

PACIFIC BRANCH GUIDELINES

FOR OFFICERS AND COMMITTEE CHAIRS

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ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the President – (Updated 3/29/2009)

It is the President's general responsibility to oversee Pacific Branch affairs and in particular to develop plans for the annual meeting.

The following are the guidelines and a chronology of events for the President. (Items 2-4 may be done prior to taking office):

1. President should copy President-elect on all correspondence and include in all society discussions in order to facilitate transition for the subsequent administration.
2. The incoming President should appoint chairs for the Registration, Local Arrangements, Operations, Awards Canvassing, and Program Committees a year in advance so they can work with the current chairmen.
3. The incoming President should solicit names of prospective Committee Chairs from current Chairs and/or interested individuals. All committee chairs should be appointed by the time of the annual meeting of the predecessor or shortly thereafter. Appoint Ad-hoc Committee Chairs as needed.
 - a. Standing Committees include:
 - i. Arrangements; Auditing; Awards Canvassing; Awards Selection; Membership; Operations; Program; Publicity; Registration; Resolutions; and Special Events
 - b. Registration, Local Arrangements etc (refer 2 above)
 - c. Double check the Student and Linnaean Committees
4. President, or if appointed to do so the committee chairs, select committee members following his predecessor's annual meeting.
5. President should have a complete list of persons on all committees and should send a copy to the Secretary and Program Chair a minimum of 6 months prior to the annual meeting.
6. President, with Secretary-Treasurer, should prepare a set of deadlines immediately after the annual meeting. Send a copy of this and required preliminary notice items to the appropriate committee chair as soon as the President has identified the chairs. (See attached example.)
7. Send preliminary notice e-mail to membership reserving date and detailing location 5 to 6 months prior to meeting.
8. Send formal notice email to membership, ESA President, and Executive Director to include the following:
 - a) call for papers (prepared by the Program chair).
 - b) photo salon announcement (prepared by the Photo Salon chair).
 - c) Pre-registration information after consultation with Secretary Treasurer on meeting charge.
 - d) hotel registration information and stuffers provided by Arrangements chair (obtained from hotel).
 - e) Call for awards nomination.
 - f) All of the above should be sent at least 3-4 months before the annual meeting.
9. Send email reminder to membership 30 days prior to deadline for registration.
10. Ensure Pacific Branch is represented at ESA Central office through Governing Board Representative, and Standing and Special Committees..

11. Receive nominations and information on nominees for Branch and National awards from Pacific Branch Awards Canvassing Committee. Receive nominations for Pacific Branch nominees President Elect, Secretary Treasurer and Executive Committee.
12. Appoint anonymous Awards Selection Committee to review nominations. Committee should be geographically balanced and representative of the membership.
13. The following items are due to ESA Central Office upon request:
 - a. Forward the name of the Pacific Branch nominee for President-Elect of the ESA to national headquarters. Notify the Pacific Branch President-Elect and Secretary-Treasurer.
 - b. Submit Pacific Branch Nominee for Secretary-Treasurer of ESA (every 3rd year) to national headquarters. Notify the Pacific Branch President-Elect and Secretary-Treasurer.
 - c. Receive Pacific Branch selections for national awards from awards Canvassing Committee And forward to ESA Central Office. Notify Pacific branch President-Elect and Secretary-Treasurer.
14. Write congratulatory letters to nominees and award winners.
15. Assist in development of awards luncheon or banquet with local arrangements and Secretary-Treasurer.
16. Schedule meeting with Hotel Management to go over final plans for annual meeting. Invite Secretary-Treasurer, Program and Local Arrangements Chairperson to attend.
17. Invite ESA Executive Director and National President to attend annual Pacific Branch meeting as soon as meeting date is established.
18. Invite C.W. Woodworth sponsors (grandson Brian Holden and Joann Wilfert) to attend annual Pacific Branch meeting as soon as meeting date is established
19. Plan with Secretary-Treasurer the Executive Committee meeting, held immediately prior to branch meeting.
20. Plan Preliminary Business Meeting, Plenary Session and Final Business meeting with Secretary-Treasurer.
21. Plan and invite special guests to Mixer and President's Reception
22. The President should hold an Executive Board meeting with present and past officers, the Executive Committee, and committee chairs immediately before the annual meeting.
23. Preside at Annual Pacific Branch Meeting.
24. Send letters of appreciation to Executive Committee, Committee Chairs, invited speakers and others who helped with activities of the Branch.
25. Assist incoming President to plan the next meeting. (See also point #1.)

