

# AMERICAN ASSOCIATION OF PHYSICAL ANTHROPOLOGISTS

---

TO: AAPA membership and annual meeting attendees  
FROM: Susan Antón, Vice President and Scientific Program Chair  
RE: The 82<sup>nd</sup> annual meeting, American Association of Physical Anthropologists – Knoxville, TN

This year the AAPA goes to Knoxville, the heart of East Tennessee, near the Tennessee River and Great Smoky Mountains, where I am sure we will find plenty of southern hospitality!

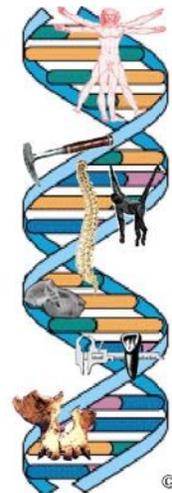
I invite you to submit an abstract of your research to be delivered at the 2013 AAPA meetings in Knoxville. Or if you don't plan to submit an abstract, I hope you will register for and join us at the meetings. Please also encourage colleagues and students to attend.

**This year there are a number of opportunities for students and early career professionals** to become involved in the meetings and learn about governance of AAPA and **to earn grant and prize money**. These opportunities range from undergraduate to recent PhD competitions, including the Committee on Diversity's 3<sup>rd</sup> annual Undergraduate Research Symposium on the Wednesday evening of the meetings, Student Travel awards, Professional Development grants – and, new this year, student and early career opportunities to participate in the Executive Committee meeting. Please encourage your students and junior colleagues to participate in these events and competitions, details of which are provided in these materials.

As always, *the inflexible and very tight production and publication schedule for the AJPA meeting supplement* requires a number of firm deadlines. Please read carefully the instructions on symposium and abstract preparation – and ensure that your materials are submitted online by the deadline.

**Please keep in mind these deadlines (MANY HAVE CHANGED.....)**

Symposium proposals - 2013 AAPA Meeting	<b>July 15, 2012</b>
Abstracts – 2013 AAPA Meeting	<b>September 15, 2012</b>
Application for Student Liaison to ExComm	<b>September 15, 2012</b>
Application for Early Career ExComm Mentoring	<b>September 15, 2012</b>
Nominations for Executive Committee	<b>September 15, 2012</b>
Nominations for Darwin & Lasker Awards	<b>September 15, 2012</b>
Professional Development Grants	<b>January 15, 2013</b>
William S. Pollitzer Student Travel Award	<b>January 15, 2013</b>
Abstracts - Undergraduate Research Symposium	<b>February 1, 2013</b>
Student Prize Presentation Summaries Due	<b>March 1, 2013</b>
Last day to <u>pre</u> -register (without abstract)	<b>March 9, 2013</b>



**Also new this year** are a number of changes to the traditional meeting's schedule and some new exploratory programs that I would like to call to your attention. Given our growing size – we plan at least one, *entirely voluntary, evening poster session* to run concurrent with some of our evening events on Thursday. You will have an opportunity when you submit your abstract to indicate your interest in an evening session.

Additionally, the **AAPA Business Meeting will be held earlier on Friday evening** – following the close of the regular sessions. We hope this will encourage additional participation in the meeting and better serve to showcase our award winners. As in years past, both the Darwin Lifetime Achievement and the Lasker Service awards will be presented at the Business Meeting, and the winners of the Student Travel, Professional Development, Early-Career Mentoring and Student Liaison awards will be acknowledged. Nominations and application forms for all of these award/opportunities are included in this mailing. Please do make nominations for the Executive Committee positions! Also, please consider **donating items to the AAPA Auction** (p. 21)

Included with this first and final call for presentations are the following materials:

1. Letter from Lorena Madrigal, AAPA President
2. Symposium proposal instructions (due July 15) (p. 6)
3. Abstract preparation and submission instructions (due Sept 15) (p. 8)
4. Sample abstract (p. 8)
5. Abstract classifications (p. 9)
6. Early Career Executive Committee Mentoring Opportunity (due Sept 15) (p. 10)
7. Student Liaison to the Executive Committee - Application (due Sept 15) (p. 11)
8. Call for Nominations: Executive Committee and Secretary-Treasurer (p. 12)
9. Call for Nominations: Darwin Lifetime Achievement Award (p. 13)
10. Call for Nominations: Gabriel W. Lasker Service Award nomination form (p. 14)
11. Professional Development Grants - Application (due January 15) (p. 15)
12. Student Travel Award - Application (due Jan 15) (p. 16)
13. Abstracts Committee on Diversity Undergraduate Research Symposium (due Feb 1) (p. 17)
14. Student Presentation Award Competition - Application (due March 1) (p. 18)
15. Pre-registration information (p. 19)
16. Hotel information (p. 20)
17. Auction donation reminder (p. 20)
18. Guidelines for preparation of effective oral presentations (p. 21)
19. Guidelines for preparation of effective poster presentations (p. 22)

Submission of abstracts and pre-registration will occur online at [www.physanth.org](http://www.physanth.org). As in previous years, all first authors are required to pre-register at the time of the abstract submission. Additionally, *you may only submit one abstract as a first author*. If you have any questions regarding the submission of your abstract, pre-registration, or the development of the scientific program, please contact Susan Antón, either by telephone (212-998-8550) or by e-mail ([AAPA.VP.2013@gmail.com](mailto:AAPA.VP.2013@gmail.com)).

Finally, a hearty thank you to all the members who serve on various committees including the program, local arrangements, and student affairs groups. If you are interested in volunteering, please let me know. Working together will ensure our success. See you in Knoxville!

Sincerely,



Susan Antón  
Vice President (Program Chair, AAPA)  
[AAPA.VP.2013@gmail.com](mailto:AAPA.VP.2013@gmail.com)

# AMERICAN ASSOCIATION OF PHYSICAL ANTHROPOLOGISTS

---

Wednesday, May 30, 2012

Dear AAPA member:

I would like to invite you to submit an abstract for the 82nd annual meeting of the American Association of Physical anthropologists. The conference, which will take place in Knoxville Tennessee during April 9-13, is hosted by Dr. Andrew Kramer. Andy has promised us exceptional spring weather to go with gorgeous natural spaces. The conference will take place at the convention center, an ideal facility for our purposes.

You are the best ambassador the AAPA has for recruiting new members: please encourage colleagues and students who are not members of the association to join and to attend the meeting. We will meet concurrently with other groups such as the Human Biology Association, the American Association of Anthropological Genetics, etc. It is a pleasure to welcome colleagues who belong to these associations, colleagues whom I encourage to join the AAPA.

Please see the “call for papers” for all details on the process of abstract submission and symposium organization. If you have any questions about the program or about the process of abstract preparation, please contact our Vice-President and Program-Chair, Dr. Susan Antón.

