

Association for International Agricultural and Extension Education

## **APPENDICES**

*“Global Entrepreneurship in International Agricultural and Extension Education”*



March 9 to 15, 2008  
E.A.R.T.H. University, Costa Rica



**Association for International Agricultural and Extension Education**

To: Members of AIAEE, Graduate Students in Agricultural and Extension Education, and Selected Persons interested in International Agricultural and Extension Education

I am pleased to announce the Call for professional presentations (Papers, Posters and Professional Development Workshops) during the 24<sup>th</sup> Annual Conference of AIAEE. Our theme for the conference is “*Global Entrepreneurship in International Agricultural and Extension Education*” to be held at the **E.A.R.T.H. University, Costa Rica**, March 9 through 15 in 2008.

We use the Web-based system for submitting proposals (Papers, Posters and PDWs), reviewing all submissions, and for submitting final copies. Please work with us on this new process as it will benefit us all. All Call information and information for logging into the system is posted on the AIAEE Web page at <http://www.aiaee.org/>

If you have questions about any of the Calls for presentations, assisting as a proposal Reviewer, Judge, Discussant, or Chairperson, information about membership dues, or information about visa letters please contact the following people as described in each Call:

Professional Papers	<b>Dr. Rama Radhakrishna</b> , <a href="mailto:brr100@psu.edu">brr100@psu.edu</a>
Posters and PDWs	<b>Dr. James W. Hynes</b> , <a href="mailto:jwh009@shsu.edu">jwh009@shsu.edu</a>
Membership Dues	<b>Dr. Tom Bruening</b> , <a href="mailto:thb2@psu.edu">thb2@psu.edu</a>
Visa Letters	<b>Dr. Michael Angstreich</b> , <a href="mailto:mga@norad.no">mga@norad.no</a>

On behalf of the officers of AIAEE and the members of the Committee on Scholarly Activities, I thank you for your interest in the professional activities of AIAEE and hope that you will be able to attend and participate in the AIAEE conference in March 2008.

If you are willing to be a reviewer, discussant, or judge, please contact us.

Sincerely,

K. S. U. Jayaratne, Ph. D.  
Chair, Scholarly Activities Committee, 2008 AIAEE  
214 Ricks Hall  
North Carolina State University  
Box 7607, Raleigh, NC 27695  
Telephone: (919)-515-6079  
Fax: (919)-515-1965  
E-mail: [jay\\_jayaratne@ncsu.edu](mailto:jay_jayaratne@ncsu.edu)



## CALL for Professional Papers

To be presented at the  
24<sup>th</sup> Annual Conference of AIAEE  
“*Global Entrepreneurship in International Agricultural and  
Extension Education*”  
E.A.R.T.H. University, Costa Rica,  
March 9-15, 2008

AIAEE is requesting proposals for refereed abstracts of professional papers relating to issues in international agricultural and extension education to be presented at the 24<sup>th</sup> annual conference in 2008. Topics relating to the 2008 conference theme “*Global Entrepreneurship in International Agricultural and Extension Education*” are encouraged, but all submissions will be given full consideration. Research, theoretical, philosophical, or application focused papers will be considered. In order to submit a proposal and present a paper, at least one author must be an AIAEE member.

- **The deadline for submitting paper proposals is Friday September 7, 2007. No late proposals will be accepted.**

Please share with your professional colleagues across the world about the opportunity to submit a proposal. Each proposal is limited to no more than four pages (title page and three pages of text).

### **Please use the following guidelines to develop and submit your proposal:**

- 1) We will continue the Web-based system of *FastTrack* for the AIAEE conference proposal management process. Click the “**Submit a Proposal**” located at <http://www.aiaee.org/> next to the Call for Papers. At the proposal submission site, you will need to register with a **User ID** and **Password**. Please keep this information in a location that you will remember and use a current e-mail address. All correspondence will take place using *FastTrack* and your e-mail address.
- 2) Separate the **title page** with name(s) and institution(s) of each author. **For the lead author only**, include the complete contact information (address, telephone number, fax number, and current e-mail address). Include also up to five keywords which best describe your paper.
- 3) As a footnote on the title page, indicate if you are willing to have your proposal considered for the poster session, should it not be accepted for one of the paper sessions. If your proposal is accepted as a poster, you must resubmit your proposal in the poster format of a single page. More information can be found on the “**AIAEE Call for Posters.**”

