

Memo to: Section Chairpersons, Arizona-Nevada Academy of Science

From: Florence Slater, Editor of the Proceedings

Date: January 20, 2005

Subject: Preparations of Abstracts for the Annual Meeting

Mates, Greetings and Happy New Year from Downunder

Just a reminder that you should be receiving abstracts from prospective presenters for the 49th Annual Meeting of the Arizona-Nevada Academy of Science to be held on Saturday, April 9, 2005 on the campus of University of Nevada, Las Vegas.

In order to ensure that all authors are treated equally, and that the Proceedings are published in a professional and timely manner, please carefully follow the instructions below in preparing your section abstracts for printing in the Proceedings Issue of the Journal and in arranging the schedule of papers for your section at the meeting.

1. Members of the Academy, who may wish to present papers, have been instructed to send their abstracts to you by **February 7, 2005**. Abstracts received after that date may be rejected. You may elect to accept abstracts after that date, but keep in mind that the abstracts **MUST** be sent to the Editor of the Proceedings by **March 8, 2005**. If any papers or posters come in after the deadline and you wish to have them added to your section, forward them to me and I will try to accommodate them.
2. You may wish/need to solicit papers for your section.
3. You should not need to edit the abstracts. The instructions to authors clearly state that the abstracts will be printed exactly as submitted. (In reality, I do some minor editing)
4. You will need to organize the sequence of presentations and arrange them chronologically within the section meeting schedule. A copy of the meeting schedule is enclosed for your use.
5. Students who are competing for the Best Student Paper Awards should be scheduled in the morning so that winners of the various awards can be announced at the luncheon. Please choose qualified individuals attending the presentations to judge the papers for the student awards, if you do not do it yourself. Make sure that coffee breaks are scheduled for 10:00 – 10:30 and 3:00 – 3:30.

6. Type or print the time of presentation in the space to the left of the abstract title. Refer to the enclosed copy of instructions to authors for a sample abstract.
7. **Send an email, as an attachment in MS Word format Times New Roman 12, containing the abstracts (including the time of presentation and an asterisk if paper is submitted for Best Student Paper Award) to the Proceedings Editor by March 8, 2005. Send a paper copy (as backup), application form and checks to Betsy Cooper at Glendale Community College. I will be in Australia at the time so no regular mailings to me please. I can be contacted by e-mail at any time and can call you, if requested by e-mail (calling from Australia to the U.S. is actually cheaper than calling from Phoenix to Tucson!).**
8. Authors have been instructed to submit a pre-registration fee of \$35 for members and \$45 for nonmembers (\$15 for all student members and \$20 for all nonmember students) with their abstracts. Please paperclip the check to the original paper copy of the abstract and send to Betsy Cooper. Abstracts not accompanied by a pre-registration fee should be rejected.
9. Authors have also been instructed to send, with their abstract, a self-addressed and stamped post card if they wish to be informed of the time of their presentation. Please fill out these cards and mail them to the authors.
10. Chairpersons are also responsible for selecting individuals to chair each session of their section meetings. Please send the name(s) of the session chair(s), even if you will be the session chair, to the Editor of the Proceedings by March 8, 2005.
11. Rooms are equipped to handle PowerPoint presentations on CDs or memory sticks. In addition overhead projectors are available if requested in advance. Authors requiring other types of projection equipment are responsible for supplying that equipment.
12. If you have any questions, please feel free to contact me at:

Florence Slater, Proceedings Editor

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Session Schedules

Each paper is scheduled for 15 minutes, although some individuals may require additional time. If you don't have many papers, you may wish to extend the length of time. Below is a tentative schedule of times for the papers based on a 15-minute interval. Depending on the requests of authors in your section the schedule you develop may vary, **but please schedule coffee breaks from 10:00 to 10:30 and from 3:00 to 3:30**. Also the Luncheon, Business Meeting and Awards Presentation will take place between 11:30 and 1:40. **No papers should be scheduled between 11:30 and 1:40.**

Session I

8:00- 8:15
8:15- 8:30
8:30- 8:45
8:45- 9:00
9:00- 9:15
9:15- 9:30
9:30- 9:45
9:45-10:00

10:00-10:30 Coffee Break

10:30-10:45
10:45-11:00
11:00-11:15
11:15-11:30

11:30 - 1:40 Luncheon, Annual Business Meeting, Awards

Session II

1:45-2:00
2:00-2:15
2:15-2:30
2:30-2:45
2:45-3:00
3:00-3:30
3:30-3:45
3:45-4:00
4:00-4:15
4:15-4:30
4:30-4:45
4:45-5:00

Coffee Break

If concurrent sessions are needed, Session III runs from 8:00 to 11:30 and Session IV runs from 1:45 to 5:00.