

**MASTER SCHEDULE
OF ACTIVITIES AND TASK ASSIGNMENTS
FOR:**

PROGRAM COMMITTEE CHAIRPERSONS

**MIDWESTERN SECTION – AMERICAN SOCIETY OF ANIMAL SCIENCE
MIDWEST BRANCH – AMERICAN DAIRY SCIENCE ASSOCIATION**

Codes: P = President, PP = Past President, PE = President Elect, VP = Vice President,
S = Secretary, PS= Past Secretary, Dir = Director, A= ASAS, D = ADSA,
PC Chair = Program Committee Chair

PROGRAM COMMITTEE CHAIRPERSONS

INTRODUCTION

Program committees in several areas operate the research, teaching, and Extension sessions at the joint Annual Meeting of the Midwestern Section, American Society of Animal Science (ASAS) and Midwest Branch, American Dairy Science Association (ADSA). **Consequently, the leadership of program committee chairpersons influences the professional nature of the sessions.**

The initial major consideration for a new PC Chair is whether to propose a symposium, round table, case study, or other creative means of presenting information within their committee's subject area. Program committees are not expected or encouraged to develop a symposium proposal every year but are encouraged to be open to such a structured review for a high profile topic of widespread interest. Program committees may also consider working together to develop jointly sponsored symposia on topics of mutual interest.

If you have any questions concerning procedural aspects of the scientific paper sessions, contact the Midwestern Section ASAS Secretary. Contact the President of either society concerning questions of policy.

IMPORTANT DEADLINES FOR 2009 Meeting:

July 31	Program Proposals Due by Electronic Submission
September 8	Call for abstracts material due to Savoy Headquarters
September 22	Mailing of Call for abstracts
October 29	Abstract Submission Deadline
Oct 30-Nov 1	VP-D works with S-A & Program Chairs for strong Dairy Program
November 5	PC Chairs notified by S-A of Student Competition papers to be presented in their section
November 7	Deadline to transfer abstracts to another section
November 17	Abstracts assigned to sessions and all scheduled programs entered into the abstract submission system
November 24	Final program released to Savoy Headquarters from S-A
December 5-10	Program Chairs and Board to review the electronic draft of the program
December 15	All material to the printer for early January Mailing and posted to the web site

I. TIME SCHEDULE FOR PROGRAM COMMITTEE CHAIRPERSONS

<u>Time</u>	<u>Activity</u>
March	Combined ASAS/ADSA Board reviews VP-D recommendations for program committees and chairpersons for the next year. All Program Committee members are invited to the breakfast held on Tuesday morning during the Annual Meeting. Begin to solicit ideas for symposium topics for next year from program committee members and others. Note key points occurring during the Annual Meeting that should be taken into account when next year's program is planned. Keep program booklet for reference when scheduling papers for next year's program.
April/May	P-D officially appoints program committees, confirms chairpersons, and establishes deadline for symposium proposals.
July 31	Symposium proposals are due prior to the Board's midyear meeting. The proposal must include: a) Title or topic of symposium. b) Tentative title or content of each presentation. c) Proposed speakers. d) Approximate budget itemized. (See II. Symposium, Funding/Expenses Page 6). e) Potential sponsors and suggested contact names for symposium. f) Preferred time slot at meeting. g) Potential for symposium papers.
August	P-D notifies PC chairs which symposia were approved and funded (amount of funding) by the Board.
September	S-A mails call for abstracts to members. Program committee finalizes symposium and speaker commitments. PC Chair works with the PE-A to coordinate fundraising efforts.

Solicit private funds to support speakers when appropriate (see II. Symposium, Funding/Expenses). Notify PE-A, S-A, and Savoy Headquarters of funds raised.

October

Abstracts are due on or before October 29. **ALL invited speakers for symposia are required to submit an abstract unless the Board gives permission otherwise.**

PC Chair receives instructions for the electronic review process and the format that the program schedule is to be sent to the S-A. The PC Chair should send the Instructions for the Reviewers to each reviewer.

PC Chair receives access to the electronic abstracts from the S-A by October 31.

November 1-17

Committee accepts or rejects abstracts/papers and assigns to sessions, grouped by topic.

PC Chair titles each session and arranges for a session chair.

November 17

PC Chair submits final schedule in the format requested by S-A.