EXAMPLE - Timelines for Planning the Annual Spring Meeting of the Pacific Branch

Due Date	Activity / Responsibility	Person Assigned Responsibility	Date Completed
Aug 1	- If not already done, Assign Chairs to the various committees with emphasis on Program and Awards Committee. - Communicate expectations and set deadlines for activities	President	
Oct. 1-15	E-mail timelines to President and Committee Chairs	Sec/Treasurer	
Oct. 1-15	Request updated e-mail addresses from the National Office	Sec/Treasurer	
Oct. 15-31	Have information ready for Preliminary Notice to membership	President	
Nov 1	Begin semi-monthly conf. calls with key committee chairs.	President	
Nov 1-15	- E-mail Preliminary Notice to branch members and Natl. Office. - Post preliminary meeting notice to web site.	President	
Nov 1-15	President or Secretary invites ESA President and Executive Director to the Branch Meeting.	President or Secretary	
Nov 1-30	Local Arrangements Chair contact host hotel and begin arrangements for room set-up, Monday evening reception, Tuesday awards luncheon, etc.	Local Arrangements Chair (LAC)	
Dec 1-30	Treasurer prepares report for Audit Committee.	Treasurer	
Jan 1	Deadline for Awards nominees to Awards Canvassing Committee.	Awards Chair	
Jan 15-31	Deadline for Papers and Abstract submission to the Program Chair.	Program Chair	
Jan 31	Complete Awards Nomination Packages to anonymous Awards Selection Committee.	Awards Chair	
Feb 1	- Preregistration deadline. - Preregistration forms should be received by the Registration Chair	Registration Chair	
Feb 1-7	Proof draft of Program and Abstracts	Program Chair	
Feb 1	Treasurer submits report to Audit Committee	Treasurer	
Feb 14	Proofed Program sent to printer. (Abstracts will be posted on website not printed.)	Program Chair	
Feb 14	Post program and abstracts on Pacific Branch web site.	Website Chair	
Feb 14-28	- Awards Committee makes final selections and notifies President - Prepare plaques to present to Pac Branch award winners. (plaques may take a long time to make and deliver)	Awards Chair	
Feb 14	- Agendas prepared for Executive Committee meeting, Preliminary, and Final Business Meetings. - E-mail to Executive Committee members.	President and Secretary	

Feb 14-28	<ul style="list-style-type: none"> - Finalize preparations for branch meeting. - Written committee reports from each committee chair provided to Secretary for the Executive Committee Meeting. - Secretary to bring timers and laser pointers to the meeting. 	President, secretary, all committee chairs	
Feb 14-28	Prepare certificates to be presented to Branch award winners, plaques take longer to prepare than available prior to meeting.	Awards Chair	
Mar 25-28	Targeted meeting date. Avoid conflict with Easter/Passover.	ALL	
Apr 1-31	Pay outstanding bills from previous meeting.	Sec/Treasurer	
Apr 1-31	<ul style="list-style-type: none"> - Send Minutes of Executive Committee meeting and Final Business meeting to recent Past President for approval. - Send approved copy to current President and ESA. 	Sec/Treasurer	
Apr 1-31	Post Minutes of Executive Committee meeting and Final Business meeting on branch website.	Web Chair	
May 1	Remind Branch President of Committee Assignments, Awards deadlines, Preliminary Notice, etc. Start again.		

Pacific Branch of the Entomological Society of America

Guidelines for the President-Elect – (Updated 3/29/2009)

Participate in Society discussions as much as possible to facilitate transition the subsequent year. Ensure you are being copied on all correspondence from President and Secretary-Treasurer.

Attend Executive Committee meetings, Preliminary Business meetings, and Final Business meetings beginning with the one at the end of the annual meeting of the election.

Serve on Selection of Site Selection Committee. (optional)

Begin to consider Chairs of Local Arrangements, Registration, and Program Committees shortly after the annual meeting... Become familiar with the current Branch constitution and by-laws. A copy can be obtained from the Secretary-Treasurer. The ESA Constitution and by-laws is published periodically in the ESA Bulletin.

