

Memo to: ANAS SESSION CHAIRS

From: Florence Slater, Editor of the Proceedings

Subject: Preparations of Abstracts for the ANAS Annual Meeting

Thank you so much for agreeing to chair the Psychology session at the Fiftieth Annual Meeting of the Arizona-Nevada Academy of Science. The meeting will be held on Saturday, April 8, 2006 on the campus of University of Arizona, Tucson, AZ.

In order to ensure that all authors are treated equally, that the sections are well organized, 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 10, 2006**. 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 10, 2006**.
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 as submitted. I will, however, correct any blatant errors that slip by.
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. Make sure that **coffee breaks** are scheduled for 10:00-10:30 and 3:00 – 3:30.
6. Please collate all the abstracts into a single file with the appropriate presentation times included. For student papers, include an asterisk (*) at the beginning of the title of the abstract. Be sure the student's name is listed as the first author. Schedule these talks in the morning so that the Best Student Paper Award can be given at the noon luncheon. Refer to the copy of instructions to authors for more details and a sample abstract found in the most recent copy of the ANAS Newsletter at: <http://www.geo.arizona.edu/anas/anmtindx.html#sampabs>.
7. Send a hard (paper) copy of the abstracts (with the time of presentation typed or printed in) to me at: Biology Department, Glendale Community College, Glendale, AZ 85302. **Send an e-mail, as an attachment in MS Word format, containing the abstracts** to me at: f.slater@gcmail.maricopa.edu by March 10, 2006. No disks nor CDs please.

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 checks to the pre-registration forms and mail them to me. Abstracts not accompanied by the pre-registration fee should be rejected unless special arrangements are made with the author. Also if someone else (e.g. faculty advisor, professor) is paying for the author, please inform me.

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. In addition, Chairpersons are 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, by March 10, 2006. The person chairing the session (or a replacement chosen by you) will be responsible for judging student papers for the ANAS awards. Please schedule student papers in the morning so winners can be acknowledged at the Awards Luncheon.

11. Projection equipment supplied by the Academy will include computers (MS Window, PowerPoint) with projectors. If you require overhead projectors or 35 mm projectors, please contact the meeting organizers Pete Ffolliott or Owen Davis at the University of Arizona.

Again, thank you for your help. If you have any questions, please feel free to contact me by e-mail or phone.

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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

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 **Coffee Break**

3:30 - 3:45

3:45 - 4:00

4:00 - 4:15

4:15 - 4:30

4:30 - 4:45

4:45 - 5:00

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