If outside funding was obtained for a speaker or part of the program, notify the PE-A to ensure proper acknowledgment (cc: PE-A, S-A, and Savoy Headquarters).

November 24

S-A releases final program to Savoy Headquarters.

December 5-10

PC Chairs and Board review electronic draft of final Program.

December

PC Chairs will be contacted by the VP-D to provide suggested individuals to be on the program committee for the next year.

January

Final program mailed to members.

PC Chair to provide Savoy Headquarters name and address of invited speakers from outside Section/Branch so they can be mailed the meeting registration and program. Invited Speakers are responsible for registrations and housing arrangements.

January/February

PC Chair explains responsibilities to session chairs and provides them with a schedule of their session. Abstracts will be posted on MW Website.

Savoy Office and S-A will provide LCD presentation procedures to the presenters and section chairs.

Provide invited speakers procedures on manuscripts submissions intended for publication. All papers must be submitted to Manuscript Central within two weeks of the meeting. **See Attachment A**

March

Prior to meeting	Check the printed program for errors and inform session chairs, S-A, and Savoy Headquarters. Check arrangements with invited speakers. All PC Chairs and committee members are to attend the Tuesday morning program committee breakfast (RSVP to Headquarters). Savoy Headquarters needs meal count by Monday before Annual Meeting.
During meeting	Attend Tuesday morning Program Committee Breakfast. Pick up USB Stick from registration desk for your session. Return to registration desk after session. Check room, equipment, lighting control, and sound system before each session. Attend each session coordinated by your committee.
After meeting	Arrange for travel expense submission from invited speakers from outside Section/Branch to be sent to you within 30 days after the Annual Meeting. See Attachment C PC Chair to submit invited speakers' travel expenses <u>with detailed receipts</u> to the Savoy Headquarters within six weeks of the Annual Meeting. Acknowledge appreciation to committee members and session chairs. Complete and pass on your PC Chair file to the incoming PC Chair.

II. SYMPOSIUM

Proposal

(Electronic Proposal System is available on the web site:
<http://www.fass-abstracts.org/chairperson/?meetingcode=146> - **See Attachment D**)

The initial major consideration for a new PC Chair is whether to propose a symposium, round table, case study, or other creative means of presenting information within their committee's subject area. Program committees are not expected or encouraged to develop a symposium proposal every year but are encouraged to be open to such a structured review for a high profile topic of widespread interest. Program committees may also consider working together to develop jointly sponsored symposia on topics of mutual interest.

The Midwest Board reviews symposia proposals at the midyear Board meeting, usually held in August. Therefore, the PC Chair must submit a symposium proposal by the date specified by the P-D. Any proposal not submitted for consideration at the midyear Board meeting is not assured of evaluation on a merit basis since time, funding, or space constraints may prohibit an additional symposium.

The proposal must include:

- a) Title or topic of symposium.
- b) Tentative title or content of each presentation.
- c) Proposed speakers.
- d) Approximate budget itemized. (See II. Symposium, Funding/Expenses).
- e) Potential sponsors for symposium (including key contact person)
- f) Preferred time slot at meeting.
- g) Potential for symposium papers.

Funding/Expenses

The Board has the responsibility to approve or reject each proposal and a level of funding from internal and external sources. Funding requests from the Board will usually be considered for no more than \$500 per symposium. There are likely to be differences in the dollar amount of internal support among approved symposia due to budgets submitted, perceived quality or value of program, and expected difficulty in obtaining external funding.

In some cases, the Board may decline to fully fund a tentative budget and request the committee to pursue outside support. Coordination with the PE-A is essential to avoid multiple requests to a company that may already be contributing to the Annual Meeting. If a company would rather fund a specific symposium than to be a general donor, it can be coordinated through the contact person of the company, but often a key individual interested in the proposed symposium may have great influence in securing funding. Occasionally, a company may sponsor two events at an Annual Meeting and/or additional funding at the national or other sectional meetings, but the Board wants to be sure they are aware and agree. Therefore, communication regarding all funding contacts should occur between the PC chair, the PE-A and the Savoy Headquarters.

Funds approved by the Board are maximum dollars allocated for approved expenses only. There is no fund set up for the program committee to use in future years if expenses are less than maximum approved. Likewise, any outside resources received are the property of the society section used to support the activity designated and are not to be retained by the program committee for direct use. Please forward any donation/sponsor checks to the Savoy Headquarters for proper acknowledgment, recording, and subsequent disbursement according to receipts.