Items 1, 2, and 3 of 'Guidelines for the President' may be done prior to taking office.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Secretary-Treasurer (Updated 3/29/2009)

The Secretary-Treasurer is elected for a three year term of office at the Final Business Meeting.

The Secretary-Treasurer serves as business officer, keeping the financial accounts and correspondence records for the Branch. They shall:

- assist the President in planning the Annual Meeting, including budgeting.
- assist various functions of the society (Site Selection, Operations, Local Arrangements, Program, etc.) by tracking expected costs and anticipated income.
- receive all monies due and pay all bills incurred by the Branch.
- maintain copies of all official branch correspondence
- Implements Constitution, By-Laws and Guidelines and keep up to date .

Maintains historical records such as past meeting programs and branch bulletins.

I. FIRST BUSINESS FOR THE NEW SECRETARY-TREASURER

- A. Banking - Set up separate checking and savings accounts, or have existing accounts transferred to their name. It is best to keep checking and savings accounts in a regional/national bank with offices throughout the Pacific Branch to facilitate transferring responsibilities rather than having to set up a new account. The Pacific Branch of the Entomological Society of America is a tax-exempt, non-profit organization. The Federal Tax Exempt Number is 23-7121723.
- B. Familiarize yourself with the bookkeeping procedures; update procedures whenever possible. Fiscal year ends December 31. Send to Auditing Committee within 60 days after the close of the fiscal year.
- C. Set up Branch files. Most-used file items: Constitution and Bylaws, proceedings of past meeting, minutes of Executive Committee meeting, minutes of Final Business Meeting, correspondence for the past year, hotel files, collection of past programs, treasurer's books for the past year, and the committee Guidelines.
- E. Pay any outstanding bills.
- G. Review correspondence from the previous year and become acquainted with the general conduct of Branch business.
- H. Notify ESA Central Office of new contact information.

II. DUTIES AS TREASURER

- A. Secretary-Treasurer is responsible for all financial matters of the Branch.
- B. Secretary-Treasurer shall receive all monies due and pay all bills incurred by the Branch.
 - 1. Typical Sources of income include:
 - i. Registration Fees
 - ii. Program Enhancement Fund from ESA Central Office
 - iii. Sponsor contributions and exhibitors
 - 2. Typical expenses include, but are not limited to:
 - i. Hotel account – By far the highest expense.
 - 1. May require a nominal non-refundable deposit (e.g. \$1,000) upon signing the initial contract from the Site Selection Committee.
 - 2. During the year of the meeting, hotel may require partial payment in advance (e.g. 50% of expected costs 30-60 days prior to meeting.)
 - 3. Final bill usually paid upon conclusion of the meeting if possible. It is important for Secretary-Treasurer, Local Arrangements Chair, and President to sit down with hotel contact immediately after meeting to review the bill, confirm number of room-nights & complimentary rooms, provide feedback on facilities and services, and discuss any unresolved issues that may have arisen. Hotel bill usually includes President's Reception, Awards Banquet, equipment rentals, and possible room rental charges.
 - ii. Audio-visual Equipment vendor, if separate vendor than hotel. Significant cost saving can be attained if volunteers or a Department can supply laptops and computer projectors.
 - iii. Poster boards (4x4 or 4x8) arranged by Local Arrangement Chair. Significant cost savings can be attained if poster boards are provided by volunteers.
 - iv. Awards – Checks are written directly to the individual or in the case of the Linnaean Games team to the Department.
 - 1. C.W. Woodworth Award - \$1,000 when provided by sponsorship of grandson Brian Holden and his wife Joann Wilfert.
 - 2. Student Paper Competition - \$150 to Ph.D. winner, \$150 to MS winner, \$100 to second place Ph.D. student, \$100 to second place MS student. Check amounts
 - 3. Student Poster Competition - \$150 to Ph.D. winner, \$150 to MS winner, \$100 to second place student, \$100 to second place MS student.
 - 4. Linnaean Games - \$500 to support travel for winning team to the ESA National meeting. If the winning team does not go to the National meeting, money should go to the runner up.
 - 5. Photo Salon – Cash prizes may or may not be awarded. To be determined by Executive Committee. When provided, past prizes

have been \$50 1st place, \$30 2nd place, \$20 3rd place.