The 2012 meetings in Portland, hosted by Drs. Josh Snodgrass, John Lukacs and their committee, were a resounding success. We appreciated everything from the open spaces for socializing to the generous coffee breaks. Such success would not be possible without all the volunteers who assisted the organizers. Although we cannot thank each of them by name, we appreciate their efforts. Our sincere appreciation also goes to the 2012 Vice-President and Program Chair, Dr. Karen Rosenberg, and her able committee, who reviewed the abstracts and arranged them into excellent sessions.

I would like to take this opportunity to acknowledge the work of the AAPA Executive Committee during 2011-2012: Dennis O’Rourke, Past-President; Karen Rosenberg, Vice-President; Lyle Konigsberg, Secretary-Treasurer; Christopher Ruff, Editor of the American Journal of Physical Anthropology; Robert Sussman, Editor of the Yearbook of Physical Anthropology; Andrea Taylor, Debbie Guatelli-Steinberg, Agustín Fuentes, and Susan Antón, members of the board. Dr Fuentes is stepping down from the board after having served as chair of the Student Awards Committee, and he is being replaced by Dr Anthony Di Fiore. Dr. Antón is stepping down as the Chair of the Nominations committee and she is being replaced by Dr. Brenda Baker. Dr. Sussman is stepping down as editor of the Yearbook, and he is being replaced by Dr. Trudy Turner. Dr. Rosenberg is stepping down as Vice-President, and she is being replaced by Dr. Antón. I am deeply thankful that Drs. Rosenberg and Antón, accepted to be nominated to continue to serve the AAPA. Thus, Dr. Antón is the current Vice-President, and Dr. Rosenberg is President-Elect and will become the President at the 2013 meetings. I also wish to express my sincere appreciation to Dr. O’Rourke, who has served the Association in many capacities and he will still deliver the proclamations at our 2013 business meeting.

The AAPA is an association that encourages participation of its early-career and student members. For that reason, we have the Professional Development grants (intended to support the research of recent, un-tenured PhD’s), Student Travel Awards and Student Presentation Prizes.

**In 2012, the winners of the Professional Development Grants were:**

1. Sharon DeWitte (U. South Carolina). Paleoepidemiology of historic plague epidemics: the dynamics of an ancient emerging disease
2. James London (U. Colorado-Boulder). New directions in early South African hominin dietary ecology
3. Biren Patel (Stony Brook University). Primate evolution and biogeography in the Lower Siwaliks of India
4. Varsha Pilbrow (U. Melbourne). The physical anthropology of the 2200 BC – 600 AD humans from Samtavro in the Caucasus region of Georgia
5. Claire Terhune (Duke U. Med School). Were Neanderthals biting off more than they could chew? Evidence from the temporomandibular joint of Middle and Late Pleistocene hominins
6. Cynthia Thompson (Northeast Ohio Medical U). Development of non-invasive methods for studying the hormonal regulation of feeding behavior in wild primates

**In 2012, the winners of the Student Presentation Prizes were:**

1. Comas Prize - Heather M. Garvin (Johns Hopkins University School of Medicine) - "The effects of living conditions on human cranial and postcranial sexual dimorphism."
2. Hooton Prize - Ashley S. Hammond (University of Missouri School of Medicine) (co-authors JM Plavcan and CM Ward) - "Precision and accuracy of acetabular size measures in fragmentary Plio-Pleistocene hominin pelvises obtained using digital sphere-fitting techniques."
3. Hrdlicka Prize - Neil T. Roach (Harvard University) (co-author DE Lieberman) - "Derived anatomy of the shoulder and wrist enable throwing ability in *Homo*."
4. Trotter Prize - Zachary D. Cofran (University of Michigan) - "Mandibular growth in *Australopithecus robustus*: a computational approach."
5. Washburn Prize - Christopher A. Shaffer (Washington University - St. Louis) - "GIS analysis of the ranging behavior, group cohesiveness, and patch use of bearded sakis (*Chiropotes sagulatus*) in the Upper Essequibo Conservation Concession, Guyana."

**In 2012, we granted forty-three \$500 Student Travel Awards in honor of William S. Pollitzer.**

The awardees provided the best answers, as judged by a committee of scholars, to the following question:

*What important article is missing from the current literature in biological anthropology?  
Give the title and what you think its impact/benefit would be?*

It is easy to forget that the AAPA rests on the shoulders of a volunteer-run board and committees. I want to thank each and every one of the members of the association who works to keep our association running. This includes the members and Chairs of various committees, listed at <http://physanth.org/association>. I also want to thank Fred Smith, who continues working for the association by updating our Constitution and By-Laws and Ed Hagen, our web master. Finally, I want to thank Anne Grauer and Barbara H. O'Connell, who are working on a new Local-Arrangement-Chair Guide for our association. The AAPA needs the involvement of all members. Let me encourage individuals who have not served in any capacity to contact the Chairs of these committees to ask if you may serve on them. I am thankful to all the AAPA members who have agreed to run for various positions. I would like to encourage everybody to continue to run, even if you do not get elected the first time.

Please check the association's web site for current information, and continue checking it to register for the conference and to make a reservation at the host hotel. Remember that if your children are attending and completing a science project, we can offer them a name tag (please contact the local host). This will be my last letter as president of the AAPA. I want to thank you for having given me the opportunity to serve the association. I am looking forward to seeing you in Knoxville!

All the best,

A handwritten signature in blue ink that reads "Lorena Madrigal". The signature is written in a cursive, flowing style.

Lorena Madrigal, President  
American Association of Physical Anthropologists

**Call for Presentations and Nominations; Prize and Program Announcements**  
**82nd Annual Meeting of the American Association of Physical Anthropologists**  
**Knoxville, TN – April 9-13, 2013**

**A. Symposium Proposal Instructions – *deadline: July 15, 2012***

Symposia are intended to provide the opportunity to bring together experts — physical anthropologists and others — to address an important topic or theme in a coherent fashion and to highlight new advances, topics and areas of emerging interest.

**Poster and Podium Symposia:** Either podium or poster symposia may be proposed. Each symposium is limited to no more than one half-day in length. For podium symposia, this usually means 14 oral presentations of 15 minutes each, a 15-minute presentation by a discussant, and a 15-minute break. Quarter-day symposia should include no fewer than 8 papers (plus discussion). Podium proposals that conform to the required number of half or quarter-day papers will be ranked as more desirable during review. There is more flexibility with poster symposia, as they can include as few as 10 or as many as 20 posters. A poster symposium should include designated discussion times for specific posters or groups of posters. If organizers of poster symposia wish to have poster space for an introduction, conclusion, or discussion, please request this space from the Vice President when the proposal is submitted. Otherwise, we cannot promise that we can allot an extra poster for these purposes. As in recent years, poster symposia will be housed separately from the regular poster sessions to facilitate discussion. Poster symposia are a highly effective means of presenting research results dealing with a specific topic. *Please consider organizing a poster symposium!* Regardless of the format of a symposium, time must be allotted for discussion.

