

EASTERN BRANCH ENTOMOLOGICAL SOCIETY OF AMERICA
2009 SUMMER BUSINESS AND PLANNING MEETING
Phone Conference
10 July 2009

Present: Bill Lamp, Rod Youngman, Loke Kok, Dan Schmehl, Brian Kunkel, Mark Taylor, George Hamilton, Doug Pfeiffer, Dan Gilrein (minutes)

Loke opened the meeting opened at 9:05 am

Committee reports

Executive committee

Past president (Rod)

Past president chairs LO Howard and Streu awards committee. Has sent emails to entire committee (=5 past presidents) but only a few responses, but will request nominations from entire branch via listserv. Still also serving as Webmaster. EB website is up to date on all aspects and would like to call attention to: home page announcements section, there are 6 links and note Howard and Streu Award link is up-to-date. ESA Awards link isn't updated yet (Distinguished Achievement Award nominees for Teaching, Extension). Regarding 2009 request for nominations for Eastern Branch Student awards (Comstock, Fitch): work now being done to change text, will allow more than one nominee to be put forward per dept/institution.

Secretary (Dan)

Little to report; still need to obtain Streu plaque; minutes of March meetings have been submitted for editing.

Treasurer (Mark)

No comment on financial statements from Eric, but just received checking account information (there is local Wachovia so will keep), three payment check payments were recently processed. Closing balance \$13,506.98. Money market balance: \$17,049.70. Loke noted \$78,910.60 total balance at end of March 2009. Opening balance on checking account \$14,428.94, \$200 check to Gaylord Desurmont, \$250 to Penn State, \$471.96 to Heinrich for expenses. Reserve CD (\$37K): when that matures will discuss what to do with next CD. Loke noted we should have about \$78K which is a healthy balance.

Governing Board Representative (George)

Summer governing board meeting is in 2 weeks. Membership is up about 300 to 5327 now, vs 5065 in 2008. E. Branch had 972 members in 2008, now 1041 members. Loke: this increase should help support the meeting. Rod: how many of the national members are international? George noted that there were 337 foreign members in 2008, but now is 408.

Member-at-Large (Brian)

Nothing to report

Standing Committees

IDEP (Mark)

Nothing new to report, making sure we have committee representatives from all areas.

Meeting Site Selection (Mark)

Rod confirmed Mark would serve on IDEP and Meeting Site Selection Committees through 2011. Loke: comments? Rod noted that the Meeting Site Selection Committee is you (Mark) and Secretary; Eric took care of this in past, but you have free rein to visit sites ahead to verify that price and location, accommodations all OK. Doug noted that Treasurer and Site Selection Chair ran tentative location by Executive Committee for approval. George suggests Kristen at Conference Direct can help look into locations. Dan noted that Eric suggested Hilton Harrisburg again, or other nearby location (venues have alternated north location with southern location, and central location esp. Harrisburg in alternate years, per Eric Day's comments in last minutes). Doug noted that Harrisburg Hilton has treated us well; Harrisburg has been pretty well attended location. Rod noted about 140 (*NOTE: later corrected to 160*) attended this past spring despite 2009 being an experiment (having meeting over the weekend). Rod had a couple of positive comments on meeting timing, include Friday and Saturday evening mixers, as well as being more favorable to students and teaching faculty. Dan S. suggests possibly Lancaster as alternate to Gettysburg or Harrisburg, has good conference hotels (and is 45 min east of Hburg). Eric has also raised Lancaster and Gettysburg as possible locations. Rod: Williamsburg has also been good location (Fort Macgruder Inn). Prices were getting high but may be reduced now. Loke suggests phone contacts followed by site visits if needed; let's consider the four locations for 2011 (Harrisburg, Gettysburg, Lancaster, Williamsburg).