- v. Additional expenses incurred by the president or committee chairs should be reimbursed in a timely manner upon receipt of itemized receipts (program printing, award plaques, postage, etc.)
 - vi. Travel costs should be reimbursed in a timely manner upon receipt of itemized receipts for cases such as the Woodworth awardee, invited speakers as agreed upon by Program Chair and President, hardship cases or other situations as agreed upon by President,
- C. All income and expenses must be recorded and accounted for.
The present practice is to report total cash flow -All cash received at registration should be deposited and all expenses paid by check or credit card
- D. The financial records will be audited by an audit committee selected by the President. Secretary-Treasurer must provide a financial statement and all financial records to the Chair of the Audit Committee within 60 days of the end of the fiscal year. Fiscal year for the Pacific Branch is January 1-December 31.
- E. Report financial summary annually at the Branch Executive Committee meeting and the General Preliminary Business meeting.
- F. Report financial summary to ESA Central Office in time for annual tax filing by Central Office.
- G. Following meeting, report attendance of paid attendees by category (regular, student, emeritus, etc.) to ESA Central Office to permit calculation of next year's Program Enhancement Funds (obtain information from Registration Chair).
- H. Assist President to insure meeting expenses do not exceed income.
- a. Track expenses incurred relative to expected income (chiefly registration fees).
 - b. Secretary-Treasurer should refer to past meeting expenses as reference for upcoming meeting, and maintain record of annual meeting expenses for reference for future meetings. (see below).
 - c. Work closely with Registration Chair to track income from registration fees.
 - d. Work closely with Committee Chairs who will incur expenses.
- I. Assist Site Selection Committee:
- 1. The Chair of the Site Selection Committee is responsible for researching sites and accommodations and presenting a recommendation to the Executive Committee. Decision is made by site selection committee three years in advance, and is announced at the Executive Committee meeting
 - 2. The Secretary/Treasurer should assist Site Selection Chair in

understanding requirements of the meeting and budget limitations. Secretary Treasure should assist Site Selection Chair and President with hotel negotiations regarding room rates, food & beverage estimates, etc. based on historical database of past meetings. Working with Central ESA meeting planners is advisable.

3. Secretary-Treasurer should keep running track of annual meeting expenses for current Site Selection Chair and President to refer to for comparison.

Example of past room nights and food and beverage expenses:

Room Night and Food and Beverage Summaries							
	Tahoe	Tucson	Bozeman	Monterey	Maui	Portland	Napa
	2002	2003	2004	2005	2006	2007	2008 est?
Room Rate	\$119	\$115	\$91	\$108-\$175	\$160	\$125	\$134
Room nights	?	?					
Friday	?	?	0		21	1	
Saturday	?	?	39		51	13	20
Sunday	?	?	84		87	84	80
Monday	?	?	91		95	89	90
Tuesday	?	?	83		91	90	90
Wednesday	?	?	18		34	11	20
Thursday	?	?	4		9	0	
Friday/Sat	?	?	0		2	0	
Total	280	247	319	107	390	288	300
Food/Bev \$	\$10,002	\$13,223	\$6,236	\$10,523	\$15,301	\$18,893	tdb

J. Assist Local Arrangements Chair:

1. The Local Arrangements Chair is responsible for all logistics and arrangements for current meeting including meeting room assignments; food & beverage for breaks, evening reception, and awards luncheon; audio/visual equipment, etc.

2. The Secretary/Treasurer should assist Local Arrangements Chair in understanding requirements of the meeting and budget limitations. Food & Beverage and Audio/Visual are typically high cost items that can impact the budget.
3. Secretary-Treasurer should keep running track of annual meeting expenses for current Local Arrangements Chair and President to refer to for comparison and to aid in future budgeting decisions. (See example below.)