**Proposal Preparation and Submission:** To propose a symposium, please e-mail to Susan Antón ([AAPA.VP.2013@gmail.com](mailto:AAPA.VP.2013@gmail.com)) a **SINGLE PDF** document including the following elements: (1) title and organizer(s); (2) short paragraph describing the content and purpose of the symposium. If your symposium is accepted, this paragraph will be reproduced in the program issue at the top of the session; (3) names and affiliations of the symposium participants, and the titles of the papers/posters in their order of presentation. Please specify whether poster or oral presentations are preferred. If accepted, we will make every effort to accommodate your preference; however, this may prove impossible. You should expect an e-mail acknowledging receipt of your symposium proposal within 48 hours of receipt.

The Program Chair must receive proposals for symposia by  
**July 15, 2012. Symposium proposals must be submitted as a SINGLE PDF.**

***Do not submit abstracts, registration materials, or fees at the time the symposium proposal is submitted.*** Note that nonmembers participating in symposia pay the same pre-registration fee as members (see J. below).

**The Review Process:** The AAPA Executive Committee and the Program Committee will review symposium proposals. The symposium organizer will be notified as to our decision to accept or reject the proposal no later than September 1, 2012.

Poorly focused proposals lacking sufficient planning and organization will be rejected. Proposals for podium symposia that do not follow the usual AAPA format of 15 minutes per presentation will also be rejected. Half-

day symposia proposals for podium presentation that contain fewer than 14 presentations and a discussant will be ranked as less desirable than full half-day symposia.

The number of sessions available for symposia is very limited. Although every attempt will be made to accommodate the organizer's preferred mode of presentation, this may not be possible owing to the limited number of oral sessions available during three days of meetings.

Acceptance of the symposium proposal does not guarantee acceptance of the individual abstracts; symposium abstracts are reviewed with the same rigor and subject to the same submission deadlines as are all other abstracts.

**Once the symposium is accepted:** If the symposium proposal is accepted, symposia participants should submit their abstract and register online at [www.physanth.org](http://www.physanth.org). This should be done only *after* their symposium proposal has been formally accepted. If the proposal is accepted, the symposium abstracts and other materials are due at the same time as all other abstracts (*September 15, 2012; see below*).

Acceptance of a symposium proposal does not ensure acceptance of abstracts.

We encourage symposia organizers to stay in close contact with their contributors and to review the abstracts prior to submission to ensure they comply with the requirements of regular abstracts. Abstracts for the individual symposia presentations must conform to the same specifications as all other abstracts and are reviewed with equal rigor. Poor abstracts will be rejected, even if they are part of a symposium that has been accepted. It is the responsibility of the organizer to ensure that all authors submit abstracts by the deadline. It is also the organizers' responsibility to insist that abstracts follow APA specifications (see below).

## **B. Instructions for Contributed Paper and Poster Abstracts – *deadline: September 15, 2012***

Contributed research presentations provide a means of conveying leading research results to our peers. There are no limits on the number of abstracts that an individual may author; however, *each person may be the first author of only one abstract.*

**Poster and Podium Presentations:** The AAPA meetings offer the opportunity to deliver presentations in either a poster or a podium format. Authors are asked to state their preference for poster or podium presentation as part of their online abstract submission. However, *we cannot guarantee your preferences can always be met.*

Guidelines for preparation of effective poster and podium presentations are attached below. Because many more poster presentations than oral presentations can be accommodated at the meetings, and because we maintain a limit of four simultaneous podium sessions, authors are encouraged to request a poster presentation when either a poster or an oral presentation is appropriate for the material they are presenting. **Final authority for designation of presentation type and for acceptance/rejection of abstracts rests with the Program Chair.**

**Abstract Preparation:** Prepare your abstract carefully. To be accepted, the abstract must contain a clear statement of purpose, provide essential new information, including results of the investigation and conclusion(s), and address the importance of the findings for anthropology. We are aware that many organizations accept abstracts without results, but the AAPA does not. To be accepted, an abstract must include clear evidence that data have been analyzed and results have been obtained. Occasionally it is appropriate for abstracts to be submitted which do not include results but which are synthetic in nature. In general, however, abstracts are to present new results. *Abstracts should not exceed 250 words.* Abstract acceptance and rejection are at the discretion of the Program Committee.

**Sample Abstract and Instructions:** Below is a sample abstract, with instructions on content and length.

### **How to prepare an abstract that will be accepted and placed in the session of your dreams**

JOHN FALSTAFF<sup>1</sup>, and PROSPERO OF MILAN<sup>2</sup>. <sup>1</sup>Department of Anthropology, University of State A, <sup>2</sup>Department of Anatomy and Neurobiology, State University B.

The abstract itself should not exceed **250 words** (excluding the list of authors, the title, and the grant acknowledgement). ***Yes, we will be counting....*** This particular abstract is 245 words.

Your abstract should include an introduction, clear statement of the problem, and your hypotheses. You should also note the materials and methods you employed. The program committee expects to see evidence of data analysis in your abstract. However, do not include tables or figures. Please also avoid superscripts and subscripts, special symbols and formatting wherever possible. Your abstract should have a conclusion, which convinces us that the abstract makes an important contribution to the field. Do not include references.

Formatting software written by Ed Hagen will properly format your title, names, affiliations, and abstract body. However, you should provide the formatting for *Genus species* names. And it is important that you provide us with accurate and consistent information with each of the abstracts you submit. Please include the first name (not initials) of each author so that we may produce an accurate index. Software developed by Ed Hagen will use names and affiliations to identify abstracts by the same author. If you are on more than one abstract, make sure that your name and affiliation is identical in each abstract, so that we can index all abstracts to your name. Choose abstract classifications that best match your topic. Choose several to have a better chance of having your preference met. **Please proof-read your abstract carefully!**

- Once submitted, abstracts cannot be modified. If accepted, your abstract will be printed as submitted in the annual meeting supplement of the *American Journal of Physical Anthropology*.  
**Please proof-read your abstract carefully!**

