**2017 Western Region AAAE Research Conference Format**

During the final business session of the 2016 AAAE Western Region (W-AAAE) Conference, the membership passed a motion to change the format for their 2017 research meeting. A committee was appointed to work out details regarding manuscript format, submission procedures, the review process, presentation format, and awards. The committee decided to leave the research poster process essentially unchanged; however, major alterations were made to the research presentation component of the conference.

**Format**

1. Authors are to submit an abstract rather than a full paper
2. The abstract is to meet these general guidelines, with additional details provided by the research conference chair in the call for abstracts:
	1. Five, single spaced pages, inclusive of tables and figures
		* References not included in the page count
	2. Headings and other guidelines will generally align with those used in recent W-AAAE research conference calls

**Review and Selection Process**

1. Abstracts will be reviewed by a panel of five W-AAAE members
	1. Selected by the W-AAAE Research Committee
2. Panelists will represent the following disciplines, with one “at large” member:
	1. Agricultural communications
	2. Agricultural leadership education
	3. Agricultural teacher education
	4. Extension education
3. Each panelist is to review all abstracts submitted and the panel is to come to consensus regarding the following decision choices for each abstract:
	1. Accept as an abstract presentation
	2. Reject
4. FastTrack service will be used to:
	1. Submit abstracts
	2. Distribute abstracts to reviewers
	3. Inform authors of reviewers’ evaluation
5. Panelists are to be compensated $200 for completing their duties on time

**Deadlines and Due Dates**

1. February 15: Call for abstracts issued
2. March 1: Call for research poster proposals issued
3. June 1: Abstract due
4. On or before June 15: Authors of abstracts notified of review results
	1. Authors of paper submissions not accepted for presentation are encouraged to edit the abstract to meet the submission requirements for a research poster and submit for subsequent poster review.
5. July 1: Research poster proposal due
6. On or before August 1: Authors of research poster proposals notified of review results

**Research Paper Presentations \***

1. Presentation Format
	1. Maximum time length: 5 minutes
	2. Maximum number of slides: 5
2. Sessions
	1. Five presentations/session
	2. Five minutes of questions following each presentation during the session.
	3. Thirty minutes for concurrent roundtable discussions after all presentations are completed for a session
* Each author provided a table to conduct discussions about their research
* Loose structure, allowing participants to spend as much time as they want at the tables of their choosing.
* Facilitator will periodically alert participants about time remaining in the session.

\* Research conference host may adjust any items described in this session due to time blocks available, facilities, etc.

**Research Poster Presentations \***

1. As in past years, one session will be designated for research posters with the number of posters accepted dependent upon satisfactory reviews and available space.

**Awards**

1. Award categories and selection methods will be adjusted to meet challenges and opportunities of this format.
2. Poster awards will continue to be “People’s Choice”, but voting will likely take place using online system.

**Research Conference Format Committee Members**

* Marshall Baker
* Jim Connors
* Misty Lambert
* Michael Martin
* Courtney Meyers
* Theresa Murphrey
* Tyson Sorensen
* Rob Terry (chair)
* Bobby Torres