- 4) The abstract body of information should not exceed three double-spaced pages of text (one inch margins all sides, 12-point, Times New Roman font). No author names or identifying information should appear in this section.
- 5) Please follow the prescribed format when submitting proposals: (a) introduction, (b) Purpose & objectives of the paper, (c) methods and/or data sources; or theoretical/philosophical themes, (d) results, products, and/or conclusions, and (e) recommendations, educational importance, implications, and application.
- 6) You must submit your proposal in the *FastTrack* Web site as an attached file electronically as a rich text file (.rtf extension). Tables should be prepared in the table format of MS Word. All abstracts not meeting these minimum guidelines will be returned without review. All abstracts must be submitted electronically.
- 7) You may submit more than one proposal.
- 8) Each proposal will be peer reviewed by three respected agricultural and extension educators. The lead author of the paper proposal will be notified of the review decision via e-mail on or before **October 5, 2007** and the guidelines for preparing final papers will be sent to those accepted for presentation.
- 9) If your proposal is accepted, you must submit the final paper electronically using the *FastTrack* system at : <http://expressacademic.org/~aiaee/login.php>
- 10) Awards are presented to the outstanding three poster presentations.

Presenters will be required to register for and pay the conference registration fee (during the pre-registration period) prior to the conference from the Web site at <http://www.aiaee.org/> If you do not pre-register, your abstracts will not be included in the proceedings and you will not be able to present during the conference.

**Please note:** presenters are required to register and pay the conference registration fee (during the pre-registration period) at: <http://www.aiaee.org/>, prior to the conference. Presenters who fail to pre-register will not have their papers included in the proceedings, and will be unable to present those papers during the conference.

Please direct questions about papers to:

**Scholarly Activities Committee Chair:**

**K. S. U. Jayaratne**, Ph. D.  
214 Ricks Hall  
P.O. Box 7607  
North Carolina State University,  
Raleigh, NC 27695  
Telephone: (919)515-6079  
Fax: (919)513-3935  
e-mail: [jay\\_jayaratne@ncsu.edu](mailto:jay_jayaratne@ncsu.edu)

**Scholarly Activities Committee Co-Chair:**

**Rama B. Radhakrishna**, Ph. D.  
323 Agricultural Administration Building  
Penn State University,  
University Park, PA 16802  
Telephone: (814) 863-7069  
Fax: (814) 863-4753  
e-mail: [BRR100@psu.edu](mailto:BRR100@psu.edu)

We welcome new members. Contact **Dr. Tom Bruening**, AIAEE Treasurer, at [thb2@psu.edu](mailto:thb2@psu.edu), or become a member using the online form at <http://www.aiaee.org/member.asp>

Questions and assistance about **Visas** should be sought, first at the Web site <http://www.aiaee.org/pdf/VisaInfo.pdf>, then to <http://www.aiaee.org/visa.asp>, and finally to the AIAEE Secretary, **Dr. Michael Angstreich**, at: [mga@norad.no](mailto:mga@norad.no)



**ATAEE** Association for International Agricultural and Extension Education

### 2008 AIAEE Conference - Criteria for Reviewing Paper Proposals

The paper proposals were all reviewed on-line. Questions asked to the reviewers are reproduced below

**Proposal Number:** \_\_\_\_

**Reviewer** (recorded by the system – your name will not be shared with the authors of the proposal)

Please review the proposal as to the criteria indicated and mark inside the brackets under the number that most nearly reflects the value for a particular criterion according to the scale shown for each column.