**Abstract Classifications:**

	<b>Anthropological Genetics:</b> <ul style="list-style-type: none"> <li>• Human genetic variation</li> <li>• Human population and phylogenetic studies</li> <li>• Non-human primate genetic variation</li> <li>• NHP population &amp; phylogenetic studies</li> </ul>	<b>Paleoanthropology</b> <ul style="list-style-type: none"> <li>• Primate evolution</li> <li>• Early hominin evolution</li> <li>• Early <i>Homo</i> evolution</li> <li>• Late <i>Homo</i> evolution</li> <li>• Methods, taphonomy, taxonomy</li> </ul>
<b>Primateology</b> <ul style="list-style-type: none"> <li>• Behavior</li> <li>• Reproduction</li> <li>• Life History</li> <li>• Ecology/conservation</li> </ul>	<b>Nonhuman Primate Skeletal Biology</b> <ul style="list-style-type: none"> <li>• Functional skeletal biology/biomechanics</li> <li>• Dental studies, Growth and development</li> </ul>	<b>Education Research in Anthropology</b> <ul style="list-style-type: none"> <li>• Research on Best Practices</li> <li>• Research on Trends in Anthropology, New Programs/Tools/Resources</li> </ul>
<b>Human Biology</b> <ul style="list-style-type: none"> <li>• Reproduction: menopause, menstrual cycles, menarche, breastfeeding, pregnancy, reproductive strategies</li> <li>• Nutrition; Health &amp; Disease</li> <li>• Human adaptation</li> <li>• Epidemiology</li> <li>• Demography</li> <li>• Human variation</li> <li>• Growth and development</li> <li>• Epigenetic changes</li> </ul>	<b>Human Skeletal Biology</b> <ul style="list-style-type: none"> <li>• Functional skeletal biology</li> <li>• Dental anthropology</li> <li>• Growth and development</li> <li>• Forensic anthropology</li> <li>• Bioarcheology (incl demography, population history)</li> <li>• Paleopathology, violence and warfare</li> </ul>	

**Pre-registration:** First authors are required to pre-register at the time of abstract submission. Others are encouraged to do so. Pre-registration fees and information may be found in section J of this mailing.

**The Review Process:** The AAPA Program Committee reviews all abstracts. Each abstract is read by at least two committee members with appropriate area of expertise (e.g., Paleopathology). The Program Committee is chaired by Susan Antón and includes scholars from a range of fields within our discipline. Each reviewer recommends acceptance or rejection of an abstract. If an abstract is recommended for rejection by two members, it will be reviewed by another member of the committee and by the program Chair. The Association retains the right of rejection of any abstract. All decisions are final.

By the end of December 2012 the first author will be notified by email as to the status of their abstract. If you have not received such notification by January 15, please contact Susan Antón ([AAPA.VP.2013@gmail.com](mailto:AAPA.VP.2013@gmail.com)).

**Chairing a Session:** Both podium and poster sessions require a session chairperson. During abstract submission you will be asked if you would be willing to chair a session. The chair is responsible for arriving in advance of the session to assist with uploading papers, setting up posters, and generally troubleshooting the session. A podium session chair introduces talks and is responsible for ensuring that all oral presentations stay within the time limit and that the session runs neither fast nor slow. This requires a certain degree of assertiveness. If you do not think you can stand up to a prominent member of the association who continues to speak after his/her allotted time, do not volunteer to be a session Chair.

## **C. Early Career Executive Committee Mentoring Opportunity– *deadline: September 15, 2012***

To increase the participation of its recent PhD members in the association, the AAPA Executive Committee announces a NEW early career mentoring opportunity. The board aims to increase the participation of early career professionals in AAPA governance to expand the vision of the association and to ensure a solid future of effective and dedicated officers.

**Eligibility and Term:** The successful candidate must 1) be a member (in good standing) of the AAPA at the time of application and for the duration of their tenure in the position, and 2) have received his/her PhD or other terminal doctoral degree within 4 years of the date of application. The position is for two years and includes an obligation to attend two full AAPA meetings including the Executive Committee meeting on Wednesday.

**Role:** The successful candidate will 1) shadow a member of the Board during the meetings, 2) assist him/her in their AAPA board-duties, and 3) bring to the AAPA President and the Board issues of interest and concern to members in their early careers. The successful candidate will attend the Executive Committee meeting for two consecutive years.

**Support:** For each of the two years of their tenure, the successful candidate will receive one complimentary hotel room night for the Tuesday evening of the AAPA meetings to allow their attendance at the Executive Committee meeting on Wednesday. He/she will also receive up to \$500 toward travel costs each year.

**Application Process:** Please provide a CV and a cover letter including a short essay (of 500 words or fewer) on why you wish to serve in this capacity and the Committee position you would most like to shadow (see the AAPA web-site for further information). Applications must be received no later than **September 15, 2012**. Email your application as a SINGLE pdf to: *Andrea B. Taylor, PhD - andrea.taylor@duke.edu*

**Evaluation and Decisions:** Applications will be reviewed and ranked by a committee of AAPA members chaired by Dr. Andrea Taylor. Decisions of the committee will be confirmed by the AAPA Executive Committee. Recipients will be notified by November 1, 2012. The successful applicant will be recognized at the AAPA Business Meeting.

## **D. Student Liaison to the Executive Committee, Applications – *deadline:* *September 15, 2012***

To increase the participation of its student members in the association, the Executive Committee announces a NEW opportunity for a senior graduate student liaison to the Executive Committee. The position will be for a one year appointment, including attendance at two Executive Committee meetings. The Committee hopes that increasing student participation will encourage a desire to serve the association in future years.

**Eligibility and Term:** The successful candidate must be a graduate student and a registered student member (in good standing) of the AAPA at the time of application and for the duration of their appointment. The position is for a single year and runs from the start of one annual meeting to the start of the next.

**Role:** The role of the student advisor will be to 1) share with the Executive Committee their ideas for increasing student attendance at the business meeting, 2) assist the Chair of the Career-Development committee and the Auction Committee in their planning and implementation, and 3) bring to the AAPA Executive Committee issues of interest and concern to the student members. The successful candidate will attend portions of the Executive Committee meeting in the year elected and will give the committee a brief report at the Executive Committee meeting at the end of their term.

**Support:** The successful candidate will receive a complimentary hotel room night on the Tuesday night of the AAPA meetings to allow their attendance at the Executive Committee meeting on Wednesday. He/she will receive \$250 toward travel costs each year.

**Application Process:** Please provide a CV, letter of reference from your main advisor regarding leadership potential, a cover letter providing details concerning your status in your degree program (e.g., years in program and requirements completed such as ABD), and a short essay (of 500 words or fewer) on your plans for increasing student participation in the business meeting.

Applications must be received no later than **September 15, 2012**. Email your Cover letter, CV and Essay as a SINGLE pdf to: Dr. Brenda Baker at [BrendaJ.Baker@asu.edu](mailto:BrendaJ.Baker@asu.edu) Your advisor's letter should be emailed directly to Dr. Baker.

**Evaluation and Decisions:** Applications will be reviewed and ranked by a committee of AAPA members chaired by Dr. Brenda Baker. Decisions of the committee will be confirmed by the AAPA Executive Committee. Recipients will be notified by November 1, 2012. The successful applicant will be recognized at the AAPA Business Meeting.

## **E. Call for Nominations – *deadline: September 15, 2012***

**Executive Committee Positions:** Nominations are requested from the AAPA Membership for the position of Secretary-Treasurer (4-year term) and for one position on the AAPA Executive Committee (3-year term).

