

Abstract Submission Guidelines

Poster presentations are encouraged as the major form of scientific communication at the conference. Regardless of presentation method, all abstracts are subject to the same rules for acceptability. Presentations must be made in English, as no translation service will be available. The Presenting Author for each abstract submitted must be clearly identified at the time of abstract submission. At least one of the abstract authors must be an ASHS member in order to have your abstract accepted. Abstracts should be informative. Those suggesting that the work is not yet complete will be rejected.

Contributed papers will be organized by the program committee into working group subject matter based on preferences indicated by the submitter(s).

Abstract length is limited to 400 words. If your abstract is longer, you will be instructed to reduce the number of characters before you can continue the submission process. Note that special characters and scientific symbols may cause translation problems - **review your submissions carefully.**

Rules for Acceptance of Papers

1. For the purpose of the Annual Conference, "paper" shall include all formal presentations of reports given at the Annual Conference.
2. Papers shall consist of two types - those originated by an investigator and invited papers.
3. The latter shall consist of extension reports, colloquia papers, and workshop presentations, as specified by the Technical Program Committee.
4. Contributed papers, originated by one or more investigators, will be accepted only when the author or one of the co-authors is a member of ASHS in good standing. **The person presenting the paper must be the author or a coauthor of the paper. Invited reports may be given by persons who are not members of the Society.**
5. No contributed paper will be presented at the Annual Conference that has been given previously before another scientific society or that has appeared in print prior to the Annual Conference.
6. For contributed papers (exclusive of invited reports), oral presentations shall be limited to one per author or coauthor; however, there shall be no limit on the number of poster presentations.
7. All papers' titles must appear in the printed program of the Conference to qualify for presentation.
8. The title and an abstract of the proposed paper must accompany an application for inclusion of the paper in the program. This action will be taken at the time of the Call for Papers. Under current procedures, submission of an abstract is defined as a complete electronic abstract submission so that it can be included in the program.
9. The Technical Program Committee shall have full authority to accept or to reject a paper upon evaluation of the title and abstract. Rejection of a paper by the Technical Program Committee shall be final.
10. The Technical Program Committee shall have full authority to assign papers to appropriate sessions, including poster sessions.
11. Authors are strongly encouraged, but not required, to give ASHS first option to publish papers presented at the Annual Conferences of the Society.
12. Violation of rules set forth here will result in omission of the paper from the program.

Additional information

Abstract Submissions accepted by the Technical Program Committee will be published in the Program & Abstracts of the Annual Conference only if the presenting author is registered and paid in full for the ASHS

Annual Conference by May 11, 2015. If the presenting author is not registered and paid in full by this date, ASHS will remove the abstract from the Program.

- All abstract submission fees must be received by March 15, 2015.
- At least one author must be an ASHS member at the time of submission through the scheduled conference presentation time assigned.
- The oral or poster must actually be presented (i.e. the presenting author must actually attend the conference and present his or her work) or the abstract will be pulled from the program and the online supplement to *HortScience*.*

*The ASHS Board of Directors passed a motion to publish the abstracts from the ASHS Annual Conference as an *online supplement* to *HortScience*. The supplement will be available through the *HortScience* electronic journal site. This file will be open access and paginated as a supplement, with each page number beginning with "S".

The proper citation format for the abstracts is given in the example below:

Smith, A.B. and C.D. Jones. 2010. Cold hardiness of peach trees as affected by cultural practices. *HortScience* 45(8):S234. (Abstr.)

You may submit an unlimited number of abstracts, but please *do not submit the same abstract multiple times*. Changes to submitted abstracts can be accepted (including presenting author name) until April 1, 2015. After April 1, no changes will be accepted (including those made to the name of the presenting author)—**no exceptions can be made**.

A nonrefundable abstract submission fee of \$25.00 is due and payable at the time of abstract submission. If you have questions regarding the abstract submission process, please contact [Negar Mahdavian](#).

Abstract Submission Fee: \$25.00

ASHS continues to experience an increase in the "no shows" at the Annual Conference each year - those who submit an abstract for presentation with no intention of ever presenting the poster or oral presentation.

Of course, there are always instances of illness or other unforeseen circumstances that prevent attendance, but these occurrences are usually communicated to Headquarters when known.

