



To whom this letter may concern,

Call for abstracts for the Canterbury Earthquakes Symposium

The Department of the Prime Minister and Cabinet and the Christchurch City Council are jointly hosting the Canterbury Earthquakes Whole-of-Recovery and Future Preparedness Symposium from 29 to 30 November 2018 at the University of Canterbury, Christchurch.

The 2010 and 2011 Canterbury earthquakes were among the most significant natural disasters in New Zealand's history, and the Symposium will be a forum for sharing future-focused lessons from across all sectors involved in the recovery. The forum will address what we have learnt from this experience, and how lessons can be practically applied to improve resilience, and preparedness and recovery for future disasters in New Zealand.

The Symposium audience will include selected individuals within the country who are likely to play a lead role in future recoveries, and the intention is that they leave the event with practical lessons from Canterbury. The experiences and lessons shared at the Symposium will also be made publicly available on the EQ Recovery Learning website – a portal bringing together the collective learning from the Canterbury earthquakes (www.eqrecoverylearning.org/).

The Symposium programme will be highly motivating and feature a diverse and high-profile line-up of keynote speakers, panel discussions, and presentations. We are seeking submissions for abstracts in support of oral and poster presentations from recovery practitioners and within academia that focus on practical and future-focused lessons.

Call for abstracts

There will be 18 x 30-minute places available for oral presentations (20-minute presentation, followed by 10 minutes for questions and answers), and 20 places for poster presentations.

We are now inviting submissions. Submissions must be in Word format and contain:

- a title that describes the work, ideally about 10–12 words long;
- a list of contributing authors (names and affiliations), starting with the name of the main author. If there is more than one author, the name of the speaker should be underlined;
- a short abstract: this should be as informative as possible, no more than 250 words. No references, tables or graphics should be included in the abstract; and

- once submitted there will be limited opportunity to edit the abstract. It is the responsibility of the main author to ensure abstract text does not contain typos or grammatical errors. Submissions will be evaluated by their relevance to the Symposium purposes and intended audience.

Please note that, although there is no registration fee, successful applications will be responsible for own costs to attend the event (i.e. travel and accommodation costs).

The submissions portal may be accessed at <https://innovators.eventsair.com/canterbury-earthquakes-symposium-2018/abstract>, and the closing date for expressions of interest is **27 July 2018**. Notification of decisions will be made by 14 September 2018.

The deadline for providing final Powerpoint presentations and/or electronic drafts of the posters is 30 September 2018. Note that these are to be submitted via Dropbox (link to be provided to successful applicants).

Please refer to the guidelines attached to this letter for more information on the formatting and recommended content of the Oral and Poster presentation material.

Thank you for considering this invitation. I hope that you will be able to contribute to what will be an event of significant value to New Zealanders.

Yours sincerely,



Andrew Kibblewhite
Chief Executive
Department of the Prime Minister and Cabinet



Dr Karleen Edwards
Chief Executive
Christchurch City Council

Oral abstract presentation guidelines

Successful applicants will be invited to present their abstracts during the planned Oral Abstract Sessions. Each Oral Abstract Session will be one and a half hours in duration, and the successful applicant will be asked to deliver a 20 minute presentation, followed by 10 minutes for questions and answers. There will be a total of three speakers for each Oral Abstract Session (30 minutes allocated to each speaker). Presentations must be submitted via Dropbox by 30 September 2018.

Presentation Format

- Please apply widescreen formatting when preparing your slides (aspect ratio 16:9; resolution 1920 x 1080) because that is the size of the projector screens. Slide formats may be changed in PowerPoint by changing the Slide Size on the Design ribbon. Review each slide as you may need to adjust text around graphics or font sizes after resizing.
- Crop all images in an image processing package, not in PowerPoint. Save the cropped image as an external file and then insert the image into your presentation. We suggest saving image files in Portable Network Graphics (PNG) format as the most space efficient and easiest to use format in PowerPoint presentations.
- Use Arial, Calibri, or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers.
- Keep your presentation as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, slide transitions, animated figures, superscripts, and subscripts cause most of the problems. If you must embed video files, .mpg, .mpeg, or .wmv formats are more likely to be compatible. Do not rely on internet access.

