

PROGRAM COMMITTEE FOR ANNUAL MEETING

[Jason L. Emmert](#), General Program Chair (2021)
 Douglas R. Korver, General Program Chair-Elect (2022)
 Michael E. Persia, General Program Chair-Elect (2023)
 Leonie Jacobs, Animal Well-Being and Behavior
 Jacqueline P. Jacob, Extension and Instruction
 Sami Dridi, Genetics and Molecular Biology
 Morgan B. Farnell, Immunology, Health and Disease
 Connie Mou, Management and Production
 Ashley M. Evans, Metabolism and Nutrition (General Nutrition)
 Sergio R. Fernandez, Metabolism and Nutrition (Amino Acids)
 Oluyinka A. Olukosi, Metabolism and Nutrition (Enzymes)
 Jeffery Escobar, Metabolism and Nutrition (Feed Additives)
 Kurt R. Perryman, Metabolism and Nutrition (Vitamins and Minerals)
 Amit Morey, Microbiology and Food Safety
 Laura E. Ellestad, Physiology and Reproduction
 Casey M. Owens, Processing and Products
 Douglas R. Korver and Mamduh Sifri, Informal Nutrition Symposium
 Kenneth W. Koelkebeck, National Extension Workshop
 Sami Dridi and Bruce M. Rathgeber, WPSA Lectureship
 Douglas R. Korver, Student Competition
 Christine Alvarado, PSA President (*ex officio*)

BOARD OF DIRECTORS' LIAISON:

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COMMITTEE CHARGES:

- Plan, organize and implement a high quality, well diversified scientific program of interest to a global poultry science community.
- Implement and insure compliance with newly approved guidelines (July 2017) for Chair, Section Chair, reviewer, abstracts and posters.
- Implement new Student Competition scoring system and insure authors are fully informed of the new system

COMMITTEE DUTIES:

- Review submitted abstracts for acceptance or rejection per approved guidelines.
- Present the Board of Directors the potential list of symposia by the Fall Board meeting and a final for approval at the Mid-Year Meeting.
- Section Chairs will determine the schedule of presentations within their section.
- Chair and Chair-Elect will meet with PSA Staff to develop Annual Meeting schedule and room layout.
- Chair will submit the names of three individuals for consideration as possible future Program Chairs to the Board of Directors by the Annual Meeting.
- Student Competition Section Chair is responsible for the selection and awarding of Student Research Paper Certificates of Excellence during the Annual Meeting.

- Section Chairs are to be held strictly responsible for the conduct and completion of the program in the time allotted to that section.

RELEVANT INFORMATION FROM THE APPENDIX TO THE PSA CONSTITUTION:

A. ANNUAL MEETING PROGRAM COMMITTEE

1. Appointment of Program Chairperson and Section Chairs.
 - (a) At each Mid-Year Meeting, the President in consultation with the Board of Directors, will appoint a Program Chair elect for the meeting four years hence.
 - (b) This appointment will be made from a list of at least three names submitted by the current Program Committee or from other names obtained by the Board of Directors at its discretion.
 - (c) The Program Chair-elect will serve as Assistant Program Chair for the following (intervening) year.
 - (d) At the Mid-Year Board of Directors' Meeting, one and one-half years prior to the meeting for which he/she will serve as Program Chair, the Program Chairperson-elect will submit a list of Section Chairs for approval.
 - (e) At the Annual Meeting one year prior, the Program Chair-elect may meet with a representative of the meeting site or host institution to consider such factors as location and size of available meeting rooms, availability of audiovisual equipment, and facilities for poster presentations.
 - (f) At the Mid-Year Board of Directors' Meeting six months prior to the Annual Meeting, the Program Chairperson will report on plans for the program at the Annual Meeting.
 - (g) A meeting of the Program Chairperson and Section Chairs to finalize the program may be held at their discretion. It is recommended that telephone conferences be used as much as possible in lieu of further meetings.
 - (h) If the Program Chairperson is unable to serve, a replacement will be selected by the President in consultation with the Board of Directors to be chosen from the immediate past-Program Chairperson, the Program Chair-elect, or a Section Chair.
2. Dates.
 - (a) Because meeting dates and conditions change from time to time, it is recommended that the Board of Directors, at its Annual Meeting, in consultation with the Program Chairperson, Program Chair-elect, and Host Committee Chairperson for the upcoming meeting, establish specific schedules and program time frames for the following year's meeting.
 - (b) On the date specified by the Board of Directors, completed abstracts must be available to the Program Chairperson. Abstracts are submitted electronically through the PSA meeting web site.
3. Disposition of Abstracts.
 - (a) As soon as possible after the deadline for submitting abstracts, the Program Chair will distribute the abstracts to the appropriate Section Chairs.
 - (b) Distribution of abstracts to sections will be based upon author preference.
 - (c) The Program Chairperson and appropriate Section Chairperson, in consultation with the Program Committee, will decide whether a given abstract will be accepted or rejected.
 - (d) Acceptance will be based upon adherence to PSA format requirements and presentation of adequate and well-organized information. Abstracts must contain original data that have not been reported or published elsewhere.
4. Poster Sessions.
 - (a) Poster sessions are encouraged.
 - (b) Poster-session presentations are arranged for at the request of the author(s).
 - (c) Poster sessions should be scheduled at a time and in a location which is compatible with the other meeting schedules.
5. Symposia.
 - (a) Symposia are desirable and are encouraged.