**Eligibility:** Nominees must be **Regular Members** in good standing of the American Association of Physical Anthropologists. Any AAPA member (student, regular, or special) may make a nomination. Self nominations are accepted.

**Nomination Slate:** The nominations committee, chaired by Brenda Baker, will select among the proposed nominees to provide two candidates per position for the official ballot. The President will contact potential candidates to attain their assent to run. The ballot will be emailed to regular members in January.

### **Current Executive Committee:**

Lorena Madrigal	<b>President</b> (becomes Past-President in 2013)
Karen Rosenberg	<b>President-Elect</b> (becomes President in 2013)
Susan Antón	<b>Vice President</b>
Lyle W. Konigsberg	<b>Secretary-Treasurer</b> (position up for election)
Chris Ruff	<b>Editor, <i>American Journal of Physical Anthropology</i></b> (appointment expires 2013)
Trudy Turner	<b>Editor, <i>Yearbook of Physical Anthropology</i></b>
Brenda Baker	<b>Executive Committee Member</b>
Anthony Di Fiore	<b>Executive Committee Member</b>
Debbie Guatelli-Steinberg	<b>Executive Committee Member</b> (position up for election)
Andrea Taylor	<b>Executive Committee Member</b>

### **To Submit a Nomination:**

Email nominations to: Dr. Brenda Baker - [BrendaJ.Baker@asu.edu](mailto:BrendaJ.Baker@asu.edu),

Or, print this form and mail to:

Dr. Brenda Baker  
School of Human Evolution & Social Change  
Arizona State University  
Tempe, AZ 85287-2402

*All nominations must be received on or before **September 15, 2012.***

For the position of Secretary-Treasurer (4-year term): \_\_\_\_\_

For the position of member of the Executive Committee (3-year term): \_\_\_\_\_

**Charles R. Darwin Lifetime Achievement Award – NOMINATION FORM:**

The Charles R. Darwin Lifetime Achievement Award was established in 1992 to recognize and honor distinguished senior members of the American Association of Physical Anthropologists. The Executive Committee of the AAPA invites the membership to submit names of nominees for this prestigious award. Nominees should have demonstrated a lifetime of contributions and commitment to Physical Anthropology through their scholarship, training, and service to the AAPA. Previous recipients of this award are George Armelagos, Paul T. Baker, C. Loring Brace, Alice M. Brues, Jane E. Buikstra, Stanley M. Garn, Eugene Giles, Morris Goodman, F. Clark Howell, William W. Howells, William Hylander, Francis E. Johnston, Clifford Jolly, Gabriel W. Lasker, Frank B. Livingstone, M.F. Ashley Montagu, Charles Oxnard, William S. Pollitzer, Derek F. Roberts, Elwyn Simons, Robert Sokal, T. Dale Stewart, Phillip V. Tobias, Sherwood L. Washburn, and Milford H. Wolpoff.

**Nomination Process:** Nominees are identified through the completion and return of the information requested in this form and a one page description (see below) to the Nominations Committee Chair by September 15, 2012. The AAPA Executive Committee evaluates the nominations and identifies a short list of nominees. A more detailed letter of nomination and CV *may* then be requested from the original nominator if necessary. The Executive Committee makes the final selection and the awardee and nominator are informed by the President by January. The award of an engraved bronze statue of Charles Darwin will be presented at the Business Meeting of the 82nd Annual Meeting of the American Association of Physical Anthropologists in Knoxville. The awardee will be introduced by the nominator (in the case of multiple nominations, a single nominator will be selected).

*All members especially students, are encouraged to attend the business meeting to join together in this important recognition of a distinguished senior member of the AAPA*

**Rollover of Nominations:** Nominations made in 2011 but not awarded will be considered by the Executive Committee for one additional year without requiring renomination. Nominators who wish to provide additional information should contact Brenda Baker. Nominations made prior to 2011 must be resubmitted.

**Deadline and Submission:** All materials must be received no later than *September 15, 2012*:

Electronic submission is preferred. Email the following information and a one page description of the nominees qualifications (in .doc, .docx, or .pdf) to BrendaJ.Baker@asu.edu

Or, return this form by regular mail to: Dr. Brenda Baker, School of Human Evolution & Social Change, Arizona State University, Tempe, AZ 85287-2402

**NOMINATION FOR AAPA CHARLES R. DARWIN AWARD (Due September 15<sup>th</sup>):**

Nominee's name \_\_\_\_\_

Nominator: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

*Provide a **ONE PAGE** description of the nominee's qualifications and contributions to physical anthropology and the American Association of Physical Anthropologist. Please use .doc, .docx, or .pdf format .*

**Gabriel W. Lasker Service Award - NOMINATION FORM:**

The Gabriel W. Lasker Service Award was established in 2006 to recognize and honor individuals who have demonstrated a history of excellence in service to the American Association of Physical Anthropologists, its members, and/or the field of physical anthropology. Nominees do not have to be AAPA members. The award is named in honor of the late Gabriel W. Lasker, former AAPA President, Vice President, Secretary-Treasurer, Executive Committee member, founding editor of the *Yearbook of Physical Anthropology*, and long-term editor of *Human Biology*.

The Executive Committee of the AAPA invites the membership to submit names of nominees for this prestigious award. Previous awardees are: Frederick T. DeKuyper, Clark S. Larsen, Martin Nickels, Eugenie Scott, Phil Walker, Mark Weiss, and Curtis Wienker.

**Nomination Process:** Nominees are identified through the completion and return of the information requested in this form and a one page description (see below) to the Nominations Committee Chair by September 15, 2012. The AAPA Executive Committee evaluates the nominations and identifies a short list of nominees. A more detailed letter of nomination and CV *may* then be requested from the original nominator if necessary. The Executive Committee makes the final selection and the awardee and nominator are informed by the President by January. The award will be presented at the Business Meeting of the 82nd Annual Meeting of the American Association of Physical Anthropologists in Knoxville. The awardee will be introduced by the nominator (in the case of multiple nominations, a single nominator will be selected).

*All members especially students, are encouraged to attend the business meeting for this important recognition of a distinguished senior member of the AAPA*

**Rollover of Nominations:** Nominations made in 2011 but not awarded will be considered by the Executive Committee for one additional year without requiring renomination. Nominators who wish to provide additional information should contact Brenda Baker. Nominations made prior to 2011 must be resubmitted.

