



**ANNOUNCEMENT & CALL FOR ABSTRACTS FOR THE
TWENTY-SEVENTH MEETING OF THE
AMERICAN SOCIETY OF PRIMATOLOGISTS**

**JUNE 8-11, 2004
MADISON, WI**

The 27th meeting of The American Society of Primatologists will be held from June 8-11, 2004, in Madison WI, hosted by the Wisconsin National Primate Research Center and the Department of Anthropology at the University of Wisconsin. All meetings will be held in the Memorial Union at the University of Wisconsin. Standing committees will begin meeting at 1:00 p.m. on Tuesday, June 8th and the opening reception will be held in the evening. The scientific meeting will begin at 8:00 a.m. on Wednesday, June 9th and the meeting will close with the traditional banquet on Friday evening, June 11th.

CALL FOR ABSTRACTS

The Program Committee invites you to submit your best scientific work in any area of primatology for inclusion in the 2004 program. Abstracts will be reviewed by the Program Committee and submitting authors will be notified by email of the status of the abstract within two weeks of on-line or mail-in submission. If revisions are suggested, please examine our comments, and revise and resubmit your abstract (as an email attachment) within 10 days. 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: **symposia, workshop, roundtable, and individual abstract deadline will be January 11th, 2004.**

Detailed instructions for submitting abstracts are on page 3, below. Questions about the program should be directed to Marilyn Norconk, Chair of the Program Committee (see contact information below). In addition to being published in the *American Journal of Primatology*, abstracts will be available for viewing on-line at least two weeks before the meeting begins.

Most of you will have received this announcement electronically this year as we continue to convert to an on-line abstract submission and registration process. You will not receive a packet in the mail. Information about the meeting venue, ASP abstract preparation and presentation guidelines, instructions for students who wish to apply for poster and paper awards are all available at the ASP website (www.asp.org).

DEADLINES

- **December 10th, 2003:** Notify program chair of intention to organize symposia, workshops, or round-table discussions (see below, "Presentation Guidelines").
- **January 11th, 2004:** Deadline to submit on-line or mail-in abstracts. If you are renewing your membership, please allow 5 days for credit card renewals and 10 days for check renewals before you register for the meeting.

OPTIONS FOR REGISTRATION AND ABSTRACT SUBMISSION

We encourage everyone to **register and submit their abstract online**, but there are three choices available:

- Submitting an abstract on-line and registering for the meeting using a credit card. The on-line process requires that you check a membership status box (and the computer knows if your membership is up-to-date for 2004). If you renew your membership on-line first, you can register for the conference as a member, even if your membership status is

pending. Go to the “Members” link on the ASP web site to download or submit a membership application. Evan Zucker (zucker@loyno.edu) ASP Treasurer, will oversee on-line credit card registrations.

- *Submitting an abstract and paying registration fee by check.* You may register on-line and pay by check and enter your abstract as long as your check is received by the Jan 11th deadline. Or, you may send all materials: registration, abstract on disk, to Marilyn Norconk (see below). Since all checks will eventually be sent to the local arrangements committee for deposit, please allow some time for check clearance from your bank.
- *Not submitting an abstract* – you can register on-line, by mail, or in person at the meeting. Please observe that there is an increase in registration fee after January 11th.

PRESENTATION GUIDELINES

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 approximately 4.5' wide X 3.5' high (137 cm X 107 cm) 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.

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).

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 should submit the title of the proposed symposium, a brief overview of the symposium content, and a list of participants to the program chair. Materials should be submitted (preferably via e-mail) by December 10th, 2003. Once accepted, the symposium abstract as well as all individual participant abstracts should be submitted by the abstract deadline (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. All abstracts will be printed in the conference program.

Workshops and Roundtable Discussions: Workshops and roundtable discussions are less formal than symposia, 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, a list of participants, and a brief overview that indicates how the goal will be met) to the program chair. The materials should be submitted for review by December 10th, 2003. The workshop or round-table organizer(s) should submit a 225 word abstract by the abstract deadline. Workshop participants should be listed in the abstract and the organizer must register for the meeting at the time of abstract submission. Other participants may register at any time. The overview abstracts submitted by organizers will be published. Pre-conference and post-conference sessions require Program Committee approval and abstract submission, and will be published with the meeting program.

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. Please don't title your file asp.ppt; use your last name (i.e. french.ppt). Presentations will be saved to an assigned laptop. You may not use your own laptop.

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 requires credit card payment. Abstracts may also be

submitted on-line at the same time or can be added later. Participants in symposia should enter their own abstracts online. Check the “organized symposia” box on the category form. Go to the ASP web page (www.asp.org) and follow the prompts. It’s easy and it saves us work! You will be issued an electronic receipt within 24 hours of registering.

EXHIBITS AND DISPLAYS

Space and facilities for the exhibition and display of merchandise are available. 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. Information and exhibitor registration forms may be obtained from the Conference Coordinator, Edi Chan (chan@primate.wisc.edu).

INSTRUCTIONS FOR SUBMITTING ABSTRACTS

ASP GUIDELINES FOR PREPARING ABSTRACTS ARE AVAILABLE AT www.asp.org. The web site will cue you during the process of submitting the abstract. Here are a few additional instructions:

- a) The maximum word count is 225 words for the body of the abstract, i.e., excluding title and author information. Check your word count before you enter your abstract. You will be cued for the sequence of authors. Use full mailing address of the first (or presenting) author and institutional affiliations of co-authors.
- b) Write the abstract as a single block paragraph, and cut-and-paste it into place from your word document.
- c) You will be asked at the end of abstract submission process to list scientific or taxonomic names that should be italicized in your abstract. These words will be italicized automatically when the abstract is formatted for publication.
- d) Our experience suggests that most symbols are not modified from the word document when cut and pasted into the abstract space, but if you find that the accurate representation of symbols is a problem, either make note of it in the space provided at the end of the abstract submission process or send your concern to the program chair.
- e) We encourage reporting statistical results in the abstract. Use lower-case “p” for probabilities, e.g., $p < .05$.
- f) You will have the opportunity to revise your abstract on-line until the abstract deadline.

If you choose to mail in your abstract to the Program Chair . . .

1. Please complete all portions of the **Presentation Information Form**. A printed copy of the abstract should be attached to the form.
2. Prepare abstract.
3. Each abstract must be submitted as hard copy and on a floppy, CD, or zip disk. Label each disk with:
 - a. Last names of all authors.
 - b. Title of the presentation.
 - c. Disk format. (PC format preferred)
 - d. Word-processing program & version. (Microsoft Word or Word Perfect)
 - e. 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).
4. For symposium participants, clearly include the name of the symposium organizer and title of the proposed symposium on the disk label.

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.

I look forward to seeing you at the meeting in Madison. Feel free to contact me if you have questions or concerns.

Marilyn A. Norconk, ASP Program Chair

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