

Professional Development & Abstract Presentations

Committee Responsibilities: The committee is responsible for selecting the FACAA abstracts for presentation at the Extension Professional Association of Florida annual professional development conference in September.

The chair of the committee is responsible for coordinating the actual presentations at the conference for the association. The Chair is responsible for communicating with the Association President or Treasurer any problems or situations that do not conform to the association guidelines.

Monthly Duties:

October – November: Welcome committee members and outline expected duties and timeframe.

December:

January:

February:

March:

April:

May: Call for abstracts goes out. Depending on the EPAF Council of Presidents decision this is done either by the EPAF Chair or the Association Chairs. Both email and standard mail have been used in the past. If the association chair is to do the call, contact the Treasurer for the list of members. There is also a list server at the University for bulk email (FACAA-L@LISTS.IFAS.UFL.EDU).

June: Abstracts are due approximately June 15 to the committee. The committee chair then ensures that all members of the committee receive copies (hard copy or electronic copy) of the abstracts for selection. In 2001 and 2002 a set of evaluation criteria was used to objectively evaluate each submission. (see appendix for sample)

July: Committee members return their top 13 choices to the chair. Chair then compiles the evaluations and sends the final 13 abstracts to the EPAF chair for inclusion in the program. Letters or emails are then sent out by the chair to each abstract main author notifying them of the status of their submission (selected or not selected). Submit committee report to Chair of FACAA Annual Report.

August: Chair compiles the equipment requests from the presenters and makes sure the equipment is available for the conference. (If the Chair's county does not have an item, now is a good time to let a presenter know they need to bring the equipment with them.) Send a schedule of presentations to the presenters.

September: Take equipment to conference location. Check on room location and setup the room early in the morning. Be available for presenters to check out the equipment they will use during their talks. Moderate or assign someone to act as moderator for the session. Try to keep to the schedule, conference attendees will be moving between association presentations and will expect the talks to be on time. After the presentations, make sure all equipment is gathered up and returned to the county.

Important Deadlines:

- May - Call for abstracts goes out.
- June 15 - Abstracts due to the committee chair.
- July - Committee members return their top 13 choices to the Chair. Chair then submits final choices to the EPAF Chair for inclusion in the program.
- July - Submit committee report for FACAA Annual Report.
- August - Compile equipment requests for presenters.

Awards and Plaque Information: N/A

SAMPLE

Evaluation Sheet for EPAF Abstracts 100 points Total

Format (15) _____

Innovation (25) _____

Applicability to Audience (10) _____

Statewide Application (20) _____

Readability (30) _____

TOTAL points: _____

Abstract Title: _____

Person Submitting: _____

SAMPLE Acceptance Letter

July 12, 2002

«FirstName» «LastName»

«Company»

«Address1»

«City», «State» «PostalCode»

Dear «FirstName»:

Thank you for submitting an abstract for presentation at the Extension Professional Association of Florida meeting to be held in Panama City September 9-12, 2002. Your submission entitled “«Title»” was selected for presentation at the meeting. As a reminder, the Council of Presidents decided there would not be any monetary awards this year for abstracts.

At your earliest convenience please send me a list of your equipment needs or if you need anything else for your talk. Please remember the talks are 12 minutes. I will forward the schedule as soon as I receive it. If you have any questions feel free to contact me either at _____ or by email, _____.

Sincerely,

Pamela R. Mattis
FACAA Abstract Committee Chair

SAMPLE Not Accepted Letter

July 16, 2002

«FirstName» «LastName»

«Company»

«Address1»

«City», «State» «PostalCode»

Dear «FirstName»:

Thank you for submitting an abstract for presentation at the Extension Professional Association of Florida meeting to be held in Panama City September 9-12, 2002. Your submission entitled “«Title»” was not one of the 13 selected this year for presentation at the meeting.

We had 20 submissions from FACAA members for consideration, which of course made a difficult job even more difficult when it came to deciding which ones would be presented. The committee used an objective evaluation form for each submission to aid in the selection process. If you would like feedback on your abstract based on this form please feel free to contact me either _____ or by email, _____.

Again thank you for your submission and please consider submitting again next year.

Sincerely,

Pamela R. Mattis
FACAA Abstract Committee Chair