**Abstract Submission Guidelines for Paper and Poster Presentations**

**(Guidelines for Section Chairs)**

Academy treasurer sends contact information to section chairs **Week of 10-22-2018**

Section chairs sends out an email to the membership. The abstract submission spreadsheet is attached: **Week of 10-22-2018**

Receipt of abstracts by section chairs: **Friday, 12-7-2018**

Chairs send the GJS’s associate editor their master spreadsheets by **Friday, 1-4-2019**

The journal’s associate editor sends section chairs a Word document that lists authors and titles **Friday, 1-11-2019**

Receipt of programs by the local arrangements chair **Friday, 1-18-2019**

Receipt of conference program by Journal Editor: **Friday, 2-1-2019**

**Other important dates to remember**:

Program planning meeting (via teleconference): **Friday, 10-19-2018**

Fall council meeting (via teleconference): **Friday, 10-19-2018**

Winter council meeting (via teleconference): **Friday, 1-25-2019**

The academy secretary must receive section ballots by **Friday, 2-1-2019**

Annual meeting: **March 15 - 16, 2019**

**Letter of announcement from the section chair to the membership**

1. Please email a letter of announcement to your section membership for paper presentations at the 2019 Annual Meeting of Georgia Academy of Science. The meeting will be held on Friday March 15th and Saturday, March 16th at University of North Georgia, Gainesville, Georgia. You will receive contact information for each member of your section by the end of October; if you do not receive this information, contact the academy treasurer (Jim Nienow, jnienow@valdosta.edu ).

2. The letter of announcement consists of three parts; (a) call for papers; (b) call for section officer nominations; and (c) call for referees. Note that the call for papers section includes the location and date of the conference, the deadline for abstract submission to the section chair, and reference to the Academy website at http://www.gaacademy.org. This website includes links to the annual meeting page which contains the abstract submission spreadsheet and complete abstract submission guidelines. Accommodations, travel directions, and other general information about the conference will also be posted on the website as soon as this information becomes available.

As an incentive to motivate abstract submission, indicate the possibility of developing an oral presentation into a manuscript to be considered for publication in a subsequent issue of the *Georgia Journal of Science*. This latter opportunity applies to both student and faculty submissions. Additionally, if your section has a preference for oral presentations over poster presentations, it would be appropriate to indicate this preference in the call for abstracts.

In the call for officer nominations, indicate that specific officer duties are described on the Academy website, under the GAS constitution link (in particular, see article V). In the call for referees, indicate the duties of the referee, the date by which you will provide abstracts to the referees, and the date by which you will need the reviewed abstracts returned.

3. If you do not receive a sufficient response by the middle of November, please send out a second letter of announcement. Actively recruit presenters, referees, and candidates by any appropriate means.

**Abstract review process and submission to Technical Chair**

Upon receiving abstracts by the first Friday of December, section chairs must do the following:

1. Save a copies of all abstracts (abstract submission spreadsheets).

2. Acknowledge receipt of the abstracts by replying to the authors’ confirmation e-mail addresses.

3. Forward the abstract submission spreadsheets by e-mail attachment to each referee.

4. Section chairs and referees are free to make minor editorial changes (grammatical errors, spelling errors, typographical errors, form, and so on). Contact the authors of those abstracts in need of major revisions (any content change, excessive revision for grammar, expression or form) as soon as possible. If the author does not make the necessary changes as recommended by the section chair, the submission may be rejected. Or, at the discretion of the section chair, the abstract may be accepted for presentation, with only the title, presenter’s name, and affiliation published in the journal.

5. As reviews come in, compile all of the accepted submissions onto a single master spreadsheet. Simply copy *everything* in column B on the abstract form (tab 4) onto the master spreadsheet. Each presentation should have its own column. Keep all original spreadsheets in the event the Academy Secretary needs to contact a student or faculty mentor. Having the spreadsheets available electronically at the annual meeting is highly recommended.

6. Upon completion of the review process, send the master spreadsheet to the GJS’s associate editor by 1-4-2019. He will use it to prepare a Word document that lists the presentation titles and authors. He will send the Word document back to the section chairs by 1-11-2019. Chairs will use that document to prepare the section program (see instructions below). The section program should be sent to the Local Arrangements Chair by the third Friday of January (1-18-19).  *It would be very time consuming for section chairs to prepare their program with the abstract submission spreadsheets as starting material.*

7. By the second week of February the section chairs will receive a draft copy of the final program from the Local Arrangements Chair and they should notify the authors about the status of their abstracts (e.g., acceptance or rejection) via e-mail.