- (b) As a minimum, there should be at least one symposium at each meeting.
 - (c) The Symposium organizer or Chair must present the proposal and tentative budget to the Board of Directors at the summer meeting one full year before the symposium is to be scheduled. The Symposium Chair must then develop detailed symposium plans, including formal outline of the talks approved, and full budgetary expectations, which must be brought to the Board of Directors at the January meeting prior to the meeting at which the symposium is scheduled.
 - (d) Expenses and/or honoraria should be offered only to non-PSA members if from the United States or Canada, or to invited speakers from outside of the two countries, subject to approval by the Board of Directors.
 - (e) The PSA should seek external funding for such purposes.
6. World's Poultry Science Association Lectureship.
- (a) The Program Chairperson will contact the WPSA-USA Committee and the Canadian Branch of the World's Poultry Science Association (WPSA) to determine if they will sponsor the WPSA Lectureship, the extent of their financial involvement, and whether they wish to nominate a speaker for the WPSA Lectureship.
 - (b) In those years when the WPSA has indicated its intent to sponsor a lecture, the WPSA-USA Committee and the Canadian Branch of the WPSA will identify a speaker and topic and will obtain a commitment from that individual.
 - (c) The name of the individual selected for the WPSA lectureship will be submitted to the Program Chair for approval by the PSA Board of Directors at their midyear meeting.
 - (d) Final selection of the list of acceptable speakers is made by the Board of Directors.
 - (e) The Program Chairperson will contact the individual to be invited, obtain a commitment from that individual, and report this action at the midyear Board of Directors' Meeting.
7. Publication.
- (a) The Symposium Chair must decide whether or not the symposium is to be published and will inform the Editor-in-Chief of the appropriate journal of this decision at the January meeting. If the decision is not to publish the symposium, the individual authors retain the right to submit their papers for consideration for the journal as ordinary manuscripts. If publication is decided upon, the authors must provide the Symposium Chair with their completed manuscript, including figures and tables, at or before the symposium. The Symposium Chair reviews the papers and, if necessary, returns them to the authors for revision. After review by the Symposium Chair, the authors submit the revised manuscript electronically to the appropriate journal for consideration of publication. The Editor-in-Chief of the respective journal provides the final review. All manuscripts must be in the hands of the appropriate Editor-in-Chief by December 31 of the year in which the symposium was presented. Manuscripts not meeting this deadline will not be included in the published symposium proceedings.
 - (b) Symposium papers must be prepared in accordance with the guidelines for full-length articles. Symposia committees in consultation with the Executive Director are encouraged to solicit funding for publication costs. Publication costs not covered are the responsibility of the author.
 - (c) Page charges for the WPSA lectureship will be waived.
8. Review of These Guidelines.
- (a) Because conditions seldom remain static, it is recommended that the Board of Directors review the guidelines at each Annual Meeting and, subject to any indicated modifications, approve them for use in conjunction with the meeting two years hence.
 - (b) In addition, it is recognized that in extenuating circumstances it is the prerogative of the Board of Directors to modify the guidelines at any other time.
9. Graduate Student Certificate of Excellence.

- (a) The Program Committee shall be responsible for the selection and awarding of Student Research Paper Certificates of Excellence during the Annual Meeting. (See Section F.2.s.)
10. Supplementary Guidelines.
- (a) All titles of papers must be submitted with an abstract acceptable for publication in the proceedings, but not more than 200 words in length. All titles and abstracts are to be in the hands of the General Program Chair on or before the date specified by the Board of Directors and published in *Poultry Science*.
 - (b) Members of the Association are to be given preference to appear on the program.
 - (c) Each Section Chair is to be held strictly responsible for the conduct and completion of the program in the time allotted to that section.
 - (d) The programs shall be adhered to as finally printed with respect to time.
 - (e) Only abstracts shall be accepted for presentation where one of the authors will be in attendance at the meetings to present the same. In case the authors are not present, the paper shall be read by title only.
 - (f) The Program Chairperson, all Section Chairs, and the Program Chair-elect shall be provided with a copy of these guidelines by the President.
 - (g) It is the responsibility of the Program Committee to totally direct the Section Chairs and to keep them informed during their appointment.