	<u>Poor</u>	<u>Weak</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
1. Clarity of purpose and objectives is evident. Comments:	2 [ ]	6 [ ]	12 [ ]	18 [ ]	22 [ ]
2. Methods and data sources <u>OR</u> theoretical/philosophical themes concerning the problem, situation, or issues are clearly articulated. Comments:	3 [ ]	9 [ ]	12 [ ]	27 [ ]	33 [ ]
3. Content, information, points made, findings, or proposed procedures are specific, accurate, clear, and well organized with the main points articulated well. Comments:	5 [ ]	15 [ ]	30 [ ]	45 [ ]	55 [ ]
4. Results and/or conclusions and recommendations are presented logically, are supported by the findings, and are clearly compatible with theme of the paper. Comments:	2 [ ]	6 [ ]	12 [ ]	18 [ ]	22 [ ]
5. Educational importance and/or contribution to an increased body of knowledge and/or practice. Comments:	7 [ ]	21 [ ]	42 [ ]	63 [ ]	77 [ ]
6. Writing style, grammar, spelling, punctuation, organization. Comments:	1 [ ]	3 [ ]	6 [ ]	9 [ ]	11 [ ]
7. Followed prescribed format explained in call for papers					

(Introduction, purpose, methods and data sources or theoretical/philosophical themes, results and/or conclusions, educational importance)	1	3	6	9	11
Comments:	[ ]	[ ]	[ ]	[ ]	[ ]

**Total Score:** [ ] (automatically generated by the system)

**Reviewer's Comments:** It is important for us to share information with author(s). Your comments will be kept anonymous and your name, as listed below, will be removed before sending.

**General Comments:**

**Recommendation:** Please indicate your overall recommendation.

[ ]	[ ]	[ ]	[ ]	[ ]
Reject	Probably Reject	Uncertain	Probably Accept	Definitely Accept



Association for International Agricultural and Extension Education

## 2008 AIAEE Conference - Guidelines for final submission of accepted papers

**Deadline for submission is January 7, 2008**

Use these guidelines to prepare the final version of your 2007 *AIAEE Conference* accepted paper. Papers not following these guidelines will not be accepted. The Editor will format the papers to conform to the final design layout for publication.

Please note that presenters will be required to register for and pay the conference registration fee prior to the conference from the Web site at <http://www.aiaee.org/conferences.html>

The Conference proceedings will not be published until after the conference. Any paper, poster, or carousel not presented during the conference will not be included in the proceedings.

### 1. Submission procedure

- The **final paper must** be submitted electronically using the new FastTrack system at <http://expressacademic.org/~aiaee/login.php> following the procedures listed below:
  - Go to My submissions;
  - Click on the **accepted** paper proposal number;
  - Click on “Submit fulltext” under Actions;
  - Attach the full paper as a Rich Text Format (\*.rtf) file.

### 2. Manuscript length

- The paper must **not** exceed 12 pages. This 12-page limit is all inclusive (including title page and reference list), and is not to be exceeded under any circumstances.

### 3. Font, page size, margins, and line spacing

- Use **12-point Times New Roman font** for all text in the manuscript (including headings);
- Set **paper size to 8 ½” x 11”** (letter). Do not use paper size A-4;
- Use **1” margins** on all sides;
- Use single-spacing throughout the entire manuscript.

### 4. Title page

- The first of the 12 pages needs to be the title page. The title page should include:
  - The title of the paper. Bold and center the title, and capitalize the first letter of all major words;
  - The name(s) and institutions(s) of each of the authors. Bold the authors’ names. **For the lead author only** include complete contact information (mail, fax, and e-mail address);
  - The **abstract**, not to exceed **250 words**. Please write the abstract in *Italics*;
  - The **keywords** (five maximum);