Example - Budgeting Worksheet for Annual Meeting

<u>Year - City, Hotel</u>			
<u>Final income</u>	<u>Income</u>	<u>Expenses Category</u>	<u>Expenses</u>
Preregistrations		Award - Linnaean Games winner	
Walk in registrations		Award - Photo Salon	
Natl ESA Prog. Enhanc. Fd.		Award - Plaques	
Sponsors - Woodworth		Award - Student Award Certificates	
Sponsors - Industry		Award - student competitions	
TOTAL MTG INCOME		Award - Woodworth	
Registration Summary		Badges, Envelopes, Regist. Misc.	
preregistration		Entertainment	
on-site checks		Food and Bev, Miscellaneous	
on-site cash		Food and Bev, Breaks	
		Food and Bev, Luncheon	
		Food and Bev, Mixer	
		Food and Bev, ServiceCharge(gratuity)	
		Food and Bev, Student mixer	
registration refunds		Meeting Audio/Visual Equipment ²	
Total Registration		Meeting Room Poster Board	
		Rental	
		Meeting Room Signs/Cork	
		Meeting Rooms	
Total Meeting Income		Postage, Mail (send timers, pointers)	
Total Meeting Expenses		Program printing costs - extras	
Net Gain (Loss)		Program printing costs - premeeting	
REGISTRATIONS		Registration Fees - refunds	
Preregistration		Room - Natl. Pres.; Woodworth	
on-site registration		Travel - Invited spkrs	
guests		Travel - Miscellaneous	
Total # of Attendees		Travel - Natl. Pres.	
Total Room Nights		Travel - Student need	
		Travel - Woodworth	
Attendance:		TOTAL	
Paying:		² screens, mikes, risers	
Members		HOTEL ROOM NIGHTS³	
Students (all categories)		Friday	
		Saturda	

Emeritus/Honorary
Non-Members
One Day
Guest
Subtotal

Non-Paying:

Speakers
Other
Subtotal

Total Attendance:

Sunday
Monday
Tuesday
Wednesday
Thursday

Total Room Nights:

K. Sponsors and Exhibitors

The Secretary-Treasurer can help generate additional revenue to offset costs of the meeting, keep registration fees low, fund guest speakers/special symposia, etc. by soliciting sponsors (typically corporate) and/or exhibitors.

Three levels of sponsors are:

Gold Level Sponsor	\$1000
Silver Level Sponsor	\$500
Bronze Level Sponsor	\$250

Sponsorship is recognized in large print in the front of the program, verbally at the Executive Committee meeting, General Session, Awards Luncheon, and Final Business meeting. Further acknowledgements may be made with modest signage at break stations. Sponsorship does not include free registration, reception tickets, or luncheon tickets.

If exhibitors are included in the meeting, additional meeting space may be required for tables and/or exhibit stands. Cost to exhibitors should include cost of any additional floor space. Exhibitors are not recognized by name in the program or during the meetings since the physical presence of their exhibit is sufficient advertising. Exhibitors do not have free registration, reception tickets, or luncheon tickets.

L. Financial Policies, Fee Waivers, and Travel Assistance (subject to change by Executive Committee)

1. Registration is free to:

- ESA President
- Local dignitaries
- Woodworth Sponsor (Brian Holden)
- Comstock Awardee (check bylaws)
- Hardship cases (if needed, upon request and review by Pres. and Treas.)

2. Banquet tickets are free to:

- ESA President and spouse
- Woodworth Awardee and spouse
- Comstock Awardee and spouse (check bylaws)

3. Room rental and tax (but not telephone, meals, or other incidentals) are free to:

- ESA President and spouse
- Branch President (if needed)
- Branch Secretary-Treasurer (if needed)
- And others as agreed upon by President and Secretary-Treasurer

Note: Complimentary rooms from the hotel are used for the above persons. The Branch pays for rooms not covered by the hotel's complimentary room allotment.

4. Travel

- Travel expenses are paid only for the Woodworth Awardee.
- Hardship cases (if needed, upon request and review by President, Program Chair, & Treasurer).
- Any other travel reimbursement or advance requires Executive Committee approval. Currently, about \$1500 a year from the ESA Central Office's Program Enhancement Fund is allocated to the Program Committee Chair for symposium speakers outside of the Branch.

The Woodworth Awardee is entitled to round-trip coach air fare and ground transportation, for the awardee only. Awardee must pay the spouse's fare. In the event the awardee lives so close to the meeting site that air travel is not practical, then the awardee may be given ground transportation fare subject to Executive Committee approval at the current standard rate (cents/mile).