**Deadline and Submission:** All materials must be received no later than *September 15, 2012*:

Electronic submission is preferred. Email the following information and a one page description of the nominees qualifications (in .doc, .docx, or .pdf) to BrendaJ.Baker@asu.edu

Or, return this form by regular mail to: Dr. Brenda Baker, School of Human Evolution & Social Change, Arizona State University, Tempe, AZ 85287-2402

**NOMINATION FOR AAPA GABRIEL LASKER AWARD (Due September 15<sup>th</sup>):**

Nominee's name \_\_\_\_\_

Nominator: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

*Provide a ONE PAGE description of the nominee's qualifications and contributions to physical anthropology and the American Association of Physical Anthropologist. Please use .doc, .docx, or .pdf format .*

## **F. Professional Development Grants Competition – *deadline: January 15, 2013***

The American Association of Physical Anthropologists recognizes that the professional development of talented scientists in the early stages of their careers is critical to the continued health and vitality of the discipline. To that end, the AAPA offers up to six Professional Development Grants annually to qualified recipients, each in the amount of \$5,000. The AAPA website (<http://physanth.org>) has further information.

**Eligibility:** Applicants must have completed the Ph.D. or equivalent terminal degree in physical anthropology or an allied discipline. Applicants must be conducting applied or academic research that is within the disciplinary boundaries of physical anthropology. Applicants must be junior faculty members (including postdoctoral scholars, lecturers, and assistant professors) and must be non-tenured at the time of the award. Membership in the AAPA is NOT a requirement. An applicant may receive only one Professional Development Grant during their career. The program is directed toward the career progress of individuals, therefore co-authored/multi-authored applications will not be considered. Completed applications must be received on or before **January 15, 2013**. Incomplete/late applications cannot be considered.

**Application Procedure:** Applicants are required to submit a research proposal, curriculum vitae, a letter explaining how this research will promote their careers, and a letter from a colleague (including former supervisors) who can evaluate both the significance of the research and its impact on the applicant's career.

A complete application consists of a: 1) project cover sheet (can be unsigned; downloadable from <http://physanth.org/career/funding-sources/aapa-professional-development-grant-program-cover-sheet>) 2) letter from the applicant explaining the importance of the proposed project for their professional career (500 word maximum); 3) project description which presents the nature of the project, the methodology to be employed, and the scientific importance of the proposed research, including the connection of the research to the larger goals of the discipline. This description (not to exceed 1500 words) should be written so that any professional physical anthropologist can evaluate it. Bibliography, illustrations and tables may be submitted but are not to exceed five pages of material (in addition to the project description); 4) budget (one page maximum), which explains generally how the AAPA funds will be used, other grants the applicant is applying for or has received for this project, and how the AAPA grant relates to other funding. For example, can the project stand alone with only AAPA funding? The AAPA Professional Development Program does not allow overhead funds; 5) full curriculum vitae for the applicant; and 6) letter from a colleague (or supervisor) who can evaluate both the scientific merit of the project and its impact on the applicant's career. *Parts 1-5 should be submitted as a single pdf document to: Dr. Andrea Taylor [andrea.taylor@duke.edu](mailto:andrea.taylor@duke.edu). Item 6 should be emailed directly to Dr. Taylor*

If electronic submission is impossible, applications should be mailed to:

Dr. Andrea B. Taylor, Doctor of Physical Therapy Program, Duke University Medical Center, Box 104002  
Durham, NC 27708. FAXES ARE NOT ACCEPTABLE.

Applications must be received on or before **January 15, 2013**. Incomplete/late applications cannot be considered.

**Evaluation and Decisions:** Grant applications will be reviewed and ranked by a committee of AAPA members chaired by Dr. Andrea Taylor. Decisions of the committee will be confirmed by the AAPA Executive Committee. Recipients will be announced in late Spring of 2013 and grantees will be recognized at the AAPA Business Meeting. Decisions of the Award Committee in any year are final and not subject to appeal or reassessment.

## **G. Student Travel Awards –*deadline: January 15, 2013***

The Pollitzer Student Travel Awards are designed to help students defray the costs of attending the AAPA meetings. They are named in honor of William S. Pollitzer, a Human Biologist who taught at University of North Carolina, Chapel Hill, a Darwin Lifetime Achievement Awardee, and past president of the AAPA.

**Qualifications:** This award is open to all AAPA student members (undergraduate and graduate) who are attending the annual meeting. You do NOT have to be giving a paper to compete or receive an award.

**Award:** Up to \$500 to defray travel costs to the meetings.

**Application and Essay:** Awards are made on the basis of an essay of no more than 750 words long (excluding references). The essay question changes each year. The essay should be submitted electronically as a Microsoft Word file. Any submission over 750 words will be automatically disqualified.

Send essays to Anthony Di Fiore (anthony.difiore@austin.utexas.edu) by **January 15**. Please follow the e-mail with the attached essay with a second e-mail alerting Dr. Di Fiore to the fact that the essay was sent. Within 24 hours, students should expect to receive an e-mail acknowledging receipt of their essay.

**Topic:** This year's essay topic will be posted on our webpage, [www.physanth.org](http://www.physanth.org), by September 15, 2012.

**Essay Evaluation and Scoring Procedures:** The AAPA student prize committee will evaluate each submission with an identification number to mask applicants' identities. When distributed to the judges, each essay will be identified by a number assigned by the committee chair. The scoring criteria are:

1. Clarity and focus. 45 points possible
2. Originality of thought and insight. 45 points possible
3. Grammar and spelling. 10 points possible

The average scores from all judges will be used as the basis for deciding the winners of the award, with the AAPA Executive Committee giving final approval of the committee's recommendation. Winners will be notified by the end of February 2013.

## **H. Committee on Diversity Undergraduate Research Symposium - *deadline:* February 1, 2013**

The Committee on Diversity will sponsor the 3rd Annual Undergraduate Research Symposium to be held on Wednesday April 10th from 6-8pm. Any abstract with an undergraduate as the first author is welcome. Please encourage your undergraduates to apply for this event!

**Deadline: Undergraduate Research Symposium Abstract submissions due: February 1, 2013.**

**Abstract Preparation and Submission:** Abstracts should follow AAPA guidelines. Abstracts should be submitted electronically as a .doc/docx file to Dr. Cara Wall-Scheffler ([cwallsch@spu.edu](mailto:cwallsch@spu.edu)). An abstract submitted to the main conference that has an undergraduate as first author will be considered, as long as we receive the abstract by the submission date so we can allocate space. ***If you have also submitted your abstract to the main meetings***, please identify your abstract as 'already submitted/accepted' when you send it to us.

**Review Process:** Abstract review will be conducted separately from the main meeting's review process. Each undergraduate will be paired with a graduate student who will provide mentoring advice on abstract structure and content. Full participation in this mentoring is required for abstract acceptance. Graduate students are welcome in the reviewing and organizing of these abstracts (please see below).

**Event:** Poster's should be hung by 5:30pm on Wednesday the 10<sup>th</sup>. From 5:30 to 6pm a private reception for the undergraduates and their graduate student mentors and the awarding of certificates will be held. The reception and posters will be open to the association members from 6-8pm on Wed. Undergraduates are expected to attend the entire event.

