

ASP

ANNOUNCEMENT OF THE TWENTY-SIXTH MEETING OF THE AMERICAN SOCIETY OF PRIMATOLOGISTS

**JULY 30-AUGUST 2, 2003
CALGARY, ALBERTA, CANADA**

The 26th meeting of The American Society of Primatologists will be held July 30 – August 2, 2003, in Calgary, Alberta. All meetings will be held on the campus of the University of Calgary. Standing committees will begin meeting at 1:00 p.m. on Wednesday, July 30th, with the opening reception that evening from 7:00 - 11:00 p.m. Scientific meetings will begin at 8:00 a.m. on Thursday, July 31st, and end at 6:00 p.m. on Saturday, August 2nd. The banquet will be Saturday evening.

MESSAGE FROM THE PROGRAM CHAIR

Greetings from the ASP Program Committee! Most of you will have received this announcement electronically this year. You will not receive a packet in the mail. As an organization committed to conservation, we felt we should do our part by reducing the amount of paper we use and at the same time, save the money associated with copying and mailing a large packet.

We recognize that change is difficult but these changes make conference registration and organization incredibly more efficient. Everything in this packet, in addition to venue information, ASP abstract preparation guidelines, preparation tips, student instructions, etc., is available at the ASP website (www.asp.org/asp2003/). If you do not have internet access, notify me and I will mail you hard copies. I look forward to seeing everyone in Calgary in July!

In addition to being published in the *American Journal of Primatology*, all abstracts will be available for viewing online.

We encourage everyone to **register and submit their abstract online**. There are 2 choices:

- No abstract - you can register online or by mail.
- Submitting abstract - register and submit abstract online or send both in the mail.
You may not mix "online" and "by mail" methods.

If you need assistance, here is my contact information.

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CALL FOR ABSTRACTS

The Program Committee invites you to submit your best scientific work, in any area of primatology, for inclusion in the 2003 Program. Abstracts will be reviewed by the Program Committee for suitability and quality. Accepted abstracts will be organized into sessions based on topic area and type of presentation. Abstracts may be submitted electronically or mailed to the Chair of the Program Committee. **Deadline for submission of symposia, workshop, and individual abstracts is March 1, 2003.**

Detailed instructions for submitting abstracts are on page 4, below. Questions about the program should be directed to the Chair of the Program Committee: Marilyn Norconk, ASP Program Chair (see contact information above).

Student Paper and Poster Competitions: Graduate and undergraduate students may enter their work in the student competitions. Criteria and guidelines for the competition, developed by the Education Committee, are available on the website (www.asp.org/asp2003/).

CONTRIBUTED ORAL AND POSTER PRESENTATIONS

Deadline for all abstracts (symposia, workshops, oral, and poster presentations) is March 1st, 2003. Online registration and abstract submission will begin February 1st, 2003. Detailed guidelines for preparing abstracts are available online at www.asp.org/asp2003/abstractInstruc/.

Oral Presentations: Oral presentations will be scheduled at 15-minute intervals. Each presentation should be no more than 12 minutes in length, allowing several minutes for questions and discussion. Case studies, preliminary data, pilot studies, and descriptions of apparatus, equipment, or habitats are usually **not** appropriate for the oral format and should be submitted as posters. Descriptions of commercial products are welcome as exhibits, but are not appropriate for the scientific program.

Poster Presentations: The Society and Program Committee encourage poster presentations. Those wishing to present their work in poster format will be assigned a space 5' wide X 4' high (1.54 X 1.23 m) for the display. Authors are expected to be in attendance at their poster during the scheduled time. Abstracts for posters are prepared the same as oral presentations (see below) and will be printed in the program. The Program Committee will organize and schedule posters by topic. Poster sessions will be held in the Science Theatres.

SYMPOSIA and WORKSHOPS

The Program Committee encourages members to organize and submit high-quality symposia and workshops. These sessions should address topics that are timely, of interest to the general membership, and include participants from several institutions.