- The title page information, including the abstract and keywords, must all appear on one page. The body of the manuscript should begin on a new page following the title page. Do **not** repeat the title on that page.
- 5. Manuscript sections**
- Suggested sections for the body of the paper are: (a) introduction, (b) purpose and objectives, (c) methods and/or data sources; **or** theoretical/philosophical themes, (d) results, products, and/or conclusions, (e) educational importance, implications, and application, and (f) references.
- 6. Citations and reference list**
- Follow the **APA Publication Manual (5<sup>th</sup> ed.)** for all citations in text and reference list;
  - Be certain to give credit to the work or writings of anyone that you either paraphrase or quote directly by citing them in the text **and** listing their work in the reference section at the end of your paper. Please make sure to include direct quotes from others within quotation marks.
- 7. Tables and figures**
- Follow **APA Publication Manual (5<sup>th</sup> ed.)** for all table and figure presentation, titling, legends, notations, and citations (if necessary);
  - **Use the “table function” for all tables.** Tables formatted with tabs and spaces will not be accepted. Make sure that all tables fit within the 1” required margins;
  - Cross-hatching, not color, should be used to signify differentiating categories in all **figures**;
  - Number all tables and figures. Place all tables/figures within the body of the paper immediately after their first mention in the text. Do not split tables/figures between pages unless they take up more than one page in space;
  - Title of tables should be at the top of the table, in *Italics*, and with the first letter of each major word capitalized. Title of figures should be at the bottom of the figure.
- 8. General format**
- **Do not number pages;**
  - **Do not use** the footnote function, and limit the use of endnotes;
  - Type all copy flush left; do not use full justification; **use left justification only**;
  - Use only one space after periods or any punctuation that separates two sentences;
  - Do not use all capital letters;
  - Indent the first line of each paragraph; use the indent function for citations of >40 words.
- 9. Boldface and headings**
- Use **Bold** and **Center** for all major headings. Capitalize the first letter of all major words in major headings;
  - Use *Italics* for subheadings (second level);
  - Use one tab (one-half inch) and *Italics* for sub-subheadings (third level), and continue paragraph on the same line.
- 10. Writing style**
- The manuscript must be written clearly with no errors in spelling, grammar, or punctuation; inconsistencies (e.g., in verb use) must be avoided.
- 11. Default settings**
- Do not reset the default line space settings (before and after each line) in your manuscript;
  - Do not reset the default tab settings in your manuscript.



Association for International Agricultural and Extension Education

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## Discussant's Comments, 2008 AIAEE Professional Papers

Session: \_\_\_\_\_ Discussant's Name: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Please use the items below as a general outline for giving feedback to the author(s). Also, please keep in mind that your comments should be helpful, constructive, supportive of the efforts of the author(s), and point toward application, use, lessons learned, conclusions, implications, or discussion of recommendations for action. In doing so, it will be helpful also to orient your comments toward providing additional dimensions about the subject or perspectives that will enhance the understanding by the audience of the contents of the paper. Please give one copy to the author and another to the chair of the session. **If you desire**, please feel free to make additional copies to distribute to people attending your session. If you do, 25-30 copies should be sufficient. Please discuss your comments at the end of each paper presentation in **5 minutes maximum**.

*Educational importance and/or contribution to an increased body of knowledge and/or application and practice:*

*Implications/usefulness/application of information for practitioners:*

*Any comments about the clarity of purpose, methods and data sources used, theoretical or philosophical themes addressed that concern the problem, situation, or issues discussed?*

*Any comments about the degree to which results and/or conclusions and recommendations are presented logically, supported by the findings, and are clearly compatible with theme of paper?*

*Overall comments:*



Association for International Agricultural and Extension Education

### 2008 AIAEE Conference Rating Form for Judges of Professional Paper Presentations

Session of Paper Number: \_\_\_\_\_ Room: \_\_\_\_\_

Judge # \_\_\_\_\_

Short Title: \_\_\_\_\_

Author(s): \_\_\_\_\_  
(Be sure not to mix up authors making more than one presentation.)

To the Rater:

1. Please rate the presentation using the seven criteria below after comments have been made by the discussant and members of the audience.
2. Reserve the highest total ratings for those presentations that clearly are outstanding in the different categories.
3. An author or coauthor must present the paper to be eligible for the award.  
(Presented by author or coauthor: \_\_\_ Yes \_\_\_ No)

Please use this scale to rate each criterion:

1	2	3	4	5	6	7
Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree		

- \_\_\_\_\_ 1. The presenter(s) effectively communicated the substance of the paper to the assembly.
- \_\_\_\_\_ 2. The presenters used appropriate visual aids.
- \_\_\_\_\_ 3. The presenters responded knowledgeably to questions.
- \_\_\_\_\_ 4. The Paper, as reported, should have a significant impact on agricultural education and the profession.
- \_\_\_\_\_ 5. The information reported contributes to the knowledge base and future practice in agricultural and extension education.
- \_\_\_\_\_ 6. Appropriate research methods were used to correctly conduct the study OR appropriate consideration was given to a defensible rationale for problem/issue identification, action planned, outcomes described, evaluation, and conclusions.
- \_\_\_\_\_ 7. Appropriate analyses were used to interpret data OR adequate information was provided on which to assess the logic of the actions taken, outcomes and decisions made.