**Graduate Student Volunteers:** Graduate students interested in abstract review and undergraduate mentoring please contact Dr. Cara Wall-Scheffler ([cwallsch@spu.edu](mailto:cwallsch@spu.edu)).

**Registration:** Undergraduates participating in the symposium will receive complimentary AAPA meeting registration. Dr. Wall-Scheffler will contact you with details following the review process and abstract acceptance.

**Reminder:** Undergraduates can apply for Student Travel Awards no later than January 15<sup>th</sup>, 2013 (Please see above).

## **I. Student Presentation Awards Competition – *deadline: March 1, 2013***

The American Association of Physical Anthropologists awards five prizes to outstanding presentations at the annual meeting whose **first author is a student**. Four named prizes honor: Juan Comas, Ales Hrdlicka, Mildred Trotter, and Sherwood Washburn. These awards are for excellent presentation of either a podium talk or poster. A fifth prize, named for Earnest A. Hooton, is given for the best poster presentation. The Mildred Trotter prize is given for a superior presentation on bones and teeth; the other prizes have no restriction as to subject matter.

**Eligibility:** To be eligible for a prize, a paper or poster must meet the following criteria:

1. The first author must be a student member of the AAPA who has not previously won a prize for a paper or poster presented at the annual meeting.
2. Individuals who have completed all terminal degree requirements before the abstract submission deadline are ineligible for a student prize.
3. The paper and the project to be presented must be primarily the work of the first author.
4. The abstract must have been *accepted* for either a podium or poster presentation.
5. The student must personally make the presentation of the paper or poster.
6. A summary of the presentation must be submitted to the competition by March 1, 2013.

**Application Process:** A summary of your presentation, following the guidelines below, should be sent electronically as a Microsoft Word or PDF file to Anthony Di Fiore (anthony.difiore@austin.utexas.edu) **by March 1, 2013**. Please note that this replaces previous years' requirement for a full manuscript.

Provide a cover letter that also explains the following as relevant: 1) If the paper is multi-authored, state the contributions of each of the authors in terms of intellectual and/or methodological investment; 2) If two student co-authors contributed equally to the paper, and want to be considered as co-principal investigators (PI's) of the paper, indicate that this is the case. Should they win an award, they will each receive a check for half the amount of the total award.

Provide a brief summary of your podium or poster presentation in up to 1000 words, excluding references. Use some diagrams, graphs or pictures if you wish, but the total length of your summary should not exceed 6 letter-size pages. Referencing, tables, and figure captions should follow the AJPA style. Organize your summary under the following headings: 1). Full names of authors and institution addresses; 2). Title; 3). Research questions or hypotheses; 4). Background to questions; 5). Methods used to answer the questions; 6). Results; 7). Discussion; 8). Conclusions; 9). Bibliography

Submit electronically as a SINGLE Microsoft Word or PDF file to Dr. Anthony Di Fiore  
(anthony.difiore@austin.utexas.edu) **by March 1, 2013**.

**Review and Decisions:** The Student Affairs Committee judges the written summaries and the visual/oral presentations given at the AAPA meetings for quality of ideas and clarity of presentation. Prizes are awarded at the annual Awards Reception on the last evening of the Annual Meetings.

Further information may be obtained from the Student Affairs Committee Chairperson  
[anthony.difiore@austin.utexas.edu](mailto:anthony.difiore@austin.utexas.edu)

## J. Pre-Registration Information –required for all first authors of regular abstracts

**Pre-registration:** Pre-registration occurs at the time of abstract submission for all first authors.

If you *are not submitting an abstract* and wish to preregister, you may do so online at [www.physanth.org](http://www.physanth.org).

### **Registration Fees:**

	Pre-registration*	On-Site After March 9 <sup>th</sup> , 2013
AAPA Regular Members and Special Members	\$150.00	\$160
Nonmember symposium participants	\$150.00	\$160
Nonmembers	\$300.00	\$310
Student Members and Retired Members**	\$60.00	\$65
Nonmember Students	\$125.00	\$130

\*Registrants from certain countries are eligible for reduced PRE-registration rates of \$25 rather than \$150 for members, \$40 rather than \$300 for non-members and \$15 rather than \$60 for students. These reduced rates are available to residents of all countries classified by the International Monetary Fund as having "emerging" or "developing" economies (see a complete list at: <http://www.imf.org/external/pubs/ft/weo/2009/02/weodata/groups.htm#oem> ). These rates are intended for permanent residents of these countries, including students training abroad, not for researchers working in these countries for a limited period of time. Please pay registration fees accordingly.

\*\*The retiree rate is available to 1) former full or special members who upon full retirement have had their written request for dues reduction approved by the Secretary-Treasurer and 2) lifetime members who upon full retirement request of the Secretary-Treasurer and are approved in writing for reduced registration.

**How To Pay:** *You have the option of paying online or by mailing a check or money order.* Online payment is made through PayPal, our credit card transaction service. Please register with PayPal BEFORE paying for your registration. To register with PayPal, you will need your EXACT credit card billing address. International members who have not previously used PayPal but who wish to use their credit cards to pay the meeting fees should register with PayPal ([www.paypal.com](http://www.paypal.com)) immediately (The PayPal verification procedure usually takes one month for non-U.S. residents). U.S. residents who have not used PayPal may also wish to register with this service now in order to avoid last-minute problems.

*If mailing a check/money order (made out to 'AAPA') for your registration fee send to:*

AAPA - Dr. Lyle W. Konigsberg  
Department of Anthropology  
109 Davenport Hall, MC-148  
607 So. Mathews Ave.  
University of Illinois  
Urbana, IL 61801

**Receipts:** **The pre-registration fees are nonrefundable.** You will be provided with a confirmation page at the end of your online submission and pre-registration. This will serve as your receipt. If you require an additional receipt or notification, please contact the Secretary-Treasurer, Lyle Konigsberg ([lylek@illinois.edu](mailto:lylek@illinois.edu)).

If you are bringing a child to the meetings and would like a complimentary name tag for him/her, please email the Secretary-Treasurer, Lyle Konigsberg at [lylek@illinois.edu](mailto:lylek@illinois.edu)

## **K. Hotel Information**

The meeting hotel for the 2013 AAPA annual meeting in Knoxville, Tennessee is the **Hilton** Knoxville. All sessions (podium & poster), banquets, business meetings etc. for AAPA and affiliated organizations (PPA, HBA) will be held at the Knoxville Convention Center, located just across the street from the conference hotel.

The Hilton rests in the heart of the downtown district, recently renovated to deliver world-class accommodations and exceptional southern hospitality. With breathtaking views of the Tennessee River & Great Smoky Mountains, you will know you are nestled in one of the most beautiful cities in East Tennessee. With a covered sky bridge to the Knoxville Convention Center and just a short walk to shops, restaurants, entertainment & outdoor activities- the Hilton Knoxville is convenient to it all!