Symposia: Organizers must submit the title of the proposed symposium, and provide a list of participants and a brief overview (stating the purpose, relevance, importance, and general content) to the program committee Vice Chair, Kate Baker (kate@tpc.tulane.edu) by February 1st, 2003. Earlier is preferable. Materials will be reviewed by the program committee and the organizers will be notified of symposium acceptance or rejection within two weeks. Both the symposium abstract and individual abstracts must then be submitted, preferably **on-line**, by the abstract deadline, March 1st (note that the 225 word limit applies to both the symposium and individual abstracts).

Symposia should consist of presentations of either 15 or 30 minutes, to mesh with the schedule of contributed papers, and should not exceed a total time of 2.5 hours. Submission of symposium overview abstracts and individual presenter abstracts must be accompanied by registration.

Workshops and Roundtable Discussions: Workshops and roundtable discussions are less formal than symposia. They may be applied and/or broadly theoretical, involve audience participation and/or discussion, and should address a defined goal. Those wishing to organize one of these sessions should submit information about the proposed workshop or roundtable discussion (title, list of participants, and a brief overview that indicates how the goal will be met) to the program committee Vice Chair, Kate Baker (kate@tpc.tulane.edu). The materials should be submitted by February 1st, 2003, but earlier is preferable. Organizers will be notified of acceptance or rejection of their proposal within two weeks. Abstracts from individual participants are not necessary, but the organizer(s) should submit a 225 word abstract by the deadline (March 1st, 2003).

Workshop participants should be listed in the abstract and the organizer must register for the meeting at the time of abstract submission. Submission may be by mail or online, but must be accompanied by registration of the organizer. The overview abstracts submitted by organizers will be published. Pre-conference and post-conference sessions also require Program Committee approval and abstract submission.

POWERPOINT USERS

If you plan to use PowerPoint, you must have your presentation saved to a disk, zip-disk or CD and delivered to the AV specialist by **5:00 pm the day before** your scheduled session. The file should be named with your last name (i.e. Norconk1.ppt). Presentations will be saved to an assigned laptop. You may not use your own laptop.

Preparing PowerPoint Presentations

Development of multimedia presentations has led to some great presentations and to some very poor ones. The difference between the two has been an understanding of the process. Below are a few suggestions that will help you to move your presentation into the great category.

Specific Suggestions

1. What you see on the monitor is not what you will see in a semi-dark room with a projector 50 to 75 feet from the screen. While lines will be wider they will not be as dark as on the monitor. Colors may appear washed out.
2. While you can read 10 point type on the monitor you need to use at least 24 point for text and 36 to 40 for titles. That may mean more slides, but three readable slides are better than one that is unreadable. No "Look at the data in column 14, row 27." Yeah, you bet. If the data are important, make them readable from the back of the room.
3. Script fonts look neat but are hard to read. Use Arial or Helvetica for clear-appearing text. You want the audience to read the slide as you are talking, they should not have to concentrate on the slide.
4. Do not put up a slide of text and then read it to the audience. If it is readable, they'll read it; if it is not, shame on you for presenting it.
5. Animation between slides is great, for the first few slides. But, it can be distracting. Sound with the animation is a NO, NO in a scientific presentation.
6. Use a solid background color and text that contrasts with the background. Medium blue is good for a background with the text in white, bright yellow, pink, etc. Do not use dark red, dark green, or dark blue text on a dark background.
7. If you are presenting lists of items, it is best if the items come up one at a time and the previous items change to a different color. Items 1, 2, 3, and 4 in pink while talking about item 5, in bright yellow, helps the audience see what has lead up to the item being discussed and to concentrate on it.
8. The great thing about PowerPoint or other presentation applications is that they can be changed easily. The best test is to do your slide presentation in advance in a semi-dark room. Have the projector as far back as you would expect at the meeting.
9. Your research is important, but presentation is also important. Present your work so that the audience has the best opportunity to see its value.

