use a bold or semi-bold typeface for headings and labels. For the title, plan on using finished type that is at least 2.5cm high (1 inch). The lettering for authors' names, sponsoring institution, and address should be at least 1.9cm high (¾ inch).

TIP 3: *Text type*

It is recommended that you use 24- to 30-point font size for the title, 20-point font size for author's name, affiliation and subheadings, and 16- to 18-point font size for text. Keep text to short, concise, legible statements. Minimize complete sentences and paragraphs. Outlines of important points often work better than text. Use abbreviations and acronyms sparingly. Use a word processor to prepare your text copy, and set it at 1½ lines of space between each line of type. Text in upper and lower case letters is more readable than all capitals. Lettering for subheadings and figure captions should be larger than text type, but smaller than type used for the main heading. This type should also be bold or semi-bold in weight.