\_\_\_\_\_ **Total Rating** (Score) = (2x sum of 1, 2, and 3) + 4, 5, 6, and 7 = maximum of 70

**Please turn over for the explanation of criteria used for selecting the award for the outstanding paper presentation**

## **Explanation of Criteria Used for Selecting the Award for the Outstanding AIAEE Paper Presentation**

The following questions should help clarify each criterion used to select the outstanding presentation.

- 1. The presenter(s) effectively communicated the substance of the paper to the assembly.**
  - a. Was the presentation clear and understood by the assembly?
  - b. Was the presentation well structured and organized?
  - c. If multiple presenters reported, were they coordinated?
  - d. Did the presenter(s) adequately project his/her/their voice(s) and have eye contact with the assembly?
  
- 2. The presenter(s) used appropriate visual aids.**
  - a. Could the assembly read the visual aids used?
  - b. Did visuals enhance the assembly's interpretation of the paper?
  - c. Were the visuals clear conceptually?
  
- 3. The presenter(s) responded knowledgeably to questions.**
  - a. Was it evident that the presenter(s) knew more than just the content of the presentation?
  - b. Could the presenter(s) give a rationale for answers to questions?
  - c. Was it evident that the presenter(s) had given thought to ramifications of the study that went beyond the content of the paper that was presented?
  
- 4. The paper, as reported, should have a significant impact on agricultural and extension education and the profession.**
  - a. What short-term impact does the report have on agric. and extension education?
  - b. What long-term impact does the report have on agricultural and extension education?
  - c. Is the report of importance to the profession?
  - d. Can the conclusions/results reported be put to use in the field or in policy-making?
  - e. Is there any practical or philosophical significance to this study and was it explained?
  
- 5. The Information reported contributes to the knowledge base and future practice in agricultural and extension education.**
  - a. Is there a sufficient review of literature and/or a theoretical/conceptual framework to support the need for the study?
  - b. Does the paper add any new knowledge to that already reported in the AIAEE field or relevant disciplines?
  - c. Does the paper include new areas or aspects not addressed previously?

- 6. Appropriate research methods were used correctly to conduct the study OR appropriate consideration was given to a defensible rationale for problem issue/ identification, action planned, outcomes described, evaluation, and conclusions.**
- a. If a report of research, does the study meet the criteria for a good research? Was the methodology selected applied appropriately?
  - b. Was the paper purpose (and the supporting objectives) clearly stated?
  - c. Did the methodology used or the procedures followed and actions taken fit the situation or study reported?
  - d. Was the methodology or procedures followed clearly presented in the report and in the presentation itself?
  - e. Did the researcher(s) use creatively the methodology(ies) and procedures selected?
  - f. Are the conclusions, implications, and recommendations supported by (a) the findings, analysis, and theoretical and conceptual work; or (b) the disciplined inquiry that was undertaken?
- 7. Appropriate analyses were used to interpret data OR adequate information was provided on which to assess logic of the actions taken, outcomes, and decisions made.**
- a. If quantitative research, did the data analysis match the research question(s) of the study?
  - b. Was the analysis of data or the conceptual/philosophical rationale clearly explained in the report?
  - c. Was the rationale for steps taken and decisions made presented clearly, adequately?
  - d. Did the researcher(s) present different/opposite stances and critically discuss them?



## **CALL for Posters**

To be presented at the  
24<sup>th</sup> Annual Conference of AIAEE  
“*Global Entrepreneurship in International Agricultural and  
Extension Education*”  
E.A.R.T.H. University, Costa Rica,  
March 9-15, 2008

AIAEE is requesting proposals for refereed abstracts to be presented as posters relating to issues in international agricultural and extension education at the 2008 annual conference. Topics relating to the 2008 conference theme “*Global Entrepreneurship in International Agricultural and Extension Education*” are encouraged, but all submissions will be given full consideration.

- The deadline for submitting proposals for POSTERS is **September 7, 2007**. **No late proposals will be accepted.**

**Purpose:** To visually present a concept or idea that reflects innovative models of research, educational programming, or evaluation.

**Poster Guidelines:** Posters should be printed on one continuous sheet of paper. Posters will be displayed on a flat wall surface. Maximum size – 48 inches width X 42 inches height (120 cm width X 105 cm height). Posters will be on display for one entire day of the conference; presenters are required to be present during the poster session.