Program Committee

Loke noted Doug Pfeiffer and Bill Lamp are on committee. Doug is about to send out call for symposia topics and organizers, will use deadlines for papers and topics similar to last year. Loke thought deadline was in October; Doug prefers an early deadline. Rod noted that we had few submissions in Oct; but good to get the commitments prior to Thanksgiving. Dan G. noted it was good to have program out by mid- to late January. Rod and Loke suggest having final program done by Jan 15; draft ready prior to Christmas. Doug will send call for symposia after this meeting to Dan G. for posting to listserv. Loke: Ask for symposia titles Aug 1, speakers Sept 1. We need to discuss number of symposia too. Doug: any suggestions for symposia? He suggests one on teaching ... consider faculty at small colleges, non-research based institutions, enhances value of meeting for teachers. What about session for physiologists? Dan G. suggested Chemical Ecology. Dan S. agrees, had same idea. Dan S. suggests Jim Tomlinson (chair of Center for Chem. Ecology at Penn State). Rod: consider topics from prior years - native bees (Faith Kuehn). Dan S. had talked with Faith about having pollinator-focused student symposium, which may be slated for 2010. Rod noted incidentally that student representative list on website not updated. Dan S. has new student representatives and will forward list.... There is some concern about student representatives not responding to inquiries.

Loke: How many symposia? Should we continue with ongoing symposia topics, or not? Suggests Doug check with organizers: topics have included Field Crops, Vegetables, IDEP, Student, Ornamentals, Industry, Biocontrol, Fruit (but this hasn't been annual), Turf (also not annual). Rod noted Roger Fuerster and Dick Casagrande may not continue with Biocontrol - should

contact them. Loke: some of these are best in alternate years. Doug: need some 'collective consciousness' about symposia that were planned, i.e. those that are on-going [held regularly]. Dan G: does the Annapolis location itself suggest any symposia topics? Loke: local colleges – the teaching symposium would be of interest. Bill: Is there talk of having plenary session one morning? Doug: Are 8 symposia adequate? Was timing for these good in 2009, especially for last symposium slot? Discussion on this; many in fact stayed on for the final symposium so worked out well. Rod: Hot Topics symposium in 2008 was successful. Regarding location: USDA, Smithsonian, Ft. Detrick are all nearby – what about military/medical ento and topics related to their interests? Local mosquito control issues and local/regional staff? Discussion followed on symposia we should host: #1: Student symposium definitely; #2: Field Crops combined with Vegetables seem good to continue if organizers allow, #3: IDEP is planned (Mark Taylor), #4: ornamentals and turf combined (Brian will try to organize) - adding turf will provide more diversity for speakers). #5: Industry: this should be annual, but need to check on organizer. #6: Biocontrol: see what responses are like; contact Fuester and Casagrande. #7: Fruit? Possible small or tree fruit. #8: Teaching proposed. Chemical Ecology may be proposed, Dan S. feels it would be very good topic. Discussion on this; suggestions aired to have co-chair for each symposium, and each must have formal submission.

Student Affairs (Dan S.)

Co-chair position still vacant. Email sent out, but no responses. Would like co-chair soon. Rod: earlier the better to get co-chair. Send to student representatives and remind them to send appeal out to student body. Dan S. did send and included a reminder, but will send out again (timing may have been an issue – end of semester, finals). Loke: not sure many students are even members of ESA. Rod noted they have to be members; membership is cheap, about \$30. There are several new student representatives, but may have issue with getting them from smaller departments (e.g. New England) that don't have representatives. Need representative for Virginia Tech. Loke suggests making direct request to students. He commented that Marlin Rice suggests we should have student representatives on the board for Linnaean Games at national level. Loke does have student representative from Virginia Tech (Hamilton Allen - in Dini Miller's lab) for this, after he made a direct inquiry. He would also likely be a good student representative. Dan S. has included list of responsibilities etc. in his email. Dan G. asked him to include this letter in minutes (letter and Chair/Vice-Chair responsibilities appended). Dan S. had question on Constitution: Doug noted that it can be found on Branch webpage and is up-to-date. Rod mentioned that the matter of two applicants from each department for student awards was not a constitutional issue, but we just need majority vote to approve. Rod asked for new wording on award protocol. Loke clarified that there has been an issue with multiple nominations presented, but we are now discussing having only two. Dan S. said that there are often two equally qualified applicants, but we also don't want five nominations from one university either. Usually can limit to two applicants, and student representatives should be determining who are final candidates. Discussion followed. Loke suggest that all nominations should come thru department representative, are not just self-nominated. Dan S. concurred, agrees nominations should go through the award committee of the department. Rod also agrees we should not have self-nominations for Comstock and Asa Fitch awards. [revised nomination and application procedures for board approval appended to minutes; Dan S. noted in email "the only changes made from last year's document are on #s 1 & 2 under the "protocol for soliciting nominations"

section regarding number of applicants allowed per university (changed from 1 to 2) and nominations procedure (self-nominations discouraged).]

