

QBRC use only: Reviewed by:	Date:	O/C:	.
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QBRC Submission Form

This form is for completion by the observer(s). Insert your cursor into each left-hand cell and type in the requested information. Each cell will automatically expand in height to accommodate as much text as you wish to enter.

If the bird(s) observed was well photographed, you can complete just the **essential fields highlighted in 'sand'** (though we would of course welcome completion of other fields) (See *Appendix 2: Guidance for submitting photographs*). If *not* well photographed, complete as many of the other fields as possible, paying particular attention to **Section 7. Description**.

1. About you (The Submitter)	
Submitted by:	Please give your full name, phone number and e-mail address in case we need to contact you.
Phone no.:	
E-mail address:	
Your role: Sole finder/Joint finder/Sole identifier/Joint identifier/Other If Other, describe:	Delete one or more as applicable. If Other, please describe your role in the observation.

2. Your observation	
Species name:	English/Common/Vernacular name including sub-species/race name if known.
Species name:	Scientific name, including sub-species/race name if known.
Date and time of first observation:	When did you first find the bird(s)?
Date and time of last observation:	When did you last observe the bird(s)?
Duration/period of observation:	For a single observation, estimate the total time the bird(s) was in view. Give dates and times if observed on more than one occasion.
Number of birds:	
Age and sex of bird(s):	E.g. 1 st winter male. Or enter "Not known".
Was the bird trapped and ringed? Yes/No	Delete as applicable.
Was the bird photographed? Yes/No	Delete as applicable.

3. Location	
Location:	Principal name of the locality.
Location details:	Description of exactly where the bird(s) was found at the location.
GPS coordinates (deg:mm + deg:mm):	Please give GPS coordinates if known.

4. Circumstances	
Weather conditions:	Describe the weather conditions, including light, visibility, wind, precipitation, etc.
Optical equipment used:	Binoculars, telescope; camera/lens if photos.
Distance from bird(s):	How near or far were you from the bird(s)?
Other considerations:	Describe any other significant circumstances affecting the quality of observation.

5. Observers	
Observer 1 (The Principal Observer)	
Full name:	If this is the Submitter, write "Submitter".
Address:	We require the residential postal address of at least one observer.
Phone no.:	In case we need to clarify anything in this form.
E-mail address:	
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.
Birdwatching since:	How long have you actively been birdwatching?
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?

5. Observers, continued	
Observer 2	
Full name:	If this is the Submitter, write "Submitter".
Phone no.:	In case we need to clarify anything in this form.
E-mail address:	
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.
Birdwatching since:	How long have you actively been birdwatching?
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?
Observer 3	
Full name:	If this is the Submitter, write "Submitter".
Phone no.:	In case we need to clarify anything in this form.
E-mail address:	
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.
Birdwatching since:	How long have you actively been birdwatching?
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?
Further observers ...	Give details of any further observers at the end of this form. See <i>Appendix 1. Further observers.</i>

6. Finder/Identifier	
Who originally found the bird(s)?	Please state which observer(s) found and identified the bird(s) in the first instance.
Who made the initial identification?	

7. Description	
Circumstances of observation:	Describe how the bird(s) was found.
How was the identification made?	E.g. Immediately, after observing the bird for a while, or by studying literature afterwards. Please cite any references (books/URLs) used to make/confirm the identification.
How certain are you of a correct identification?	Enter value 0-100% or suitable words.
Accompanying species:	Was the bird alone or in the company of other species for comparison? Please give details.
Behaviour:	Describe the behaviour observed.
Field description:	Jizz, size/structure, plumage (head, upper/underparts, tail, wings, bare parts). Indicate which features are 1) diagnostic or 2) supportive of your identification.
Call/Song:	If given, describe as best you can, comparing to species with which you are familiar.
Similar species excluded:	What similar species did you consider and why have you discounted these?
Sub-specific/racial diagnosis:	If applicable, describe the characters supportive of sub-specific/racial diagnosis.
Age and gender diagnosis:	If applicable, describe the characters supportive of age/gender diagnosis.

8. Declaration	
<i>The information I have given is correct to the best of my knowledge and I am happy for a representative of QBRC to contact me to clarify any of the information given by me in this form or to request relevant further information.</i>	
Signature of the Submitter:	As given above in Section 1. About you.
Date:	Date of completion

Submitting your completed form

1. Ensure you have signed the declaration above and dated your completed form.
2. Save your completed submission form, naming it as follows: **yyyy_mm_dd_speciesname2_speciesname1_yourinitials** (for example: 2013_05_25_warbler_paddyfield_SJB, 2013_12_31_stint_red-necked_KGD).
3. Return completed form as an email attachment to jamie_buchan@yahoo.com.

Thank you.

Appendix 1. Further observers		(Complete only if required)
Observer 4		
Full name:	If this is the Submitter, write "Submitter".	
Phone no.:	In case we need to clarify anything in this form.	
E-mail address:		
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.	
Birdwatching since:	How long have you actively been birdwatching?	
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.	
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?	
Observer 5		
Full name:	If this is the Submitter, write "Submitter".	
Phone no.:	In case we need to clarify anything in this form.	
E-mail address:		
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.	
Birdwatching since:	How long have you actively been birdwatching?	
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.	
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?	
Observer 6		
Full name:	If this is the Submitter, write "Submitter".	
Phone no.:	In case we need to clarify anything in this form.	
E-mail address:		
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.	
Birdwatching since:	How long have you actively been birdwatching?	
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.	
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?	
Observer 7		
Full name:	If this is the Submitter, write "Submitter".	
Phone no.:	In case we need to clarify anything in this form.	
E-mail address:		
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.	
Birdwatching since:	How long have you actively been birdwatching?	
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.	
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?	
Observer 8		
Full name:	If this is the Submitter, write "Submitter".	
Phone no.:	In case we need to clarify anything in this form.	
E-mail address:		
Preferred contact method in the first instance: Phone/E-mail	Please delete as applicable.	
Birdwatching since:	How long have you actively been birdwatching?	
Birdwatching experience in Middle East/Arabia:	Describe what relevant experience you have of birdwatching in the region.	
Experience of this/similar species:	How familiar are you with the species observed and with similar species? What experience have you had of these in the field/wild?	

Appendix 2: Guidance for submitting photographs

If you have digital or scanned photographs, please INSERT THEM BELOW WITHIN THIS DOCUMENT using the Word menu:

“Insert > Picture “ (or similar)

Crop and resize the images as you feel necessary but please **do not** edit them in any other way (e.g. altering colour, hue, saturation, contrast etc.). It is rarely necessary to have an image larger than 600x400 pixels in a document (and you can always state, “Original images are available on request”). Limit your images to the most useful 4 or 5 shots of an individual bird. If you have a large number of images that you think might be useful, you can always state “More images are available on request”.

In general, easily identified species, such as Black Stork, White-throated Kingfisher, Spur-winged Lapwing, usually need just one good image to support the identification. Difficult species will often require a series of images taken from different angles or under different lighting conditions.

We welcome submission of images taken by other photographers (with prior consent and named acknowledgement).

If any of the images have already appeared on a website such as www.uaebirding.com/forum and you wish to use these instead of inserting jpeg/png files, please make a screenshot of the appropriate webpage (including the URL) and paste it immediately below the image.

You can extend this document to more pages to accommodate your information and inserted photographs.