You must be an AIAEE member to submit a proposal. If you are not a member, you may register during the pre-registration period (Please see the registration procedure below). New members and graduate students are encouraged to submit proposals.

### **Please use the following guidelines to develop and submit your proposal:**

- 1) We will continue the Web-based system of FastTrack for the AIAEE conference proposal management process. Click the “Submit a Proposal” button located at <http://www.aiaee.org/> next to the Call for Posters. At the proposal submission site, you will need to register with a user ID and password. Please keep this information in a location that you will remember and use a current e-mail address. All correspondence will take place using FastTrack and your e-mail address.
- 2) You must submit your proposal in the FastTrack Web site as an attached file. Save your file as a rich text file (.rtf extension) using MS Word. All abstracts not meeting these minimum guidelines will be returned without review. All abstracts must be submitted electronically.
- 3) Separate the title page with the name(s) and the institution(s) of each author. For the lead author only, include the complete contact information (address, telephone number, fax number, and current e-mail address). Include up to five keywords which best describe your poster.

- 4) The abstract body of information should not exceed one single-spaced page of text (1 inch margins all sides, 12 point, Times New Roman font). No author names or identifying information should appear in this section.
- 5) The criteria for judging the posters as follows: The technical content/information; originality or innovativeness; creativity of the presentation; how easily the message is understood; importance of the topic; and the general appearance of the project (well planned design, easily read, neat, and well constructed).
- 6) You may submit more than one proposal.
- 7) Each proposal will be peer reviewed by three agricultural and extension educators. The lead author of the poster proposal will be notified of acceptance or rejection via e-mail on October 5, 2007.
- 8) Awards are presented to the outstanding three poster presentations.

Presenters are required to register for and pay the conference registration fee (during the pre-registration period) prior to the conference at the Web site: <http://www.aiaee.org/> If you fail to pre-register, you will not be able to present during the conference. Any poster that is not presented at the conference will be excluded from the proceedings.

Please direct questions about posters to:

**Dr. James W. Hynes**

Sam Houston State University

Department of Curriculum and Instruction Teacher Education Center, Room 218

1908 Bobby K. Marks Blvd.

Huntsville, Texas 77341-2119

e-mail: [jwh009@shsu.edu](mailto:jwh009@shsu.edu)

Tel. (936) 294-3576

We welcome new members. Contact Dr. Tom Bruening, AIAEE Treasurer, at [thb2@psu.edu](mailto:thb2@psu.edu), or become a member using the online form at <http://www.aiaee.org/member.asp>

Questions and assistance about **Visas** should be sought, first at the Web site <http://www.aiaee.org/pdf/VisaInfo.pdf>, then to <http://www.aiaee.org/visa.asp>, and finally to the AIAEE Secretary, **Dr. Michael Angstreich**, at: [mga@norad.no](mailto:mga@norad.no)



**Association for International Agricultural and Extension Education**

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### **2007 AIAEE Conference – Responsibility of Poster Judges**

You have been asked to serve as a judge for this event because of your knowledge and your ability to be objective, fair, and impartial. We appreciate your cooperation and support for the poster sessions for AIAEE.

The following are helpful hints for judging the poster sessions.

#### **The poster session will take place:**

**Wednesday, March 12, 2008  
4:00 p.m.-5:30 p.m.**

#### **Lower level of the E.A.R.T.H. University Library**

1. Each poster will have a number in the lower left or right hand corner. This number should be recorded on each of your judge's sheet.
2. Presenters will be standing next to their poster during the time you are judging. Feel free to ask questions.
3. Posters will be up for viewing for all AIAEE members. After you are finished with judging all posters you are free to leave.
4. If you have comments for the author, please write in the space provided.
5. Check your scores before submitting your sheet.
6. Once you are finished judging, place your sheet in the envelope provided to you and give it to Aurelio Curbelo.
7. I will supply clipboards and pencils for all judges.