Old business

ESA President Marlin Rice has been in contact with Loke, wants to encourage more nominations for next ESA President. Eastern Branch hasn't had a nominee in a long time. Loke would like this committee to put forward a nominee. Loke feels we have several competitive candidates, suggest we put them forward. Current and past memberships of executive committee should be considered. Nominations for this year have already gone forward, so should think about this for next year. Send suggestions to Harvey. Rod suggests speaking with Albrecht on this and also about next Eastern Branch president.

New items

Executive committee vacancies: Rod suggests courtesy calls to verify continued service. Doug will be next governing board representative (taking over from George Hamilton). George will attend upcoming current national meeting, Doug thereafter.

Secretary: Dan G. agrees to stay on for another term.

Other vacancies:

Public Information Committee: Faith won't be continuing

Outreach: Faith had name; Dan G. will contact. Rod said it was Jackie McKern (Dow AgroSciences, Christiansburg, VA). Verify she will organize program for next March meeting (Faith offered to advise).

Screening for ESA Award Committee: Anne is thinking whether to continue. Rod will verify.

Rod: noted link at bottom on website concerning 2009 nominations - we need to update website with your (Dan S.) changes. Dan S. has a lot of info from Ezra, but not much from Akito. Rod said there is a link to the current version of the submission form, compare this with what you have.

Membership Committee: Rod believes Tracey Sunderland will continue.

Local arrangements

Dan read Pete Schultz's email submission:

The chair will form his committee which hopefully will include Curt Laub, last year's chair, and/or Paul Semtner who chaired it two years earlier, and someone the President-elect might choose to ease the transition from year to year. This committee does not gear up until two weeks before the meeting; however, the chair will make a trip up prior to get a feel for the layout of the hotel and its meeting rooms. (Peter B. Schultz, Chair, LAC, by email)

Other business

Loke: Entomological Foundation National Campaign (\$400K goal), appeal ends in December. Winner gets \$40,000. We should make a concerted effort to increase contributions from Branch members (currently we are in third place). Would like to see if membership can do anything... need to get as many to contribute as possible. ESA will look at total amount divided by membership to assess. Would like to send message out to as many members as possible. Rod pointed out that contributions can be from active members only, no corporate donations. Doug: can we include a checkoff on registration? Yes, but this may be too late: goal date is December 1 (total raised around \$64K to date). Loke will compose letter to listserv.

Rod: What is 2010 meeting theme? Brief discussion.

Bill Lamp: suggested possibly having plenary session speaker, and have ESA President and Executive Director speak at Plenary Session to free up time at dinner. Loke wondered if we should have a speaker at dinner, suggests not having a dinner speaker as affair goes on too long. Plenary: what about inviting speakers from industry? Dr. Wayne Surles (consultant, retired, has regulatory and other experience) would be appropriate. Rod: suggests having plenary speaker only. Lamp suggests short talks by industry and university at Plenary. If held on Monday could cut into symposia but don't need to have 4-hr symposia. Discussion on whether we should have three speakers, and plenary session for 2 hrs on Monday morning (with shortened symposia times). Brian: we should make it clearer that mixer will have substantial food available. Posters: They are up for entire meeting.

Decided: Program plan is Sunday registration at noon, followed by student paper competition, mixer from around 5:30 to 7 pm, then Plenary Session 7 to 9 pm. Three symposia Monday am, two symposia and presented papers/talks on Monday afternoon, Banquet on Monday evening followed by Linnaean Games. Two symposia on Tuesday morning. Symposia topics: IDEP, Student, Industry, Turf and Orn, Field/Veg. are likely and planned; Optional: Chem. Ecology, Teaching, Fruit, others to be submitted. (5 planned, two slots for submissions available as currently conceived).

Dan G. suggested having industry and university speakers (half-hour each) at Plenary per Bill's suggestion. Loke: industry speaker already lined up, possible university speakers include Univ. of DE Doug Tallamy, or UMD's Mike Raupp, or Cornell's Jan Nyrop – former EB president. Need lighter speaker for banquet (Dan will check with Pete, suggests local history or similar; if we can't find then no speaker necessarily). Discussion on Plenary university speaker: will ask Mike Raupp first.

Meeting theme? Concept around bringing industry and academia together; Loke would like ideas in next couple of weeks.

Other issues: none.

Loke thanked all for participation, notes that it is up to us to get program going and set up early to attract as many as possible. Thanks Rod for all his help.

