

Symposium Guidelines

(April 10, 2021)

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 conference. A symposium is organized and delivered by a PAA Section following approval by the PAA Board of Directors. Planning and approval should begin two to three 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 first full day of the annual conference (traditionally Monday). 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.
4. The LHC is responsible for the room and audio/visual equipment arrangements.
5. The sponsoring Section will form a symposium committee and name a chair. 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, reviewing, and publication of the symposium manuscripts.
6. Upon request, the PAA Board of Directors may approve up to \$6,000 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 symposium speakers (conference registration, travel and accommodations). NOTE: The symposium committee does not receive the \$6,000 in cash before or after the symposium. Receipts showing invited speaker(s) expenditures must be submitted to PAA Treasurer and the speaker(s) will be reimbursed directly.
7. Funds beyond those provided by PAA for conference costs of invited speakers must be obtained via fund-raising or other sources by the symposium committee. This fund-raising is distinct from that of the LHC and the LHC 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.
8. 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.

9. All symposium speakers are encouraged to submit a manuscript of their presentation for publication in the AJPR preferably at the time of the symposium presentation but definitely 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.
10. 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 Conference 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 Conference.
2. When approval for a full symposium cannot be obtained, Sections may consider hosting a workshop or mini-workshop on the topic of interest.
3. In some instances two or more Sections could work together to plan and organize a Symposium presentation.

Symposium Planning Timeline
(April 2021)

1. At The PAA Annual Conference three (3) years prior to symposium presentation:
The Section wishing to sponsor a symposium presents to The Board of Directors prior to the Annual Business Meeting, a working title for the symposium, list of presentation topics and keywords describing each, potential speakers, and symposium committee contact person. There may be more than one Section wishing to sponsor a symposium in any one year. The PAA makes a decision about the proposed symposium prior to the Annual Business Meeting.
2. At The PAA Annual Conference two (2) years prior to symposium presentation: The sponsoring Section provides The PAA Board of Directors with an update of the status of the symposium preparations.
3. At The PAA Annual Conference one (1) year prior to symposium presentation: The sponsoring Section provides The PAA Board of Directors the finalized symposium title, presentation topics and confirmed speakers. If needed, the sponsoring Section requests, in writing, the use of up to \$6,000 to defray costs.
4. Abstract submission time: The symposium committee provides The PAA Secretary with a list of symposium speakers, in particular, those who are not PAA members. The PAA Secretary works with the symposium committee contact person on the order of the symposium presentations and time allotted to each.
5. Prior to early registration cut-off date:
The symposium committee contacts the PAA Administrator, the Treasurer, and the Chair of the Finance Committee, indicating which symposium speaker's registration fees (registration fees only, not additional activities, for non-PAA members) will be covered by the requested PAA funds or money raised. This is especially important for international speakers.
6. Within six (6) months after the symposium:
Gather symposium manuscripts and submit to AJPR for publication.