

Approved Symposium Guidelines Update August 18, 2011

A. Symposium Guidelines

Required:

1. The PAA Secretary is the contact person for the Symposium Guidelines.
2. A high quality symposium is an important component of The PAA annual meeting. A symposium is organized and delivered by a PAA Section following approval by The PAA Executive Committee. Planning and approval should begin at least two years prior to actual presentation. Under special circumstances, symposium approval may occur as little as one year prior to presentation.
3. The symposium will be held on the morning of the first full day of the annual meeting (traditionally Monday) and will end by the lunch break. There should be four or five speakers, each speaking for up to 45 minutes. The oral presentations should take no more than a total of three hours with a 30-minute break at mid-morning.
4. The LAC is responsible for the room and audio/visual equipment arrangements.
5. The sponsoring Section will form a symposium committee. The committee will identify speakers (PAA members and/or non-members) and communicate to speakers expectations of abstracts, manuscripts and coverage of expenses. The committee Chair will be the contact person for the *American Journal of Potato Research* (AJPR) editors to work with regarding preparation, review and publication of the symposium manuscripts.
6. Upon request, The PAA Executive Committee may approve up to US\$3,000 to the symposium committee to defray symposium costs. These funds do not need to be repaid to The PAA. The PAA funds are to be used only to cover conference costs of invited non-member symposium speakers (meeting registration, travel and accommodations).

NOTE: The symposium committee does not receive the \$3,000 in cash before or after the symposium. Receipts showing invited speaker(s) expenditures must be submitted to The PAA Treasurer and the speaker(s) will be reimbursed directly.
7. Symposium speakers who are PAA members are expected to cover their own travel and meeting expenses.
8. Funds beyond those provided by PAA for conference costs of invited non-member speakers and conference expenses covered by PAA member speakers must be obtained via fund-raising or other sources. This fund-raising is distinct from that of the LAC and the LAC is not responsible or involved. Funds raised by the symposium committee must be clearly identified and deposited in The PAA General Fund to be managed by The PAA Treasurer.

9. No publication fee will be charged to the speakers or symposium committee for symposium papers published in the AJPR. Reprint costs and the cost of printing color photos are the responsibility of member and non-member symposium speakers.
10. All symposium speakers are expected to submit a manuscript of their presentation for publication in the AJPR within six (6) months of presentation. The symposium papers are published together in one issue, and depending upon manuscript submission volume to the AJPR, within one to two years of the Symposium. The symposium committee Chair will acquire the manuscripts from the speakers and submit them as a single package to the AJPR Editor-in-Chief for review. If all but one (1) manuscript have been submitted to the symposium committee Chair within the above timeline, review and publication of the symposium package will not be delayed and the delinquent manuscript will not be published.

The suggested length of each presentation paper is eight to 10 pages. A maximum of 40 printed AJPR pages will be allowed per symposium.

11. The symposium package will include: a Symposium Introduction (maximum of one page – 8½” x 11” paper) and all symposium papers to be published. The following may be used as a guide when preparing manuscripts: a 4-5 page typed, single-spaced paper with graphs and charts would be approximately 2-3 journal pages, and 4-5 page paper, single-spaced with no graphs or charts, would be approximately 3-4 journal pages.

Optional

1. Normally, an Annual Meeting contains a single symposium. Under unusual conditions, (e.g. such as to address a hot topic or take advantage of unique circumstances) a second symposium may be approved for an Annual Meeting.
2. When approval for a full symposium cannot be obtained, Sections may consider hosting a workshop or mini-workshops on the topic of interest.
3. The symposium committee may elect to cover travel and meeting costs for PAA members who are retired from their professional positions. These costs need to be covered through fund-raising or other means.