**Association for International Agricultural and Extension Education**  
**2008 AIAEE Conference Poster Judging Form**

Poster #: \_\_\_\_\_ Poster Title: \_\_\_\_\_



	Possible Points	Poster Score	Judges Remarks
<b>I. Technical Content (40 points)</b>			
A. Content			
1. Choice of Material	15		
2. Relevance to AIAEE	10		
B. Organization of Material	15		
<b>II. Presentation (60 points)</b>			
A. Technical content or information	20		
B. Originality or Innovativeness	10		
C. Creativity of ideas	10		
D. General appearance (well planned design, easily read, neat and well constructed)	10		
E. Conveys message (easily understood)	10		
<b>Total Score</b>	100		

Judge #: \_\_\_\_\_

Criteria for judging include: Technical content or information; originality or innovativeness; creativity of presentation or ideas; Conveys message (easily understood); importance of topic; and general appearance (well planned design, easily read, neat and well constructed).



## **CALL for Professional Development Workshops**

To be presented at the  
24<sup>th</sup> Annual Conference of AIAEE  
*“Global Entrepreneurship in International Agricultural and  
Extension Education”*  
E.A.R.T.H. University, Costa Rica,  
March 9-15, 2008

AIAEE is requesting proposals for Professional Development Workshops (PDW) to be presented in concurrent sessions relating to issues of research, teaching, and learning to be presented at the 24<sup>th</sup> annual conference in 2008. All submissions will be given full consideration.

- The deadline for submitting proposals for the PROFESSIONAL DEVELOPMENT WORKSHOPS is **September 7, 2007**. **No late proposals will be accepted.**

**Purpose:** To offer members the opportunity to improve their research and evaluation techniques, communication skills, concept formation, classroom and extension competencies and technical applications.

**PDW Format:** A maximum of 3 concurrent sessions will be available with 2 one hour time slots allocated for each. While the expectation is that presenters will offer concise programs and 55 to 60 minutes should suffice, if presenters require the full 2 hours, they will have that option available to them.

You must be an AIAEE member to submit a proposal. If you are not a member, you may register during the pre-registration period (Please see registration procedures below).

### **Each PDW Proposal Requires the Following:**

- 1) We will continue this Web-based system of FastTrack for the AIAEE conference proposal management process. Click the “Submit a Proposal” located at <http://www.aiaee.org/> next to the Call for PDWs. At the proposal submission site, you will need to register with a user ID and password. Please keep this information in a location that you will remember and use a current e-mail address. All correspondence will take place using FastTrack and your e-mail address.
- 2) You must submit your proposal in the FastTrack Web site as an electronically attached file. Save your file as a rich text file (.rtf extension) using MS Word. All abstracts not meeting these minimum guidelines will be returned without review. All abstracts must be submitted electronically.
- 3) Separate the title page with name(s) and institution(s) of each author. For the lead author only, include the complete contact information (address, telephone number, fax number, and current e-mail address). Include also up to five keywords which best describe your Professional Development Workshop.

- 4) The abstract body of information should not exceed two single-spaced page of text (1 inch margins all sides, 12 point, Times New Roman font). No author names or identifying information should appear in this section.
- 5) Proposals for Professional Development Workshops should clearly include: a workshop description; the learning objectives; a list of any planned activities; and the significance of the workshop to the profession. The criteria for selecting the workshop include the following: the technical content/information; originality or innovativeness; creativity of the presentation; learning outcomes; and the importance of the topic.
- 6) You may submit more than one proposal.
- 7) Each proposal will be peer reviewed by three agricultural and extension educators. The lead author of the PDW proposal will be notified the review decision via e-mail on or before **October 5, 2007**.

Presenters are required to register for and pay the conference registration fee (during the pre-registration period) prior to the conference at the Web site: <http://www.aiaee.org/> If you fail to pre-register, you will not be able to present during the conference.

Please direct questions on Professional Development Workshops to:

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We encourage new members. Contact **Dr. Tom Bruening**, AIAEE Treasurer, at [thb2@psu.edu](mailto:thb2@psu.edu), or become a member using the online form at <http://www.aiaee.org/member.asp>

Questions and assistance about **Visas** should be sought, first at the Web site <http://www.aiaee.org/pdf/VisaInfo.pdf>, then to <http://www.aiaee.org/visa.asp>, and finally to the AIAEE Secretary, **Dr. Michael Angstreich**, at: [mga@norad.no](mailto:mga@norad.no)