Technical Information

- Presentations may only be given as PowerPoint presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is permitted.
- Prepare your presentation as a single file to run on PC as a Microsoft Office PowerPoint Presentation format file. Computers available at the meeting will run at least PowerPoint 2010. Save your file as a normal PowerPoint file (.pptx). Do not save your file as a PowerPoint Show (.ppsx) file. For security reasons, we cannot accept macro-enabled files (.pptm or ppsm).
- All presentations must run on the Windows operating system. Conference computers will run on at least Windows 10. Please create your presentation in PowerPoint for Windows or at least test it on a Windows computer before submitting it if you must use PowerPoint for Mac.
- Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup by you and the conference organizers if required. As an additional backup measure, consider saving an extra copy of your presentation on your web-accessible local server or email the file to yourself if the file size is small enough.
- **Conference organizers will load all presentations on conference computers. Presenters will not be allowed to use their own laptop computers. Apple computers will not be available.**
- All presenters will be given the opportunity to check their presentations on-site, before their presentation time.
- Remember your presentation is limited to 20 minutes plus 5 minutes for questions. You will not be able to extend your time if you have technical problems during your talk.

Design Suggestions

- Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message of the slide. Use appropriate blank space.
- Be mindful of the target audience, when considering level of detail to present. Many attendees will be Chief Executives and elected officials.
- You will be speaking in a large room. Text on title slides should be restricted to seven lines to ensure readability.
- Use appropriate and compatible colours for type and backgrounds. Avoid dark slides and overly dark backgrounds. Remember that colour blind people cannot distinguish between red and green.
- Our experience indicates that up to one slide per minute is appropriate. You may choose to include more slides, but be mindful that presentations are strictly limited to 20 minutes in duration.

At the Conference

- Register upon arrival at the conference. You will be asked to check-in at the speaker preparation area at least two hours prior to your presentation. An audio-visual volunteer will test your presentation, including any video/audio files that you may wish to share at the session.
- Each session room will be equipped with a projector and a PC laptop computer. You will advance your own slides. Become familiar with the room and with the operation of the mechanisms to advance slides.
- Presentations are limited to 20 minutes plus 10 minutes for questions. Under no circumstances may your presentation last longer than 20 minutes. The moderator will be firm in stopping talks on time.

Poster presentation guidelines

Successful applicants will be invited to present their Posters in a designated Poster Display Area, and Symposium attendees will be encouraged to engage with poster presenters (successful applicants will be informed of the exact timing of the poster reception). Successful applicants must submit electronic drafts of the Posters via Dropbox by 30 September 2018.

Poster Format

- Each poster will be presented on one side of a large poster board. The poster size must be within 1200 mm (Width) x 1800 mm (Height). The orientation of posters is portrait.
- Your poster does not have to be the maximum size, but should be large enough to be read from a comfortable distance (at least 1.5 m away). We recommend that at least 48-point text is used for headings, and 24-point text for the body text.
- Include the title of your presentation at the top of the poster. The title should be the same as in the submitted abstract. The top of each poster should also include the name of the author(s), and the institution.

Design Suggestions

- The contents of the poster should be clear and concise. Figures, tables and letters on the posters should be large and clear enough that they are readable from a distance.
- Use all the space at your disposal, but be mindful that white space is an important part of the layout. The flow of information should be clear from the layout.
- Use appropriate and compatible colours for type and backgrounds. Avoid overly dark backgrounds. Remember that colour blind people cannot distinguish between red and green.
- Clearly label diagrams/drawings and provide references to them in the text where necessary.
- Choose a clear fonts such as Arial, Verdana, Georgia or Helvetica.

At the Conference

- Register upon arrival at the conference.
- If you are comfortable doing so, bring handouts with contact information and/or business cards. A business card holder may be attached to the poster.
- Adhesive materials, foam boards, and a workspace will be available for assembling posters.
- We kindly ask Poster presenters to stand at or near by their poster for at least the first 30 minutes of the poster reception. This will allow you the opportunity to talk with delegates about your poster and answer questions regarding your work. There is no need to have a presentation but be prepared to answer questions and discuss your material with interested delegates.
- When you are not there, leave a note saying when you plan to return. You may also want to provide a mobile phone number or business cards so another delegate can arrange to meet you at a specific time.
- You may use a computer if you wish to provide a live demonstration as part of your poster. Please bring your own laptop with well-charged batteries, as power supply may not be available. Note that tables may not be provided by the conference organisers.
- Wireless internet connections will be available.