In addition to the disruption of oral sessions, empty poster boards in the exhibit hall, and an unearned abstract published in the online Program and Abstracts supplement to *HortScience*, each attendee is paying for unused poster boards in their registration fee.

At the past annual conference, there were many poster boards that were never used, yet had to be paid for.

To address this problem and to keep ASHS Conference attendees from paying for things they shouldn't, the ASHS Board of Directors has implemented an abstract submission fee of \$25.

The fee is due at the time of abstract submission. For those that must pay by check, payment must be sent to ASHS Headquarters office (1018 Duke Street, Alexandria, VA 22314).

Payment must be received by March 15, 2015.

The \$25 per abstract fee is nonrefundable (the only exception to the no refund rule is if the ASHS Technical Program Committee chooses to decline the abstract for presentation during the ASHS conference).

Information for Colloquium Organizers

About Colloquia:

- A colloquium shall be an in-depth program on a defined subject, not to exceed 4 hours.
- A colloquium shall involve several participants with recognized expertise on the subject of inter-related topics and have a broader scope than a workshop.
- One or more Working Groups or Committees of the Society may develop it. Individuals or special interest groups shall work through an established Working Group or Committee if they wish to develop a colloquium.

Colloquium Coordinator:

1. You will be sent a confirmation e-mail with log-in and password information allowing you to make changes or add to the proposal.
2. The Continuing Education Committee will review and approve colloquia proposals. Notification of acceptance will go out in January 2015.
3. The deadline for coordinators to add abstracts, or make any changes to *an approved* Colloquium Submission is **May 1, 2015**, in order for the information to appear in the conference program.
4. All steps of the entry process, including adding or changing authors or abstracts, must be completed by the coordinator submitting the colloquia proposal. ASHS Headquarters will assist those experiencing difficulty with the entry process, but we are unable to handle files emailed to us for entry.
5. Speakers should send their abstracts to the Colloquium coordinator. The organizer is responsible for coordinating the collection of presentations.
6. Registration fees for **invited nonmember speakers*** at Colloquia are waived for the entire conference.
Nonmember invited speakers must be registered by the colloquia organizer through [Negar Mahdavian](#), at ASHS Headquarters.
7. Member speakers will need to register for the conference and pay the appropriate registration fees.
8. A LCD Projector screen, microphone and laptop computer will be supplied during the scheduled presentation time for accepted colloquia.
9. Abstracts are encouraged for Colloquia but are not required.

***Re: invited nonmember speakers**—If at any time the person has been an ASHS Active Member within the previous 5 calendar years (for this conference if he or she was a member between 2009–14), then the person is not eligible to receive complimentary registration as a non-member invited speaker to a workshop, colloquium, or symposium.

Colloquia Reimbursement Procedure

- All Approved Colloquia Organizers must submit a budget for the planned usage of the \$3,000 of appointed funds appointed to the ASHS Accountant ([Phyllis Kotwicki](#)), by May 1, 2015. No payments will be made from these funds until the budget is received by the ASHS Acct. Dept.
- Speakers submit receipts to colloquia organizer. The actual receipts (including the name and address of the speaker) will need to be submitted or per the IRS regulations, a 1099 will be issued.
- Checks will be mailed from ASHS Headquarters to the colloquia leader or the individual speaker depending on the preference of the leader. This should be clearly indicated. Include appropriate

mailing addresses.

After the Conference:

Submitting Colloquium and Workshop Papers from ASHS Conferences for Publication

Papers from Colloquia and Workshops arranged by ASHS and presented at ASHS Conferences may be published in a subject-appropriate ASHS serial publication (*HortScience*, *HortTechnology*) within one year following presentation, subject to acceptability. The manuscripts will be peer-reviewed and must meet the same standards as any published manuscript. The organizer of the Workshop or Colloquium whose manuscripts are to be submitted for publication shall be responsible for writing a brief introduction, and Colloquium organizers are responsible for ensuring that all colloquium participants submit their manuscripts to the ASHS Online Peer Review System within 6 months of the occurrence of the colloquium.

The first three (3) published pages of text and/or black-and-white figures of each colloquium paper do not incur publishing fees. The author(s) are responsible for publishing fees for any pages in excess of three and for all color reproduction charges.

