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| http://www.aaaeonline.org/images/logo/aaae_logo-300-x-170-at-72-d.gif | **WR-AAAE Protocol Guidelines for Conference Abstract Submission, Presentation, and Awards** |

Amended September 2018

**Introduction**

The purpose of this protocol guidelines is to outline the conference abstract submission, presentation, and award process for the Western Region of AAAE.

**Process**

Timeline for Paper Submission and Review Process. (SD = submission deadline).

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| **Date** | **Activity** |
| SD – 4 months | * First call for abstract submissions issued (January 30)
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| SD – 1.5 months | * Second call for submissions (April 15).
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| SD – 1 month | * Reviewers for review panel selected and confirmed (by April 30).
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| SD – 2 weeks | * Final reminder for submissions (May 15)
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| **Submission Deadline (SD)** | * **Conference Submission Deadline (June 1)**
	+ **Research Conference Chair and AAAE Submission Manager work together to get abstracts prepared for the review panel**
	+ **Send abstracts and review forms to review panel**
	+ **AAAE membership of at least one author is verified**
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| SD + 3 weeks | * Panel review completion (by Third Week of June)
	+ Collect and compile all evaluation forms and acceptance/rejection information from review panel
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| SD + 4 weeks | * Notification of authors (by Fourth Week of June)
	+ AAAE Submission Manager notify first authors of 1) the status of their manuscript; 2) expectations for formatting, corrections, amendments, and clarifications to their abstract; and 3) deadlines for returning final abstracts to the research conference chair for inclusion into the proceedings
	+ Research conference chair return reviews to the first authors
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| SD + 1 month | * Poster abstracts due (by First Week of July)- presentation abstracts can be resubmitted as a poster if desired
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| SD + 2 months | * Collect all finished abstracts for conference proceedings (research conference chair).
* Determine the concurrent session groupings for accepted manuscripts (research conference chair).
* Develop research conference program (research conference chair).
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| **SD + 2.5 months** | * **Research conference**
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**Selection of Reviewers for the Review Panel**

1. Five nominees would be selected by the research committee each year to serve on the review panel.
2. The panel reviewers would be from the Western Region.
3. The research committee would develop a list of at least five names, with alternate names available in case potential reviewers decline.
4. Criteria for selection of review panel:
	1. Of the five panelists, at least three should be of the Associate or Full Professor rank.
	2. At least three disciplines (e.g., agricultural teacher education, extension education, agricultural communications, and agricultural leadership education) should be represented on the panel, with a goal to be as diverse as possible.
	3. If possible, reviewers should come from different institutions. At least three different institutions must be represented.
	4. Nominees should be distinguished by their peers in their discipline.
	5. Nominees should have a good record of reviewing journal or conference manuscripts or abstracts (e.g., not rejecting invitation to review, on time reviews, etc.).
	6. Nominees should not be asked to serve as a panelist for back to back years unless they express interest to the research committee in doing so. Panelists should not be asked to serve again for at least one year (e.g., a panelists could be asked to serve every other year).
5. After the committee has decided, the research committee chair invites the potential review panelists to serve. If a person declines, the research committee chair invites the next alternate person.
6. When all five panel reviewers have agreed to review, the names are passed on from the research committee chair to the research conference chair and AAAE submission manager. The research conference chair and AAAE submission manager then work with the review panel and provide them with the evaluation rubrics and other instructions for evaluation and selection.

**Submission 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 be specified in the call for abstracts
3. FastTrack service will be used to:
	1. Submit abstracts
	2. Distribute abstracts to reviewers
	3. Inform authors of reviewers’ evaluation
4. Both the Conference Submission Manager and the Review Panel have the discretion to disqualify submissions that fall outside the call for manuscripts.

**The Review Process**

1. 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
2. Review panel members will recuse themselves from their own papers (thus there would be 4 reviews and not 5 reviews for some of the abstracts).
3. Reviewers will receive evaluation rubrics and panelist feedback from the Research Conference Chair.
4. Manuscript reviews will be guided by the following review metrics:
	1. Overall Quality of the Research (1-10 with 10 indicating highest quality):
	2. Need for this Research: (1-10 with 10 indicating highest need)
	3. Potential or Documented Impact of this Research (1- 10 with 10 indicating highest impact)
	4. The Level of Innovation used in the Design of the Research (1-10 with 10 indicating highest level of innovation)
	5. The Quality of the Methods Utilized in the Study (1-10 with 10 indicating highest quality)
	6. Recommendation for Conference Inclusion (1-10 from Definitely Reject (1) to Definitely Accept (10)
	7. Comments for authors
	8. The review panel will make the final decisions on acceptance and rejection for presentation at the regional conference, based on total possible acceptance numbers from the Research Conference Chair (based on number of presentations from previous years, number of abstract submissions, target goal percentage of acceptance, available slots for presentation selection, and quality of the abstracts).
5. After the review process has finished, the research committee will reach out to the panel of reviewers and seek their feedback on the process.
6. Panelists are to be compensated $200 for completing their duties. The Research Committee Chair will request payment from the AAAE Treasurer.

**Protocol for the Day of Abstract Presentations**

1. The session will be an Abstract + Roundtable format.
2. There will NOT be concurrent research sessions (All conference participants see all presentations).
3. Presentation Format
	1. Maximum time length: 5 minutes
4. Sessions
	1. The quantity of presentations per session will be determined by the research conference chair.
	2. A minimum of thirty minutes will be allowed 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.
* Open discussion about the research, including clarification, critique, and opportunities for collaboration
	1. Research conference chair may adjust any items described in this session due to time blocks available, facilities, etc.

**Protocol for Awards**

1. There will be three award categories given for research
	1. Manuscript Awards
		1. Outstanding Manuscript
			1. The 1st ranked manuscript based on review panel scores in the overall recommendation category will be the winner
			2. In the case of a tie, the high and low scores for each manuscript will be discarded and the average will be calculated again.
		2. Distinguished Manuscript (2 awards will be given)
			1. The 2nd and 3rd ranked manuscripts based on review panel scores in the overall recommendation category will be the winner
			2. In the case of a tie, the high and low scores for each manuscript will be discarded and the average will be calculated again.
	2. Outstanding Innovation in Research
		1. Top three manuscripts will be identified from the highest average reviewer scores in the innovation category
		2. Conference judges will be invited by the Research Conference Chair to review the top three presentations and round table discussions for the level of innovation used in the design of the research
			1. Judges will rank the presentations
			2. Lowest rank score from the judges will be the winner
	3. Outstanding Research Impact
		1. Top three manuscripts will be identified from the highest average reviewer scores in the impact category
		2. Conference judges will be invited by the Research Conference Chair to review the top three presentations and round table discussions for the potential or documented impact of this research
			1. Judges will rank the presentations
			2. Lowest rank score from the judges will be the winner

**Changes to this Protocol Guidelines**

To provide a degree of flexibility to the individual research conferences, changes may be made to these protocol guidelines by the research conference chair after consulting with the Western Region AAAE Research Committee chair and receiving their approval.

Changes made during the year by the individual research meeting chairs are to be reported during the annual Research Committee meeting by the Research Committee Chair for the purpose of possible changes to these protocol guidelines. All changes to the protocol guidelines must be approved by the research committee at the regional meeting one year in advance of the anticipated implementation of those changes. Changes approved by the research committee will be forwarded as recommendations to the business meeting for final approval.