



## CALL for Professional Papers

To be presented at the  
26<sup>th</sup> Annual Conference of AIAEE  
“*Innovative Cooperation and Collaboration*”  
Saskatoon, Canada,  
May 16 - 19, 2010

The Association for International Agricultural and Extension Education (AIAEE) is requesting proposals for refereed abstracts of professional papers relating to issues in international agricultural and extension education to be presented at the 26<sup>th</sup> annual conference in 2010. Topics relating to the 2010 conference theme “*Innovative Cooperation and Collaboration*” 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. If you are not a member, you may register by completing an application form at <http://www.aiaee.org/join.html>. Members may submit more than one paper abstract proposal. Please share with your professional colleagues worldwide about the opportunity to submit a proposal.

**The deadline for submitting paper proposals is Wednesday September 30, 2009. No late proposals will be accepted.**

**Purpose:** To present orally, and in writing, a concept or idea that reflects innovative models of educational programming, shares research results, presents a philosophical perspective, or describes an application for agricultural and extension education practitioners.

**Important Change in 2010 AIAEE Conference:** This year, you are asked to submit paper proposals in abstract form. Presented abstracts will be published in the conference proceedings. Therefore, please develop your abstract clearly and accurately. There is no full paper request for accepted proposals this year.

### Required Format for Paper Proposals

- 1) **Page Limitation:** Each proposal is limited to no more than four double-spaced pages (separate title page with abstract and three pages of text).
- 2) **Title Page:** List title of your paper, 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. 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.
- 3) **Abstract: Limit your abstract to 500 words maximum.** The abstract should accurately communicate the overview of the paper. The abstract should clearly and concisely describe the purpose, major findings/results/observations, conclusions, recommendations and implications of your paper for international agricultural and extension education. The abstract should be double-spaced and written in Times New Roman 12-point font.
- 4) **Body Text:** The paper proposal 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. Tables should be prepared in the table format of MS Word.

- 5) **Format:** Please follow the prescribed format when submitting proposals: (a) introduction, (b) purpose and objectives, (c) methods and/or data sources; or theoretical/philosophical themes, (d) results, products, and/or conclusions, and (e) recommendations, educational importance, implications, and application. You must prepare your proposal as a rich text file (.rtf extension) or a MS Word file (.doc or .docx extension). All abstracts not meeting these minimum guidelines will be returned without review.

### **Submission Guidelines**

We will continue the Web-based system of *FastTrack* for the AIAEE conference proposal management process. You need to log into the proposal submission web site [insert link here], using your **User ID** and **Password**. (If you are a first time user you will need to register.) After logging into the system, you will be at [insert link here]. Then, click the “**Submit a new document**” to submit a proposal. Next, provide requesting document details and browse your document. You must submit your proposal in the *FastTrack* Web site as a rich text file (.rtf extension) or a MS Word file (.doc or .docx extension). When you are ready to submit your proposal, click the “Submit document.” You will get an e-mail confirmation for your proposal submission. All correspondence will take place using *FastTrack* and your e-mail address.

### **Review Results**

Each proposal will be peer reviewed by three 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 31, 2009** and the guidelines for preparing final abstracts will be sent to those accepted for presentation.

NOTE: No changes in authorship or titles will be accepted once the proposal has entered the review process. **If your proposal is accepted and you want to edit the abstract, you may submit your final abstract (500 words maximum) electronically using the *FastTrack* system.**

### **Please note:**

Presenters will be required to register and pay the conference registration fee by February 20, 2010. If you do not register, the abstract will not be included in the final schedule of presentations or proceedings.

### **Please direct questions about papers to:**

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We welcome new members. Contact **Dr. J. Mark Erbaugh** AIAEE Treasurer, at [erbaugh.1@osu.edu](mailto:erbaugh.1@osu.edu), or become a member using the online form at <http://www.aiaee.org/join.html>