III. DUTIES AS SECRETARY

A. Secretary's Publications

1. Summary of Minutes of Executive Committee meeting and Final Business Meeting. Prepare and send to Past and current President for approval. Send approved copy to current President well in advance of next meeting. Send to Executive Committee members just prior to next meeting. Forward to branch web master for posting. Provide printed "Desk Copy" for Registration Desk.
2. Letters of condolence. Request from ESA Membership Director a list of Pacific Branch members deceased since last meeting. Also solicit names from Branch officers and committee chairs. Send hand written sympathy cards or notes of condolences to surviving spouses on behalf of the Pacific Branch membership. Prepare list to (1) have a "moment of silence to recognized recently deceased friends and colleagues" at Preliminary Business Meeting, (2) forward to the Resolutions Committee Chair for inclusion in Final Resolutions, and (3) include in the minutes of the business meetings.

B. Regular correspondence

1. Request from ESA Central Office the email addresses of branch

members.

2. Report to ESA on previous year's finances, for the ESA Branch joint return in time for Federal tax filings.
3. Keep copies of branch correspondence.

C. Reminders to President

1. With President, prepare a set of deadlines immediately after one annual meeting for the next and stick to it. (See attached example.)
2. Awards nominations track dates. President usually is notified by ESA of National award deadlines and should inform Secretary-Treasurer. Woodworth nomination must be final in time for printing in the Preliminary Notice.
3. Nominations Committee report is needed in time for inclusion with biographical data in Preliminary Meeting Notice.
4. Send the ESA President and Executive Director invitations to attend the convention. The ESA President's registration is complimentary, Executive Director may or may not be complimentary depending on branch finances and consultation with President.
5. Agenda required for Executive Committee meeting, Prelim Business Meeting, and Final Business Meeting.

D. Secretary-Treasurer role and responsibilities in business sessions

1. Assist President in development of agendas.
2. Executive Committee: get approval for summary of minutes of previous Executive Committee meeting. Present financial summary and be prepared to discuss all items. Keep minutes and be aware of possible deviations from established bylaws and procedures. Remember: 11 votes maximum!
3. Preliminary Business Meeting: Plan with President. Summarize financial report from prior year
4. Final Business Meeting - Be prepared to explain the elections procedure, record proceedings..
5. Encourage Site Selection Chair to send quotations in time for presentation to the Executive Committee. Have the quote and literature sent to you, the committee, and/or the president who appointed the committee.
6. Other duties as requested by President.

E. Pacific Branch property. Secretary-Treasurer is responsible for maintaining timers and laser pointers for each meeting. These should be sent to the Operations Chair or Hotel in advance of the meeting. Lost or damaged timers and pointers should be replaced before the next meeting.

F. Site Selection Chair should have hotel send final contract to Secretary/Treasurer for approval and signature

EXAMPLE - Timelines for Planning the Annual Spring Meeting of the Pacific Branch

Will cut and paste chart from President's duties.

Due Date	Activity / Responsibility	Person Assigned Responsibility	Date Completed
Aug 1	- Assign Chairs to the various committees with emphasis on Program and Awards Committee. - Communicate expectations and set deadlines for activities	President	
Oct. 1-15	E-mail timelines to President and Committee Chairs	Sec/Treasurer	
Oct. 1-15	Request updated e-mail addresses from the National Office	Sec/Treasurer	
Oct. 15-31	Have information ready for Preliminary Notice to membership	President	
Nov 1	Begin semi-monthly conf. calls with key committee chairs.	President	
Nov 1-15	- E-mail Preliminary Notice to branch members and Natl. Office. - Post preliminary meeting notice to web site.	President	
Nov 1-15	President or Secretary invite ESA President and Executive Director to the Branch Meeting.	President or Secretary	
Nov 1-30	Local Arrangements Chair contact host hotel and begin arrangements for room set-up, Monday evening reception, Tuesday awards luncheon, etc.	Local Arrangements Chair (LAC)	
Dec 1-30	Treasurer prepares report for Audit Committee.	Treasurer	
Jan 1	Deadline for Awards nominees to Awards Canvassing Committee.	Awards Chair	
Jan 15-31	Deadline for Papers and Abstract submission to the Program Chair.	Program Chair	