Meeting closed 11:56 am.

Attachments:

Student Affairs Committee Co-chair solicitation letter from Dan Schmehl

Page on Student Affairs Committee Chair and Vice-Chair responsibilities outlining expectations, etc.

Student Awards (Comstock and Asa Fitch) Nomination and Application Procedures for Board Approval

Dear ESA-Eastern Branch Members,

I would like to announce the opening for ESA-EB Student Affairs Committee Co-Chair position.

This is a two-year position. The first year will be as co-chair and will primarily be responsible for discussing ideas with the current chair, assisting with the SAC run symposium at the EB meeting, and attending the EB business meeting. The second year will be as EB SAC chair, when your primary responsibilities are to communicate EB announcements to the student representatives at each university, tally votes for the Asa Fitch and Comstock awards, organize the SAC student sponsored symposium at the annual EB meeting, and attend the EB planning meeting in June.

The requirements and application procedures are listed below. Please send your cover letter and CV to the current EB SAC chair by May 15th, 2009 and a decision will be made by May 31, 2009. This is a great opportunity to meet current leaders in the Eastern Branch and make priceless contacts. In addition, this is a valuable leadership reference for use on your C.V. Further details for the chair/co-chair positions are attached. Please send any questions and/or applications to Daniel Schmehl (drs335@psu.edu).

To be eligible:

1. Active graduate student member within ESA-EB
2. Will not graduate before April 2011 (2 year appointment- 1 SAC co-chair, 1 SAC chair)

To apply, please send the following to ESA-EB SAC Chair Daniel Schmehl (drs335@psu.edu):

1. A 1-page cover letter outlining why you are well qualified for the Co-chairperson position of the ESA-EB Student Affairs Committee
 - a. Leadership experience within your current department/community
 - b. Organizational skills
 - c. Additional skills that will strengthen your leadership as SAC co-chair
2. A current CV

Thank you very much and I hope to hear from many of you soon!

Regards,
Daniel Schmehl

EB-ESA Student Affairs Committee Chair

Duration of the position: 1 year position

Responsibilities: Coordinate student activities and awards with the Chairs of the Program, Local Arrangements Committees and all graduate students.

1. Coordinate student activities at EB Annual meeting with the student representatives.
2. Communicate meeting deadlines and important information from the Executive Committee to the student representative.
3. Plan, schedule and moderate student sponsored symposia at EB Annual Meeting.
4. Assist Local Arrangements Committee with student volunteers.
5. Asa Fitch and John H. Comstock Student Awards.
 - a. Notify students of award guidelines, eligibility and deadlines
 - b. Assemble and distribute application packets to voting member
 - c. Tally votes

- d. Notify award winners and provide biography information to EB Secretary
6. Recruit student members and participation for the ESA Annual Meeting and the EB ESA Annual Meeting.
7. Attend planning meeting for EB Annual Meeting (held in June) and the EB Executive Board Committee Meeting (held during Annual Meeting)
8. Update EB-ESA Student Affairs Committee Standard Operating Procedures
9. Present report on Committee's activities at the Final Business Meeting of the EB-ESA. Provide written report for inclusion in minutes.

Benefits: This is an opportunity to help develop and polish professional skills that can be referenced on your C.V. as well as make valuable contacts within your branch and at the national level.

EB-ESA Student Affairs Committee Vice-Chair

Duration of the position: 2 years (First year is spent as the Vice-Chair, the following year is served as the Chair of SAC).

Responsibilities: Assist the SAC Chair as needed in selecting symposia topics, organizing symposia and volunteer recruitment

1. Serve as Chair the following year.
2. Recruit student members and participation for the ESA Annual Meeting and the EB ESA Annual Meeting.
3. Assist EB-ESA President in organizing the Student Networking Session.
4. Serve as Linnaean Games Co-Chair

Benefits: This is an opportunity to help develop and polish professional skills that can be referenced on your C.V. as well as make valuable contacts within your branch and at the national level.

