

## Scientific Meeting Summaries - Guidelines for Authors

The purpose of Scientific Meeting Summaries is to **raise additional awareness of the topics discussed at IUFRO meetings** by focusing on relevant outcomes and background information. The summaries are **published in IUFRO News** and the webpages of the corresponding IUFRO Units; some of them are **also distributed separately** and published in the 'Publications' section of the IUFRO **website**.

**Length and language:** 250-500 words in English

**Photographs and figures:**

- Two or more photographs or figures directly related to the information provided.
- The minimum resolution for photos is 150 dpi in jpg or tiff format (better 300 dpi).
- Include captions and name(s) of photographer(s) or Copyright holders.

**Headline:** Non-technical and eye-catching

**Name(s):** Full name(s) and IUFRO functions of author(s)

**Meeting facts:**

- Meeting title, date, and place
- IUFRO Unit(s) involved and sponsoring organizations
- Number of participants, presentations
- Represented countries

**Teaser:** Short paragraph that summarizes main findings or outcomes

**Main Body:** Include up to three sections ideally with suitable headlines.

- Set **context** by briefly describing key issues or background information
- Describe scientific **findings** or conclusions and highlight their importance. When reporting on a meeting that had a purpose of sharing scientific findings, please take the time to summarize key conclusions across presentations.
- Provide **outlook** to future activities

**Hyperlinks:** To link to details not reported in the summary, please provide active hyperlinks to the homepages of the IUFRO Units involved or other background documents.

***Many thanks for writing a scientific meeting summary!***

*Please send your summary to Ms Gerda Wolfrum: wolfrum(at)iufro.org*