

INSTRUCTIONS FOR SUBMITTING PAPER ABSTRACTS AND PAPERS

66th National Conference

American Society for Public Administration (ASPA)

ASPA's Conference Program Book contains a compilation of abstracts for papers presented at the conference. Each year, many authors give ASPA permission to offer their papers for purchase. These papers will be available to attendees in our Exhibit Hall. To ensure inclusion of your abstract in this year's program book and that your paper is made available to attendees, please follow these guidelines.

Note: Abstracts are accepted for papers only. Abstracts for presentations without papers are not printed in the program book, nor are these presentations sold in the Exhibit Hall.

PAPER ABSTRACT AND PAPER SUBMISSION GUIDELINES

1. **Abstract Submission Guidelines:** Abstracts must be no longer than 250 words. Any abstract longer than 250 words will be edited at staff discretion. Abstracts will be listed in the Conference Program Book and on the web site by the *last name of the presenting author*, so the abstract you submit to ASPA **must identify the paper presenter and co-authors**. Please use the presenter's last name when naming an electronic submission (ex. Smith.doc or Jones.txt). Submit the abstract via email (cjewett@aspanet.org), or fax (202-638-4952) by **January 12, 2005**.
2. **Co-Authors:** Only one author may present a paper. Presenting authors and co-authors who plan to attend must register and pay for the conference.
3. **Please note:** Abstracts will be listed in the Conference Program Book and on the web site by the *last name of the presenting author*. Be sure to indicate which author will be presenting. If it is unclear, the abstract will be returned for complete information, which could impact its inclusion in the program book.
4. **Paper Submission Guidelines:** If you have authorized ASPA to offer your paper for sale (*see Program Participant Information Form to do this*), please e-mail your paper to (cjewett@aspanet.org) Christine McCrehin by **March 1, 2005**.
5. **James E. Webb Award:** All presenters are encouraged to consider submitting their paper for the James E. Webb Award competition. This award, which recognizes the person(s) preparing the most outstanding paper for the National Conference, was established in 1982 in honor of James E. Webb. To nominate your paper, please indicate your interest on the *Program Participant Information Form* and return the form by **January 12, 2005**.

**If you have any questions, please contact Christine McCrehin at 202-585-4313, or
cjewett@aspanet.org.**

Fax: 202-638-4952



INSTRUCTIONS FOR MODERATORS

66th National Conference

American Society for Public Administration (ASPA)

The following instructions have been developed to help clarify the role of moderators. As a moderator, you are asked to follow these instructions.

MODERATOR GUIDELINES

Prior to Conference:

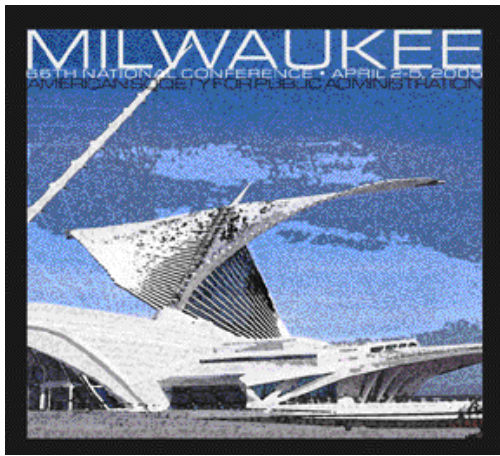
1. Personally contact all participants for your session prior to **January 17, 2005**. Have them fill out the Program Participant Information Form, which was emailed to them, and soon will be posted on ASPA's conference web site.
2. Confirm that participants are indeed coming to the conference.
3. Encourage participants to submit paper abstracts by **January 17, 2005**.
4. Should you wish to review session papers, abstracts or handouts prior to the conference, please request them directly from the participants. (Please note: ASPA staff will not be able to forward this information to you prior to the conference.)
5. Inform Conference Program Coordinator, Amy Huber (p 202-585-4304; ahuber@aspanet.org), in writing, of any session changes immediately. **Changes after January 20, 2005 will not appear in the Conference Program Book.**

At the Conference:

1. Provide a brief overview of the session and highlight the relevance of the topic/papers to be discussed/presented to both academics and practitioners prior to introducing each participant at the start of each session.
2. Set and enforce limits so that each participant will have an equal amount of time to present during the session and keep the panel moving (concurrent sessions are 90 minutes long, please allow time for the introductions, discussion and Q & A).
3. Make sure that all participants are aware of their time allotment and your responsibility as an enforcer well in advance of the session.
4. At the beginning of your session ask audience members to turn off cell phones and electronic devices.
5. Facilitate the Q & A portion of the session and encourage session participants to consider how the information presented can be applied to both academics and practitioners.
6. Wrap-up the session and thank the participants and the audience.

Questions? Contact Conference Program Coordinator, Amy Huber (202-585-4304, ahuber@aspanet.org).

THANK YOU FOR AGREEING TO MODERATE THIS SESSION.



INSTRUCTIONS FOR PRESENTERS

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Enclosed are instructions developed to better prepare presenters for their sessions. Presenters are asked to follow these instructions

PRESENTER GUIDELINES

1. Please wear your namebadge at all times. Attendees will be happy to attach a name to a face before and after your session. The networking opportunities nurtured at ASPA's National Conference can prove an invaluable source of information, professional contacts and one of the most beneficial aspects of presenting. In addition, they are required for entry to all conference functions.
2. Prior to your session and presentation, we suggest you locate the room assigned to you. Walk around the convention center and try to get a feel for the meeting rooms and their relationship to other needs (Restrooms, Outside Entrances). Check the light switches, and notice how things are set up. Some rooms will be set classroom style, while others will be theater. Just a reminder, once set in a particular configuration, they will not be changed. This information will be helpful as you imagine yourself giving your presentation.
3. As a meeting attendee, you have probably experienced presenters who recited their papers without lifting their head to look at their audience. Generally, this makes for a disappointing experience. The highest rated presenters at any conference are those who have tied their presentation to the needs of the audience by relating the critical issues to current situations and giving practical application of the materials. A reasonable rate of speaking is 100-150 words per minute. If you plan to use visuals, allow 30-60 seconds of screen time for each.
4. All conference sessions are to last one hour and thirty minutes. This allows for introduction, presentation, and a question and answer period at the close. It is important that you work to maintain the time constraints previously set by your session moderator.
5. This is ASPA's educational highlight of the year and we are excited about your contribution to the event. If you have any questions please feel free to contact ASPA's Conference Program Coordinator, Amy Huber (202-585-4304, ahuber@aspanet.org).

Thank you for your willingness to share your expertise as a speaker on a topic that excites you and will prove to be motivating to your audience. You will make a difference in this unique educational experience. We're glad you have agreed to participate in our conference!

**Questions? Contact Conference Program Coordinator
Amy Huber • 202-585-4304 • ahuber@aspanet.org**

THANK YOU FOR AGREEING TO PRESENT DURING THIS SESSION.