[Download complete instructions for submitting Colloquium and Workshop Papers for publication in an ASHS journal.](#)

Information for Workshop Organizers

- Each ASHS Working Group is allowed one (1) two-hour workshop at the Annual Conference. Co-sponsorship is not required by other Working Groups. However, please list other Working Groups that may be interested in your workshop to assist us in avoiding scheduling conflicts.
- Proposals to be submitted by the designated workshop coordinator.
- If the Working Group does not incorporate their business meeting as part of their workshop schedule, all Working Groups will automatically have a one-hour business meeting scheduled during the conference. We will make every effort to have the business meeting scheduled on the same day as the workshop as the conference schedule allows.
- Abstracts are encouraged for workshops but are not required. ***If you choose to include an abstract (this is encouraged), do not submit it through the ASHS abstract submission site.*** Please submit workshop abstracts directly to the Workshop Coordinators.
- **Note:** There is **not** a \$25.00 non-refundable charge to submit abstracts for workshops. If you receive a prompt requesting payment while trying to submit a workshop abstract, then you are in the wrong system. Please contact your workshop coordinator.
- All Workshop speakers **must** be registered for the conference. ASHS members will need to register and pay the appropriate registration fees. Invited nonmember speaker fees are waived - **although** they must be registered in advance by the Workshop Coordinator directly with [Negar Mahdavian](#) at ASHS Headquarters.
- A workshop should emphasize participation, often with problem-solving or hands-on efforts. Because of this, a workshop usually has a somewhat narrow focus or interest and appeals to a relatively small audience. It is less structured than a colloquium.
- Workshops may be developed by one or more Working Groups or Committees of the Society. Individuals or special interest groups shall work through an established Working Group or

Committee if they wish to develop or suggest a workshop. All Working Groups are allowed one workshop at the Annual Conference.

- **Workshop proposals are due March 15, 2015.**
- Time should be allotted during the Working Group's business meeting for discussion of potential workshop topics for the following conference.
- Workshop manuscripts may be published in a subject-appropriate ASHS serial publication (*HortScience*, *HortTechnology*) as part of a proceedings pending acceptability (the manuscripts will be peer-reviewed and must meet the same standards as any published manuscript). Organizers of the workshop proceedings are invited to write a brief introduction to the workshop (one published page maximum). The workshop organizer is responsible for ensuring that all workshop participants submit their manuscripts to the ASHS Online Peer Review System within 6 months of the occurrence of the workshop. Publication costs shall not be borne by the Society (i.e., the papers shall be subject to publishing fees).
- Registration fees for invited non-member speakers at workshops shall be waived for the entire conference*.

***Non-Member Invited Speakers**

If at any time the person has been an ASHS Active Member within the previous 5 calendar years (for this conference if he or she was a member between 2009–14), then the person is not eligible to receive complimentary registration as a non-member invited speaker to a workshop, colloquium, or symposium.

[Submit Your Workshop Now](#)

If you have questions in regard to submitting a workshop proposal, contact ASHS Headquarters at meetings@ashs.org or call 703.836.4606.

Poster Specifications

- Poster presentations are to be approximately 1.2 m x 1.2 m (47" x 47") in size.
- Abstract titles, names, and affiliations should appear on the top of the poster.
- A simple sans serif-face font (e.g., Helvetica) should be used.
- Lettering for the title should be at least one inch tall. The authors' names and affiliations may be somewhat smaller.
- Authors are urged to include photographs to assist in author identification.
- Content - Do not prepare a poster as if it were a manuscript. Primarily, use tables and figures and limit verbiage. Details of the work can be provided in discussions with interested parties.
- Lettering for text and illustrations should range in size between 6 mm and 12 mm.
- Display - A numbered board space [1.2 m x 1.2 m (47" x 47")] is assigned for each poster. Presenters will receive an assigned space number prior to the conference.
- Presenters are responsible for their own pushpins for securing the poster to the board.
- **All posters are to be put up in the Poster Hall on Monday, August 3 between 2:00 PM and 5:00 PM. All posters must remain up through the final poster session on Friday, August 7.**
- The Poster Hall will be dismantled on Friday, August 7, therefore **all posters must be removed from the Poster Hall on Friday, August 7, between 1:45 and 2:30 PM.**