**Scheduling presentations**

After all abstract submissions have been reviewed and revised as necessary, please make a program schedule for your section according to the following guidelines:

1. Presentations are divided into two sessions: **Friday at 1:00–5:00 and Saturday at 7:30–10:00 am and 10:30 am–12:00 pm**. If there are not enough presentations to fill all the time slots on both Friday and Saturday, fill all time slots on Saturday and schedule the remaining presentations on Friday. If there are not enough presentations to fill the Saturday morning schedule, schedule your first presentation late enough (after 7:30) such that the last presentation ends at 12:00.

2. Do not schedule presentations at 10:00–10:30 Saturday morning. This time will be reserved for the section business meeting and the judging of posters.

3. Schedule all student presentations before 10:00 am on Saturday morning. It is desirable to schedule all student presentations on Saturday morning in order to promote attendance at the luncheon. Some student presentations may be scheduled on Friday afternoon due to lack of time slots on Saturday morning, and due to lack of judges available on Saturday morning. Those student presentations scheduled for Saturday morning must be finished by 10:00 am so student presenters can be considered for awards prior to the plenary session Saturday afternoon. Schedule faculty presentations in whatever order you deem to be fair and appropriate. Some examples of rationales for scheduling papers include (but are not limited to) the following: (1) It may be necessary to schedule a paper at a certain time because the presenter is also giving a paper in another section at another time slot; (2) closely related papers may be scheduled in sequence; or (3) scheduling priority may be given according to the order in which the abstracts were received.

4. Allow 15 min for each presentation. The exception is in Philosophy & History where presentations get 30 min. The section chair will be responsible for keeping the presentation on track. This responsibility includes calling time on those presenters who exceed the allotted time**.**

**IMPORTANT: Do not move papers forward in the program if a presenter finishes early or fails to appear.** Members from other sections depend on section chairs to follow the published schedule. Please have a plan in place for using time constructively if a presenter is unexpectedly absent.

5. Avoid parallel sessions.

6. You will schedule a break or a structured poster session during 10:00 am–10:30 am. After the technical program chair receives all section programs, breaks may be readjusted such that breaks are consistent across sections.

7. Upon completion of scheduling, construct the section program according to the guidelines that follow (for a sample see **Vol 76 No. 1 - 2018** of the *Georgia Journal of* *Science* from last year that can be accessed from the Academy Website) and send to

the Local Arrangements Chair.

**Construction of a section program**

1. Use Georgia font, with 12 point font size.

2. The heading of a section program consists of three entries, each centered on a separate line: section number and name; room number and building name; and the presider’s name followed by “presider.” Some of this information may not be available at the time section chairs construct the program, and will be added by the technical program chair at a later stage. It may be helpful to use a section program from a previous conference issue as a guideline for constructing your program.

3. The body of the section program consists of a list of entries, as described in items 4–8 below.

4. Each entry consists of a time stamp, an abstract title, and the author list. The time stamp is flush with the left margin; the rest of the entry is indented five spaces.

5. The time stamp is hh:mm format. Do not specify AM or PM in the time stamp.

6. Titles and authors can be copied from the Word document prepared by the journal’s associate editor from the master spreadsheet. The presentation’s title is in all caps, and is followed by a double asterisk if it is a work in progress. Latin names are italicized and book titles, which may occur in book review presentation titles, are enclosed in single quotes. Student author names are followed by a single asterisk.

7. List poster titles with their authors at the end of the program on Saturday morning. Poster entries are not indented, but are listed flush with the left margin.

**Facilities**

Certain standard equipment will be available in all the presentation rooms; this will be specified at the fall council meeting. Presenters who need additional equipment must specify this on the abstract submission form in the space for special equipment needs. The section chair will contact the local arrangements chair to determine if the equipment is available and advise the presenter accordingly. Questions about equipment should be directed to Local Arrangements Chair, Clarke Miller. (clarke.miller@ung.edu).

**Submission of the section program and other materials/official confirmation**

Section chairs will send their program schedules in a **Microsoft Word** document via e-mail attachment to the technical program chair during the third week in January.

Thereafter, section chairs will contact presenters to confirm presentation topic, any special equipment needs, date, location, and time of their presentation. Section chairs should also remind the presenters about the following: (1) Online registration should be done before the specified deadline (shown on the registration site) to avoid a late fee, and (2) if a presenter is not able to show up for his/her presentation at the meeting, he/she should give prior notification to the section chair.

If you have questions about the program construction process, deadlines, facilities, or anything related to the conference program, feel free to contact the Local Arrangements Chair.

For general information about the annual meeting and appropriate links please periodically visit the following web page: http://www.gaacademy.org/