

## INSTRUCTIONS AND GENERAL CONDITIONS

### REGISTRATION

- Deadlines for abstract submission and registration are available online at [www.botanicasudalpina.ch](http://www.botanicasudalpina.ch)
- We recommend filling out the registration form only AFTER having payed the registration fee (possibly via e-banking) and possessing a digital copy of your payment confirmation.

Steps to follow for registration:

#### 1) Pay the registration fee (an electronic copy of the payment receipt is needed in step 2):

Fees:

| Category                        | until 30/6/2020    | from 1/7/2020      |
|---------------------------------|--------------------|--------------------|
| Students (with student ID card) | Free               | 40 (forty) CHF/EUR |
| Non-students, members*          | 40 (forty) CHF/EUR | 60 (sixty) CHF/EUR |

Information and bank details:

|                 |  |
|-----------------|--|
| Address:        | Società Botanica Ticinese, 6648 Minusio, Switzerland |
| Bank name:      | Banca Raiffeisen Locarno, Switzerland                |
| IBAN code:      | CH80 8080 8006 6547 7639 6                           |
| Swift/BIC code: | RAIFCH22379  |
| Add mention:    | "Botanica Sudalpina 2020, YOUR FULL NAME"            |

#### 2) Fill out all fields on the online registration form, attaching these documents:

- Everybody: copy of the payment receipt;
- Students: copy of the student id card or equivalent document;
- Talks and posters: abstract in .docx format (see instructions on p. 2).

#### 3) Read the general conditions and finalize the registration by submitting the online form.

- By submitting the registration you automatically accept the general conditions (see next section).
- After submission you will be immediately notified, and an email will also be sent automatically to the address you provided in the registration form.

### GENERAL CONDITIONS

- The person registering with a talk/poster must be the person presenting the work and must also be one of the authors of the submitted contribution.
- Each participant can submit maximum 1 (one) talk abstract and maximum 2 (two) poster abstracts.
- In case of cancellation or no show, the registration fee will not be reimbursed. Thank you for your understanding.
- Only talks and posters in English will be considered for the award contest of the best talk and best poster of the conference (see section "BEST TALK/POSTER AWARD").
- In case the current health crisis related to COVID-19 should persist, the number of maximum participants at the conference will be adjusted to meet cantonal or federal guidelines. The adjustments may also affect the workshops, excursions, and the format of the meals and aperitifs. If the state of the pandemic does not allow us to execute the conference in person as planned, the Organizing Committee will consider online options for the conference, as well as a possible partial refund of the registration fee .

## ABSTRACTS

To prepare abstracts it is MANDATORY TO USE THE TEMPLATE available on the site (in .docx format to download) and follow these guidelines:

- Language: Talk abstracts must be in English, whereas poster abstracts can be in English or Italian (at the author's discretion).
- Authors: Underline the name of the author that will present the work (talk/poster).
- Text: max. 360 (three hundred and sixty) words in total, including title, author names, email of corresponding author, sections indicated in the template (*Background and Aims, Methods, Results, Conclusions*) and key words.
- Abbreviations, literature citations or images are excluded. Content must be informative; please avoid generic sentences like "the results obtained will be discussed".
- Font and size: Arial, 12pt.
- Key words: Maximum 7 (seven), avoid repeating words used in the title.

Abstracts will be reviewed by the scientific committee and, if necessary, the author will be requested to address the reviewers' suggestions for revision. As soon as the scientific committee accepts the abstracts, presenting authors will be individually notified by email with further information.

## BEST TALK/POSTER AWARD

The Botanical Society of Ticino (*Società Botanica Ticinese*) is awarding the best talk and the best poster of the conference. Only talks and posters presented in English are eligible for the award contest. These will be evaluated by a jury formed by members of the scientific committee.

## TALKS

- Each speaker's time slot consists of 15 (or 20) min divided into 12 (or 15) min for the oral presentation and 3 (or 5) min for questions. We kindly ask speakers to stick to the time limits, which will be confirmed by the organizers at least one month before the conference.
- Talks must be in English and prepared in .ppt, .pptx or .pdf format.

## POSTERS

- Dimensions: 84 x 119 cm (A0, portrait format).
- Posters can be in Italian or English (but only those in English will be considered for the award contest) and should be hanged up before the coffee break in the morning.

## PUBLICATION IN THE *BOLLETTINO DELLA SOCIETÀ TICINESE DI SCIENZE NATURALI (STSN)*

- Abstracts of talks or posters presented at the conference will be made available online and accessible also after the conference in form of the Botanica Sudalpina 2020 Conference Proceedings ('Atti del Congresso Botanica Sudalpina 2020'), published in the Bulletin of the Natural Sciences Society of Ticino (STSN, [www.stsn.ch](http://www.stsn.ch)).
- The STSN Bulletin offers the possibility to authors who presented a talk or poster contribution at the conference to submit an article of their presented work. Authors interested in this possibility are invited to inform the organizers directly in the Abstract Template, in the respective box. For further information on paper submission deadlines and authors guidelines (site in Italian only): <https://www.stsn.ch/pubblicazioni> > PDF.