Funds allocated to a symposium may be used to pay for reasonable direct expenses of round trip travel to the meeting and room and meals at the Annual Meeting for non-member speakers ONLY. Honoraria are not available from Board approved funds and are not to be given from sponsor funds without the specific approval of the Board. A speaker's request for reimbursement must be a written itemized report submitted with receipts to the PC Chair within 30 days of the Annual Meeting and forwarded by the PC Chair to the Savoy Headquarters within six weeks of the Annual Meeting.

The P-D is responsible for notifying the PC Chairs of the status of a symposium proposal and the funding ceiling approved. The PC Chair or a designated committee member is responsible for contacting the Savoy Headquarters requesting that the invited speakers from outside the Midwest be sent registration materials, a program, and hotel reservation forms.

III. ABSTRACTS/PAPERS

Program Development

The Savoy Headquarters mails the call for abstracts to members in September. Members must submit their abstracts at <http://www.asas.org/midwestern> by October 29. **ALL invited speakers for symposia are required to submit an abstract unless the Board gives permission otherwise.**

The PC Chair should receive the abstracts from the S-A within a few days of the deadline and should immediately distribute the electronic instructions to the program committee members. The PC Chair should make an initial sort for the sessions to establish a starting point, but then solicit input from the committee. Usually the committee members will become a chairperson before rotating off the committee.

The program committee has sole authority on decisions of acceptance/rejection. Abstracts may be rejected for failure to conform to the "Quality Standards for Abstracts." **See Attachment B**

Assign papers to sessions by topic or focus and try to minimize the number of "misfit" papers. Although the program committee has sole responsibility for session assignments, authors' preferences, such as a request for tandem presentation, should be accommodated when reasonable. Ideally, the oral sessions should contain at least four papers and not more than eight papers without a break. When over 35 abstracts are

submitted for oral presentation within a given area, consider asking some authors requesting oral presentation to consider a poster.

All poster sessions will be held at a time when oral presentations are not given.

The PC Chair should assign each session a title and a session chairperson. Each member of the program committee should chair at least one session. Identify and contact prospective session chairs with expertise in the topic or focus area. Confirm in writing with each session chairperson.

The PC Chair submits the final schedule for the program on the web site by the pre-established deadline. The final schedule should include and comply as follows:

- a) Organize sessions chronologically.
- b) Session heading - number the sessions (I, II, III, etc.) with the program area name.
- c) Session sub-headings - topic title, name and affiliation of session chairperson, and date of session. S-A will identify the meeting room.
- d) Identify presentation times - 15 minutes per paper except invited papers.
- e) Poster sessions - assign order.
- f) Symposium-organize same as paper sessions

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Session Chairpersons

The PC Chair explains responsibilities to the session chairperson. The PC Chair determines who will provide the laptop and someone to adjust lights. The Savoy Headquarters will provide laser pointers and timers.

Provide the session chair with a program schedule and a copy of the abstracts for the assigned session. Review facility arrangements, time, date, equipment needed, etc.

The PC Chair will work with the S-A on the correct procedures for Power Point Presentations.

IV. ANNUAL MEETING

Upon arriving at the meeting, immediately check that all rooms are consistent with the program and expectations relative to equipment and assistance needed by session chairs.

Attend the Tuesday morning Program Committee breakfast for review of responsibilities, any last minute changes or challenges, items to announce, or other considerations.

Attend each session run by your committee. Assist the session chair in any way possible to assure a smooth on-time program.

Invited speakers from outside the Midwest should be hosted by the PC Chair or an assignee, possibly the session chair. Arrange for travel expenses to be submitted on a timely basis. **The expenses statement should be submitted to the PC Chair within 30 days of the Annual Meeting who forwards with receipts to the Savoy Headquarters within six weeks of the Annual Meeting. See Attachment C**

Post-meeting wrap-up should include acknowledgment of your appreciation for the committee members and session chairs. Complete your PC Chair file and pass it on to the next PC Chair.

