

Paper Chair Responsibilities

Every year we struggle to get the abstracts and an alpha list (by author's last name) of all the accepted papers being presented at the convention. It is imperative that we have this information.

After you have tallied the reviewers' results and selected the papers that will be presented, we ask that you send us:

- a complete list of accepted papers with authors' names
(**please alpha the list by authors' last name**)
- each accepted paper's 75-word abstract,
(with title and all author's names listed on it)

Please make sure that the author(s) name and affiliation are on each abstract you send us.

The above items emailed **by May 15, 2008**. This will assure that your group's accepted papers will be publicized in the July issue of the *AEJMC News*.

An outline of responsibilities for those persons who have had their research papers selected for presentation at AEJMC's Chicago, IL convention is included with this information. Please send a copy of these instructions to every paper presenter you have selected.

Also, you will find an audio-visual request form at the bottom of this list of responsibilities. Fred Williams, AEJMC convention manager, asks that paper presenters fill out this form for audio-visual needs during their convention sessions. The form is to be returned to you. You should compile the requests and send to Fred Williams in one batch by **June 30, 2008**.