The Entomological Society of America, Eastern Branch

**John Henry Comstock
&
Asa Fitch Memorial
Graduate Student Awards**

**Nomination Procedures
(revised 07/09)**

Introduction

The Eastern Branch of the Entomological Society of America (EB-ESA) recognizes outstanding graduate students each year through the presentation of two awards: The John Henry Comstock Award and the Asa Fitch Memorial Award. The Comstock Award is sponsored by the ESA and is given to an outstanding graduate (usually Ph. D. level) student from each branch of the ESA. The award consists of an all-expense paid trip to the ESA national meeting (ESA registers and accommodates the awardee, reimburses the travel and limited per diem expenses), \$100 in cash, and a certificate. The Asa Fitch Award is sponsored by the Eastern Branch of the ESA and is given to an outstanding Masters level graduate student. The award consists of \$100 in cash and a certificate. In addition, both recipients will be recognized, and are asked to give a 25-minute research presentation in the student-sponsored symposium at the Annual Meeting of the Eastern Branch, ESA.

The Representatives of the Student Affairs Committee select recipients of both awards. **Selection is based on three broad criteria: 1) scientific quality of research, 2) publications and presentations, and 3) involvement in professional activities.** Candidates for both awards are to be judged on the merits of their achievements while conducting graduate studies. The judging committee will not consider accomplishments attained prior to graduate study or between graduate level degrees.

Eligibility Requirements for the Awards

John Henry Comstock Award

1. The student must be a member of the ESA.
2. The student must be pursuing or has recently completed a graduate degree in entomology.
3. The student did not graduate more than one year prior to the award deadline (November 6, 2009).
4. An active member returning for graduate study is eligible if membership status has changed from full member to student member within two years of resuming study.

Asa Fitch Memorial Award

1. The student must be a member of the Eastern Branch of the ESA
2. The student must be pursuing or has recently completed a Masters level degree in entomology.
3. The student did not graduate more than one year prior to the award deadline (November 6, 2009).
4. An active ESA member returning for graduate study is eligible if membership status has changed from full member to student member within two years of resuming study.

Protocol for Soliciting Nominations

1. Any member of the EB-ESA may nominate a graduate student in entomology for an award. Self-nominations are discouraged. Any self-nomination needs approval from a departmental student awards committee or department head.
2. There will be a limit of two qualified nominees from each university. If there are more than two interested applicants from the same university, the two selected applicants will be chosen by the student's residing departmental student awards committee or department head.
3. Every eligible student should be given the opportunity to apply for the awards and should know whom to contact within his or her department for nomination materials and procedures. This could be done by way of posted notices, and/or announcements during seminars.
4. If a nomination committee is formed within a department, students should be allowed to approach the committee and ask for consideration for the award. If a nomination comes as a result of committee action, this should be mentioned in one of the recommendation letters or as part of the nominee's cover letter if desired.

Award Selection Procedures

1. Nomination instruction packet file is available at any time from the Chair of the Student Affairs Committee, Eastern Branch, ESA.
2. Nomination instruction file is sent to Entomology Departments in the Eastern Branch, usually in care of the departmental representative to the Student Affairs Committee (SAC), EB-ESA.

3. Completed nomination packet files are submitted electronically to the chair of the SAC, postmarked by the deadline. Incomplete packets will be returned to the sender, and if not resubmitted in a complete format by the deadline, they will be dropped from consideration.
4. Nomination packet files are then sent electronically to each SAC member for evaluation.
5. Award nominations are evaluated based on three broad criteria: 1) scientific quality of research work, 2) publications and presentations, and 3) involvement in professional activities. Candidates for both awards are to be judged on the merits of their achievements while conducting graduate studies. The judging committee will not consider accomplishments attained prior to graduate study or between graduate level degrees.
6. The committee reserves the right to reject nominees which are ineligible, unqualified, or which have improperly submitted the nomination packet. The committee will only consider those nominees appointed by their departments award selection committee; additional applications from that school will be rejected.
7. Each SAC committee member will submit to the chair, in rank order, the evaluation of all nominees. Guidelines for evaluation are:
 - A. Rank all nominees for an award: (first = 1, second = 2, third = 3, etc...). If a committee member feels that no candidate is qualified, then a rank of "no award" is given.
 - B. After all evaluations are submitted to the chair, the nominee receiving the lowest cumulative ranking will be declared the recipient of the award.
 - C. In the event of a tie, those nominations involved in the tie will be re-submitted to the committee for re-evaluation and re-ranking.
 - D. In the event of a 2nd tie, the chair will determine the winner.
 - E. If a committee representative is nominated for one of the awards, he/she shall select another student in his/her department to rank the nominations.
8. Each awardee will be informed of the results as soon as possible after the rankings have been submitted.
9. The SAC Chair will submit to the Eastern Branch officers reporting the names and addresses of each recipient. A copy of each awardee's nomination packet including biography and photograph will be submitted along with this letter.
- 10.** The SAC Chair will submit the biography and picture of the winner of the John H. Comstock Award to the Entomological Society of America Awards Committee prior to August.