ATTACHMENT A

Program Chairs

The Procedure for Handling Symposium Papers for ASAS/ADSA®
2009

Will be available in January

ATTACHMENT B

AMERICAN DAIRY SCIENCE ASSOCIATION®/AMERICAN SOCIETY OF ANIMAL SCIENCE

REVISED

QUALITY STANDARDS FOR ABSTRACTS

Adopted by the Board of Directors, October, 1997

An abstract is a communication of restricted length that permits informed readers to evaluate significant contributions of a scientific study, method or technique of teaching or extension. An abstract becomes a part of the permanent literature. Therefore, clearly stated, simple sentences with exact wording must be used to ensure clarity and brevity.

AN ABSTRACT SHOULD INCLUDE THE FOLLOWING:

1. The objective(s) of the presentation are to be clearly and concisely stated at the beginning of the abstract.
2. Pertinent methodological conditions (such as population and sample, design, instrumentation, methodology used, assessment of methodology, data collection, and data analysis) are to be included to define the scope of the work.
3. The information in the abstract is to include those details that directly influence the interpretation or enhance the understanding of the results or methodologies presented.
4. The results are to be compiled, condensed, and presented with great care. Only information that is discussed is to be presented. Only data relating to the objectives are to be reported. Any statistical inferences shall be sufficiently detailed to authenticate interpretation of the data. A simple illustrative table may be used if it is the most effective method to convey the results in a clear manner.
5. Abstracts dealing with teaching/extension philosophy must be innovative, such as a new idea or creative modification or application of an existing idea. Abstracts also are to be of national significance, demonstrate application of said philosophy, and provide an evaluation of their effectiveness.
6. A clearly stated conclusion is essential.

AN ABSTRACT IS UNACCEPTABLE IF IT:

1. Contains grammatical errors and (or) meaningless statements such as: "The results will be presented."
2. Presents data without appropriate statistical analyses or measurements of data variability.
3. Includes no data or statements relating to the objective(s).

4. Does not use the metric system.
5. Contains typing errors.
6. Fails to comply with submission requirements.
7. Presents opinion/speculation with no demonstrated use in a teaching/extension experience.

The quality of an abstract for presentation is a direct reflection on the image of the author(s), the American Society of Animal Science, and the American Dairy Science Association.

If you need clarification or additional information on abstract quality or submission, please contact the chairperson or the business office.

ATTACHMENT C

TRAVEL REIMBURSEMENT POLICY FOR NONMEMBER INVITED SPEAKERS ASAS/ADSA® Policy on Invited Speaker Travel Support/Expense

1. **GENERAL POLICY:** Reasonable expenses and support shall be reimbursed to invited nonmember speakers. ASAS/ADSA members are **NOT** eligible for any reimbursement (includes meeting registration fee) associated with participation during an ASAS/ADSA meeting.
2. No more than 2 nights lodging shall be paid, unless participation warrants greater duration and is approved by the Program Chair and Executive Directors. Speakers can choose the hotel they wish to stay, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers would be responsible for the difference. Speakers are required to make their own hotel reservations.
3. Speakers are required to make their own flight arrangements. Economy or coach airfare; airfare must be purchased at least 21 days in advance. If a speaker cancels their talk ADSA/ASAS will not reimburse for the ticket cost or any airfare cancelation fees.
4. Meals and daily incidental expenses will be reimbursed up to a maximum of \$50.00 per day (including tax and gratuity) for a maximum of 3 days; original itemized receipts are required for reimbursement (credit card statements will not be accepted).
5. No other specific incidentals shall be paid (phone, laundry, movies, flight or medical insurance, etc.).
6. Mileage rate if driving own vehicle is \$0.585/mi, this total not to exceed airfare as determined in #3 above.
7. Car rentals should be intermediate size or smaller. Larger cars and vans are not allowed unless approved by the Executive Directors.
8. Speakers are encouraged strongly to utilize hotel and airport shuttles rather than cabs.
9. Speakers are encouraged strongly to utilize long-term parking at airports.
10. No bank transfers/charges for overseas speakers will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site.
11. No monetary support will be provided to speakers for presentation preparation.
12. No honoraria shall be paid to invited speakers.
13. Time limit to turn in expenses shall be **ONE MONTH AFTER PRESENTATION**. Expenses will be sent to the respective Program Chairs. The Program Chairs will have 6 weeks after the meeting to provide this information to ASAS/ADSA headquarters. If expenses are not turned in by this time, they **WILL NOT BE PAID**.
14. Deadline for ASAS/ADSA symposia papers to be submitted for publication is July 31, 2009.
15. Nonmember invited speakers receive a complimentary meeting registration. If the speaker wishes to participate in any of the other functions requiring a fee, that fee is the responsibility of the speaker. Please fill out a registration form and mark it invited speaker.
16. If an invited speaker is a member of ASAS/ADSA at the time the invitation to speak is

issued (fall 2008) they will be considered a member for the 2009 meeting, and no reimbursements will be issued.