A substantial block of rooms (all with complimentary, high-speed, wireless access to the internet) has been reserved for this meeting. Everyone is encouraged to stay at the meetings hotel and to book their reservations early.

The AAPA has negotiated special conference rates at the Hilton as follows:

Single: \$132 + tax

Double: \$132 + tax

At a later date, reservations may be made via the toll free number that will be posted on the Local Arrangements Website (<http://meeting.physanth.org/local-arrangements/2013/>) with the Group Code "AAPA", and on-line reservations will be available via a link on the Local Arrangements site.

## **L. Auction Donation Reminder – Benefits Student Travel Awards**

As you begin planning for the meetings, please keep in mind items you might donate for the auction. Remember that the auction is not just an enjoyable social event...Each year proceeds from the auction provide funding for additional student travel awards. Last year, funds from the auction supported an additional 12 students! If we know of items ahead of time, particularly "big ticket" items, we will advertise them on the AAPA website so that our members can plan ahead for them!

**How to Donate:** For Information on how to donate contact: Mark F. Teaford, by phone ([336-841-9340](tel:336-841-9340)) or email [mteaford@highpoint.edu](mailto:mteaford@highpoint.edu)

## M. Guidelines for Preparation of Effective Oral Presentations

A good oral presentation should: (1) define the problem or state the central question being addressed; (2) indicate its importance; (3) tell what was done; (4) state what was found; and (5) consider the broader implications of the findings. It is not possible to cite all previous work, provide detailed descriptions of methods, or include all the data obtained in a 10-minute talk. A good presenter seeks to make a single point, and to make it simply, clearly, and concisely. Oral presentations are greatly enhanced by the use of good visual material. Good visuals convey the essential material of the talk, including key points and research results. They allow the listener to both see and hear; this enhances understanding. To maximize the effectiveness of your oral presentation, please consider the following guidelines.

### Specific Suggestions:

- 1. Clear purpose:** Effective visuals and talks make a single main point and tell a unified, coherent story. Organize your talk around a central theme. Develop a clear train of thought that does not get bogged down in detail. Provide a conclusion that summarizes the main points, and raises the important issues posed by the material you presented.
- 2. Freedom from non-essential information:** Unless the purpose of the talk is to present research methods or techniques, omit all but the key methodological details. Save non-essential information for responding to questions during the discussion period.
- 3. Graphs, diagrams, and tables:** Study results are best presented in graphic form. Diagrams can be used to present research design or study hypotheses. Avoid tables, especially those with more than a few rows and columns. Simplify your presentation so that you do not have to tell your audience “I know you can’t read the table in this slide but ...” Keep graphs and diagrams simple. Avoid gratuitous three-dimensional graphs that provide no more information than their two-dimensional equivalents.
- 4. Word slides:** If you use bullet or word slides – keep them simple and short. Do not use full sentences. Do not include more than 5-7 lines per slide (acknowledgements excepted).
- 5. Projection of presentations:** IBM-compatible laptops will be available at the podium for projection of PowerPoint, OpenOffice or Adobe Acrobat presentations. Do *not* bring a personal laptop to the podium! Please bring your presentation on a “hotplug” USB device or CD-R. If you use a CD be sure to “close it” for distribution to a variety of computers. Macintosh users must add the “.ppt” extension to the end of the filename. Use common fonts such as Times Roman, Arial, and Helvetica. Under Page Setup, the presentation should be set to “On-screen show.” If you use the “Pack and Go” feature of PowerPoint, have the original .ppt file available on CD or USB device just in case. Please virus check your entire CD or USB device. A final word to the wise: *Always* check your presentation on an IBM-compatible computer other than the one on which you prepared the presentation. This is the easiest way to detect compatibility “issues” *before* heading to the airport/podium.
- 6. Audio-visual equipment:** We will provide equipment for computer projection. Given the very low demand for overhead and traditional slide projectors at the most recent AAPA meetings it is no longer cost-effective for the association to provide these media services.

**\*\*\*Simplicity and Legibility are Keys to Effective Oral Presentations\*\*\***

## N. Guidelines for Preparation of Effective Poster Presentations

Poster presentations provide more opportunities for discussion with interested viewers – several hours instead of the 15 minutes that are available for podium presentations. An oral presentation can be heard at one and only one time; a poster presentation is available for several hours, and thus its viewing can be tailored to fit the interested person's schedule. Therefore, the opportunities for reaching a large audience, receiving useful feedback, and discussing your research are at least as great for a poster as they are for an oral presentation. Good oral and poster presentations entail equal effort.

### Specific Suggestions:

1. **Dimensions:** The maximum poster size is 3'10" or 116 centimeters (horizontal dimension) by 4' or 120 centimeters (vertical dimension). Thus, two presenters will share the usual 8' by 4' poster board. Please bring your own pushpins or thumbtacks.
2. **Single page posters:** Effective posters can be prepared using software such as PowerPoint and printed on a wide format printer. It is recommended that posters prepared in this manner be rolled with the text to the outside for transport. However, be careful to protect the ink from being scratched. If you prepare your poster with a graphics program, the background of the poster should not make the text difficult to read.
3. **Organization:** Make an initial sketch of your poster presentation, allocating space for Introduction, Materials and Methods, Results, Summary and Conclusion. Focus attention on a few important points. Try different styles of presentation to achieve clarity and simplicity. Graphs and diagrams provide a clearer statement of your research results than tables. Use limited text to convey the essential information concerning the problem under investigation, methods, results and salient concluding points.
4. **Legibility:** The title should be legible 8 feet (2.44 meters) away; viewers should be able to easily read the remaining words from 5 feet (1.5 meters) away. Poster legibility suffers greatly when the type you use is too small. The letter size should be at least 18 point, with 20-24 even better. Smaller point size is strongly discouraged. Headings (e.g., Materials, Methods, and Results) should be bold type. Heading letter size should be larger than the text (30-36 point). Use short, informative ("headline" style) titles to state the essential point of each figure. Avoid abbreviations, acronyms, and jargon. Use consistent type styles and letter sizes throughout. Some individuals have the misperception that posters are simply mounted papers (as though the author attaches a paper to a poster board). However, this is not the case. You will need to simplify the text of your paper to create an effective poster presentation. Avoid presenting lengthy bibliographies. These take up space and are distracting. The presenter might provide photocopies of figures and tables for distribution.
5. **Create a balance between figures, tables and text:** Figures and tables should occupy approximately half the viewing area. If you have only a few illustrations, make them large. *Try to limit the amount of text in your poster to 1500–2000 words so that it can be read in less than 10 minutes*
6. **Eye movement:** The pathway traveled by the eye should be natural, either top-to-bottom or left-to-right.

**\*\*\*Simplicity and Legibility are Keys to Effective Poster Presentations\*\*\***