**John Henry Comstock Award & Asa Fitch Memorial Award
Application Procedures**

I. Cover letter (1 page maximum)

Written by the nominee expressing why he/she is qualified for the award. The nominee may wish to call the committee's attention to particular sections of the supporting documents

II. Curriculum vitae or resume including each of the following in the order specified:

A. Personal information:

- Name, present position, address, phone number

B. Education:

- Beginning with undergraduate institution, list the date, degree, institution, thesis title, advisor's name, and GPA (based on a 0-4 scale) of all institutions attended
- Include official transcripts of graduate records only. Student copies of official transcripts permitted.

C. Employment:

- List relevant jobs/positions held during graduate studies and a brief summary of responsibilities.

D. Publications:

- List all publications in chronological order. If not senior author, the nominee must describe his/her contribution to the work.

1. Refereed Publications:

Nominee should place an asterisk by the one publication in which he/she considers to be his/her greatest contribution to entomology. Include a photocopy of the abstract of this publication in the packet.

2. Non-Refereed Publications:

Do not include published abstracts of presentations.

3. In Press:

Only include those publications that have actually been accepted by a journal. Please include a photocopy of the acceptance letter.

E. Presentations:

- Include title and type of presentation. If not senior author, the nominee must describe his/her contribution to the work.

F. Research Support:

- List all grant proposals, cooperative agreements, and competitive fellowships funded. Include agency, amount, and duration of support.

G. Thesis or Dissertation Research:

- Include title and abstract (2 page maximum).

H. Non-thesis Research and Extension Experience:

- Include any additional research or extension experience not indicated by publications or presentations.

I. Professional Society Memberships:

- Include dates and any offices held.

J. Committee Service:

- List all departmental, university, and professional committee service.

K. Teaching Experience:

- List all teaching experience and include a brief outline of responsibilities.

L. Honors & Awards:

- List all honors and awards received while a graduate student

III. Letters of Recommendation

- Include 3 letters of recommendation based on applicant's strengths in the following areas:
 1. Scholarship
 2. Scientific contributions
 3. Departmental contributions

IV. Letter of Authenticity

The last page of the application must include a form letter that attests to the nominee's eligibility and authenticity of the supporting documentation. This letter must be signed by the nominee's major professor or department head and should be signed only after that person has reviewed the documentation that will be submitted. This letter should also state if the departmental awards committee has selected the nominee.

V. Brief Biography and Photo

In order to insure that biographies and photographs of the winners are received prior to the printing deadline of the program of the Eastern Branch Meeting, applicants should submit one copy of a 200 word or less biography and a current photograph.

The photograph and biography will only be seen by the chairman of the Student Affairs Committee and **will not be used in the judging process.**

File Specifications

- Only PDF (Adobe Portable Document Format) and RTF (Rich Text Format) files will be accepted. In addition, the photograph can be a TIF graphic file, or JPG graphic file. Files

created on either PC or MAC platforms will be accepted. Please make sure all letters, transcripts, and images are scanned and can be clearly read on a computer screen.

- Font size for text may not be smaller than 10 point.
- A nomination package may contain no more than 2 files, and the size of each file must not exceed 5 MB. One file must be a **single** PDF document containing all application material (excluding the photograph and biography) with the remaining file being the nominee's photograph (TIFF or JPG) and biography (Rich Text Format) included as a single file. Because application materials contain sensitive material, packets must be compiled and submitted by your department directly.

Please request electronic application packet to: Daniel Schmehl (drs335@psu.edu). The electronic application packet must be received by **5:00 pm, November 6, 2009**.

All award nominations must be submitted electronically as Adobe PDF (Portable Document Format) or MS Word file(s), **not to exceed 20 pages** for the entire nomination document with a minimum font size of 10 point. ***Paper nominations will no longer be accepted.*** A single nomination packet should consist of an e-mail describing the attached files and the attached files themselves. Documents such as letters and transcripts must be scanned and included in the single PDF file at a resolution that allows them to be read.

Please send photograph and biography as a separate file.

If electronic submission is not possible, or if you have further questions, please contact:

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