17. If an invited speaker issue regarding reimbursements is not addressed in this policy, please contact one of the Executive Directors for approval.

Attachment D

2009 ASAS ADSA Midwest Submitting Symposium Requests

The url to submit program proposals: <http://www.fass-abstracts.org/chairperson/?meetingcode=130>

Access using your email address and your last name

Deadline: July 31, 2008 12 Midnight CDT

Entering General Symposia Information:

Choose the correct Program Committee (only those that you are chair should appear)

SYMPOSIUM INFORMATION	
Program Committee	
Ruminant Nutrition	
Symposium Title	
Justification (limit: 4000 characters and spaces)	
Proposed Duration of Program	
(Note: oral sessions last only 2-3 hours in the morning and ~3 hours in the afternoon)	
Preferred Day and/or Time (am or pm)	

Enter the general information for your symposia proposal:

- Symposium Title
- Justification
- Proposed Duration of the Program (# of hours)
- Preferred Day and/or Time (am or pm) (i.e. Tuesday AM or Wednesday PM)

Entering Speaker Information:

Proposed Invited Speakers
(Cost: \$500/\$1500 per domestic/international non-member speaker)

Speaker 1

Member? ☐ Yes ☐ No

International? ☐ Yes ☐ No

Name:

Affiliation:

Phone:

Email:

Pres. Title:

Duration:

Notes:
(optional)

Required information for each proposed speaker:

- Member/Nonmember of ASAS ADSA Midwest Section
- International: Yes or No (outside of the US)
- Name
- Affiliation
- Phone
- Email
- Presentation Title
- Duration of talk
- Notes (any additional information for the committee to consider)

Form defaults to 5 speakers, additional can be added if necessary.

Entering Additional/Budget Information:

Publication Intent
(Cost: \$750 per manuscript)

☐ Yes ☐ No

If yes, how many manuscripts:

Select your Budget Information:

- Publication Intent (Cost: \$750 per manuscript)
- How Many Manuscripts

Entering Potential Sponsor Information:

Potential Sponsors
Note: Do not contact potential sponsors before approval of proposals.

Sponsor 1

Company:

Contact Name:

Email:

Notes: (optional)

To help with fundraising specific sponsor information is requested.
Enter your potential sponsor information:

- Company
- Contact Name
- Email
- Notes (Optional)

Form defaults to 3 sponsors, additional can be added if necessary.

Entering Other Information:

Estimated Cost of Symposium
This is automatically calculated based on your selections above.

\$

Other Information (limit: 4000 characters and spaces)
Please provide information on your program if it is not a typical symposium to aid the Overall Program Committee in the assessment of the proposal.

- The form automatically calculates the budget for the symposium based on the responses above.
- Other information – Additional information that will assist the program committee in making their decision.
- Click Submit Button

Submission Received:

SYMPOSIUM STATUS
Title: Ruminant Nutrition - Dairy Status: Undecided
Submitted: 7/5/2007 1:37:02 PM Edited: 7/5/2007 1:37:02 PM
SYMPOSIUM INFORMATION
YOUR SYMPOSIUM REQUEST HAS BEEN RECEIVED

Confirmation that the submission request was logged in the system.

Submission Received (2):

SYMPOSIUM STATUS
Title: Ruminant Nutrition - Dairy Status: Accepted w/ Revisions (7/5/2007 2:13:10 PM)
Submitted: 7/5/2007 1:37:02 PM Edited: 7/5/2007 1:37:02 PM
COMMENTS
Mark Budden at 7/5/2007 1:47:45 PM Additional sponsors may be needed
Mark Budden at 7/5/2007 2:13:10 PM REVISIONS NEEDED: Please update the sponsor list with additional sponsors.
ADD A COMMENT (limit: 4000 characters and spaces)
SUBMIT

Keeps track of comments from Overall Program Committee.
Also shows Status of request (Accepted, Accepted w/Revision, Rejected)