



CALL FOR ABSTRACTS & PROFESSIONAL DEVELOPMENT PROPOSALS

To be presented at the
35th Annual Conference of AIAEE
April 1-4, 2019
Port of Spain, Trinidad and Tobago

CALL FOR ABSTRACTS

The Association for International Agricultural and Extension Education (AIAEE) Scholarly Activities Committee is requesting proposals for refereed abstracts relating to international agricultural and extension education to be presented at the 35th Annual Conference. Topics relating to the conference theme “**Linking, Innovating, Motivating, and Engaging for Resilient Agricultural Systems**” are encouraged, but all submissions will be given full consideration. The purpose of abstracts is to share the following:

- Research - reporting on the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
- Application - documenting a practical and/or field experience of applied extension education and/or agricultural education.
- Theoretical/ Philosophical - proposition to generate new knowledge concerned with or involving the theory of a subject or area of study rather than its practical application.
- Innovative models of educational programming - present a concept or idea that reflects innovative educational approaches for AIAEE-relevant audiences.

Important Rules:

1. Submitted proposals must have at least one author who is a current AIAEE member.
2. Accepted proposals require one author who is a current member to be registered for the conference by February 1, 2019.
3. AIAEE professional members submitting proposals will be asked to review other abstracts.
4. Members may submit more than one proposal.
5. The deadline for submitting proposals is **Monday, October 1, 2019 by 11:59 PM CST.**
No late abstracts will be accepted.

Submission Options and Descriptions:

- Oral Presentation: The submitted abstract will be considered for oral presentation. If the submitted abstract is not selected for an oral presentation, it will be considered for a poster presentation.
- Poster Presentation: The submitted abstract will be considered *only* for poster presentation.

Required Format for Submissions

- Each submission should include a title page, abstract, and references section in one

document.

- Title Page: List the title of your submission, name(s) and institution(s) of each author. For the lead author only, include contact information (mailing address and email address).
- Include up to five keywords on the title page.
- **Limit your abstract to 750 words (excluding title page and references).** The abstract should accurately communicate the overview of the study.
- Bolded section headings (see below) are required in the abstract. Double space between sections.
- Figures and tables are NOT allowed.
- Cite references according to APA 6th edition.
- Mask or remove all author names and identifying information in the abstract.
- Submissions not meeting these minimum guidelines will be rejected without review. All citations and references should adhere to **American Psychological Association (APA)** 6th edition.

Follow the prescribed format when submitting abstracts (these sections are required and headings count towards the total word count, excluding references):

- Introduction and/or theoretical framework and/or review of the literature
- Purpose and objectives
- Methods and/or data sources; or theoretical/philosophical themes
- Results, products, and/or conclusions
- Recommendations, educational importance, implications, and/or application
- References (not included in in the 750 word limit)

Submission Instructions

1. Save your proposal as a rich text format (RTF) file.
2. Name your RTF file using this format: [Lastname]1.rtf
Example: Smith1.rtf *If you are submitting more than one proposal, follow the same format and change the number: [Lastname]2.rtf*
3. AIAEE uses *FastTrack* for proposal management. **Log In** at <http://aiaee.expressacademic.org/login.php> with your **User ID** and **Password**. If you are a first-time user you will need to register at the site.
4. Click the “**Submit a new document**” to submit a proposal and complete the form. Upload your RTF file as instructed.
5. You will receive an e-mail confirmation that your proposal was successfully uploaded into the *FastTrack* system.

Review Process

Each abstract will be blind-peer reviewed by AIAEE members. The lead author of the abstract proposal will be notified of the review decision via email on or before **December 1, 2018**. The guidelines for preparing oral presentations and poster presentations will be sent to those accepted in early 2019. Review deadlines are contingent upon the prompt return of reviews.

Membership information:

To join AIAEE or renew your membership contact **Dr. Roger Hanagriff**, AIAEE Treasurer, at Roger.Hanagriff@tamuk.edu or complete online at: <https://www.aiaee.org/index.php/join-us>.

Authors with accepted abstracts:

Please direct requests for letters of acceptance/invitations to present to **Dr. Mary Rodriguez**, AIAEE Secretary, at rodriguez.746@osu.edu.

ATTENTION:

Abstracts with no authors registered and present at the conference will not be presented, will not be judged, and will not be included in the conference proceedings.

Please direct questions about abstracts to:

J.C. Bunch, Ph.D.

Associate Chair – Oral Presentations
University of Florida
PO Box 110540
Gainesville, FL 32611
Tel: 1.352.294.2226
Email: bunchj@ufl.edu

Nathan Conner, Ph.D.

Associate Chair – Poster Presentations
University of Nebraska-Lincoln
Filey Hall 236
Lincoln, NE 68583-0947
Tel: 1.402.472.3938
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Alternate Scholarly Activities Committee Contact

Tobin Redwine, Ph.D.