REGISTRATION

The presenting author and symposia/workshop organizer as well as symposia/workshop participants **MUST** include a completed registration form and registration fee, payable by check, money order, or credit card with the submission of an abstract. Abstracts not accompanied by payment will be returned.

Electronic registration is an option and we encourage everyone to utilize this service. Electronic registration requires credit card payment. Abstracts may also be submitted on-line at the same time or can be added later. Participants in symposia may individually enter their abstracts online. Go to the ASP web page (www.asp.org/asp2003/) and follow the prompts. It's easy and it saves us work! You will be issued an electronic receipt within 24 hours of registering. Electronic registration begins February 1st, 2003; abstracts must be submitted by March 1st, 2003.

EXHIBITS AND DISPLAYS

Space and facilities for the exhibition and display of merchandise are available. Exhibitor space will consist of an 8 m x 40 m atrium in the Science Theatre adjacent to the meeting rooms. A fee will be assessed for registration of exhibitors and for the rental of each exhibition space. Sale and exhibition of the merchandise will be allowed only within the designated area and only by individuals registered as exhibitors. Further information and exhibitor registration forms may be obtained from the Local Host, Jim Paterson, (403) 220-6951; paterson@ucalgary.ca. The silent auction will be held in a room around the corner from the display area.

INSTRUCTIONS FOR SUBMITTING ABSTRACTS

ASP GUIDELINES FOR PREPARING ABSTRACTS: Please review carefully. Abstracts not adhering to ASP guidelines will be rejected. Choose submission routes, either A or B options below.

Prepare abstract using the following format:

- a. CAPITALIZE the entire title.
- b. Skip one line, then *italicize* names or initials of all authors, putting the first name or initials first for each author. Use “and” between first and second authors’ names if 2 authors, and if more than 2 authors, use “and” before the name of the last author.
- c. Skip one more line, then using italics, give the full mailing address of the first (or presenting) author, using the two-letter abbreviation for the state and province. Include the ZIP code.
- d. Include only the institutional affiliations of co-authors.
- e. Put one blank line between the affiliations and body of the abstract.
- f. The body of the abstract is limited to 225 words.
- g. Indent the first line of the body of the abstract 3 spaces.
- h. Write the abstract as one block paragraph.
- i. Symbols not on your typewriter or word-processing program should be handwritten in BLACK ink, and need to be noted on the Presentation Information Form.
- j. Use lower-case “p” for probabilities, e.g., $p < .05$.

A. Online submission go to the web page at www.asp.org/asp2003/ and follow the prompts for registration and abstract submission.

B. Mail-in submission see the instructions below. Follow instructions exactly - your information will be entered into the ASP electronic system by a Program Committee member upon receipt.

For each mail-in submission, please complete all portions of the **Presentation Information Form**. A printed copy of the abstract should be attached to the form.

Prepare abstract.

Each abstract must be submitted as hard copy and on a 3.5” disk (one disk per abstract). **Put only one version of your file/abstract on the disk.** Label each disk with:

- Last names of all authors.
- Title of the presentation.
- Disk format. (PC format preferred)
- Word-processing program & version. (Microsoft Word 6.0 is preferred)
- File name, including suffixes. It is suggested that you use the last name of the first author for the file name, using 1 and 2 if two abstracts are submitted, i.e., LASTNAME1, LASTNAME2 (plus the appropriate suffix).

For symposium participants, **CLEARLY** include on the disk label the name of the symposium organizer and title of the proposed symposium.

AUTHORSHIP AND ATTENDANCE

Submission of an abstract implies that one of the authors will attend the meeting and present the work described in the abstract. Individuals are limited to giving two presentations, whether two oral presentations, two posters, or one of each format, but may appear as a co-author on other abstracts as well.

Submission of an abstract implies that the authors have complied with current legal and ethical guidelines regarding the use and well-being of nonhuman primates. The submitting author’s signature in Part 3 of the “Presentation Information Form” acknowledges that each author of the submitted abstract has seen and approved the final version of the abstract, and has given consent to appear as an author.