|  |  |
| --- | --- |
| Logo  Description automatically generated |  |

**ASPAB 2023 Registration and Abstract Instructions**

**Name:**

**Affiliation:**

**Presenting Yes/No:** **:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

There will be regular length talks (12 min presentation plus 3 min questions) or lightning talks (3 min presentation plus 2 minutes questions). Posters will also be displayed.

**Type response below:**

Regular talk (12 min + 3min Qs) **Yes/No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Or** Lightning talk (3 min + 2 min Qs) **Yes/No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Or** Poster (Standard A0 sizing) **Yes/No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students who wish to be considered for student prizes **Yes/No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Attach Proof of student status (as per registration)

**Abstracts:**

250 words maximum

Font: Times New Roman, 12 pt.  Title is in **bold**.

Justify right and left margins.

Underline presenting author’s name.

Give the email address for correspondence.

Indicate affiliation of each author.

**Instructions for speakers**

Powerpoint presentations: in widescreen format (16:9)

Regular talks will be **12 min plus 3 min** for questions and speaker turn-around or for Lightning talks **3 min plus 2 min**. The exceptions are the plenary talks of **40 min plus 5 min** (To be announced).

Timing: We will have a tight schedule of talks. We ask all speakers to keep within their allocated time. The session chair will indicate time to the speaker at 10 minutes; the speaker must then wrap-up their talk within the next 2 minutes. Plenary and Lightning talks will be time adjudicated at appropriate intervals.

Loading your talks**:** Provide talk on USB in advance of session or sent via an acceptable file-sharing platform to aspabsydney2023@gmail.com

**Dietary requirements**

Please let us know your dietary preferences/requirements (e.g. vegan, coeliac, lactose/gluten intolerant etc). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment of Registration Fees**

All accounts must be paid in full prior to the conference. Direct deposit and credit cards are accepted:

**Direct deposit**

AUS;

Account: Australasian Society for Phycology and Aquatic Botany

Bank: Bendigo Bank

BSB: 633-000

Account number: 154989180

Lodgment reference: [Your surname] ASPABSYDNEY2023.

NZ;

Bank: ASB

Account name: Australasian Society for Phycology & Aquatic Botany

Account number: 12-3066-0228909-00

**Invoice**

Request an invoice from Paris Hanan; paris.hanan@uts.edu.au .

Contact for payment queries: aspabsydney2023@gmail.com Subject line: payment

**Please indicate if you would like to become a member, if not already. Yes/No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Noting non-member registration fee includes membership but you must fill in the form [here](https://www.aspab.org/join/) and indicate that you have paid the non-member registration fee in an email to (AUS) niki.travell@outlook.com or (NZ) daniel.pritchard@otago.ac.nz and cc’d to aspabsydney2023@gmail.com Subject line: ASPAB Membership