Chair–Scholarly Activities Committee
Texas A&M University
600 John Kimbrough Blvd
2116 TAMU
College Station, TX 77316-2116
Tel: 1.979.458.7993
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CALL FOR PROFESSIONAL DEVELOPMENT PROPOSALS

The AIAEE Professional Development Committee is requesting proposals for professional development sessions to be presented at the 35th Annual Conference. The purpose of these sessions are to provide professional development opportunities for attendees.

Required Format for Professional Development

- **Limit your proposal to 100 words.**
- Figures and tables are NOT allowed.
- If needed, cite references according to APA 6th edition.
- The deadline for submitting proposals is **Monday, October 1, 2019 by 11:59 PM CST.**
No late abstracts will be accepted.

How to submit:

6. Save your proposal as a rich text format (RTF) file.
7. Name your RTF file using this format: [Lastname]1.rtf
Example: Smith1.rtf *If you are submitting more than one proposal, follow the same format and change the number: [Lastname]2.rtf*
8. AIAEE uses *FastTrack* for proposal management. **Log In** at <http://aiaee.expressacademic.org/login.php> with your **User ID** and **Password**. If you are a first-time user you will need to register at the site.
9. Click the “**Submit a new document**” to submit a proposal and complete the form. Upload your RTF file as instructed.
10. 5. You will receive an e-mail confirmation that your proposal was successfully uploaded into the FastTrack system.

Review Process:

Proposals will be reviewed by the AIAEE Professional Development Committee. The lead author of the proposal will be notified of the review decision via email on or before **December 1, 2019**. The guidelines for preparing final proposals will be sent to those accepted for presentation in early 2019.

Membership information:

To join AIAEE or renew your membership contact **Dr. Roger Hanagriff**, AIAEE Treasurer, at Roger.Hanagriff@tamuk.edu or complete online at: <https://www.aiaee.org/index.php/join-us>.

Authors with accepted professional development sessions:

Please direct requests for letters of acceptance/invitations to present to **Dr. Mary Rodriguez**, AIAEE Secretary, at rodriguez.746@osu.edu.

Professional Development Committee

Contact James R. Lindner, Ph.D.

Chair–Professional Development Committee

Auburn University

5058 Haley Center

Auburn University, AL 36849

Tel: 1.334.844.6797

Email: jrl0039@auburn.edu

CALL FOR IGNITE SESSIONS: Jump Starting Your Brain

Based on growing demand for additional professional development, The AIAEE Professional Development Committee is requesting proposals for IGNITE sessions to be presented at the 35th Annual AIAEE Conference in Merida, Mexico. The IGNITE sessions will consist of a rapid five-minute presentation on selected topics followed by five minutes of discussion. The purpose of the IGNITE sessions are to stimulate ideation and innovation in agricultural extension education, especially on contemporary and futuristic advances in the field.

Abstracts/Posters/Professional Development submissions not selected for presentation will automatically be considered for an IGNITE Session.

Required Format for Professional Development

- Limit your proposal to 100 words.
- Figures and tables are NOT allowed.
- If needed, cite references according to APA 6th edition.
- The deadline for submitting proposals is **Monday, October 1, 2019 by 11:59 PM CST.**
No late abstracts will be accepted.

How to submit:

11. Save your proposal as a rich text format (RTF) file.
12. Name your RTF file using this format: [Lastname]1.rtf
Example: Smith1.rtf *If you are submitting more than one proposal, follow the same format and change the number: [Lastname]2.rtf*
13. AIAEE uses *FastTrack* for proposal management. **Log In** at <http://aiaee.expressacademic.org/login.php> with your **User ID** and **Password**. If you are a first-time user you will need to register at the site.
14. Click the “**Submit a new document**” to submit a proposal and complete the form.
Upload your RTF file as instructed.
15. 5. You will receive an e-mail confirmation that your proposal was successfully uploaded into the *FastTrack* system.

Review Process:

Proposals will be reviewed by the AIAEE Professional Development Committee. The lead author of the proposal will be notified of the review decision via email on or before **December 1, 2019**. The guidelines for preparing final proposals will be sent to those accepted for presentation in early 2019.

Membership information:

To join AIAEE or renew your membership contact **Dr. Roger Hanagriff**, AIAEE Treasurer, at Roger.Hanagriff@tamuk.edu or complete online at: <https://www.aiaee.org/index.php/join-us>.

Authors with accepted professional development sessions:

Please direct requests for letters of acceptance/invitations to present to **Dr. Mary Rodriguez**, AIAEE Secretary, at rodriguez.746@osu.edu.

Professional Development Committee Contact

James R. Lindner, Ph.D.

Chair–Professional Development Committee

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