Jan 31	Complete Awards Nomination Packages to Awards Committee.	Awards Chair	
Feb 1	- Preregistration deadline. - Preregistration forms should be received by the Registration Chair	Registration Chair	
Feb 1-7	Proof draft of Program and Abstracts	Program Chair	
Feb 1	Treasurer submits report to Audit Committee	Treasurer	
Feb 14	Proofed Program sent to printer. (Abstracts will be posted on website not printed.)	Program Chair	
Feb 14	Post program and abstracts on Pacific Branch web site.	Website Chair	
Feb 14-28	- Awards Committee makes final selections and notifies President - Prepare plaques to present to Pac Branch award winners. (plaques may take a long time to make and deliver)	Awards Chair	
Feb 14	- Agendas prepared for Executive Committee meeting, Preliminary, and Final Business Meetings. - E-mail to Executive Committee members.	President and Secretary	
Feb 14-28	- Finalize preparations for branch meeting. - Written committee reports from each committee chair provided to Secretary for the Executive Committee Meeting. - Secretary to bring timers and laser pointers to the meeting.	President, secretary, all committee chairs	
Feb 14-28	Prepare certificates to be presented to Branch award winners, plaques take longer to prepare than available prior to meeting.	Awards Chair	
Mar 25-28	2007 ESA Pac Branch spring meeting. Portland Marriott	ALL	

	Downtown Waterfront.		
Apr 1-31	Pay outstanding bills from previous meeting.	Sec/Treasurer	
Apr 1-31	- Send Minutes of Executive Committee meeting and Final Business meeting to recent Past President for approval. - Send approved copy to current President and ESA.	Sec/Treasurer	
Apr 1-31	Post Minutes of Executive Committee meeting and Final Business meeting on branch website.	Web Chair	
May 1	Remind Branch President of Committee Assignments, Awards deadlines, Preliminary Notice, etc. Start again.		

EXAMPLE

Note to Registration with this list

Essentials for the annual meeting - checklist is attached

1. All the records on which *you* must report. (financial records, summary of minutes of previous Executive Committee meeting, copy of Proceedings, etc.)
2. The gavel. ~
3. The checkbook and some change (\$50).
4. A cashbox, blank receipts, banking stamps.
5. Copy of the Branch and ESA Bylaws.
6. Any historical information likely to be requested: at least the summary of meeting attendance.
7. Copy of hotel contract.

EXAMPLE

Agenda
Executive Committee Meeting
Pacific Branch, Entomological Society of America
Hotel Utah - Salt Lake City
7:00 PM - Monday, June 18, 1984
Delete names and list functions.

- | | |
|--|-----------------|
| 1. Introductory Comments | Davis |
| 2. Minutes, 1983 Executive Committee | Zalom |
| 3. Financial Report | Zalom |
| 4. Comments from ESA President | McLean |
| 5. Report from Executive Director | Hansen |
| 6. Report from Governing Board | Cone |
| 7. Standing Committee Reports | |
| a. Program | Brindley |
| b. Arrangements | Jorgensen |
| c. Registrations | Roberts |
| d. Auditing | DeTar |
| e. Nominations | Trumble |
| f. Awards Canvassing | Perkes |
| g. Publicity | Graham |
| h. Meeting Site | Capizzi |
| i. Membership | Turner |
| j. Archivist | Dorman |
| k. Photo Salon | Nye |
| l. Graduate Students | Walter |
| m. Student Affairs | Smith |
| 8. Old Business | |
| a. Meeting Date Special Committee Report | Arnett |
| b. Status and Future of Poster Sessions | Brindley |
| c. Preparations for 1985 and 1986 Meetings | Mitchell/Rust |
| d. Student Paper Competition | Brindley/Miller |
| e. Other | |
| 9. New Business | |
| a. Clarify duties of Student Affairs and Graduate Student Committees | Davis |
| b. Linnaean Games. Future in Branch. | Davis/Mitchell |
| c. Schedule Changes for Awards Canvassing | Davis/Perkes |
| d. Reasons for Temporary Changes in 1984 Reg. Fees | Davis |
| e. Authorizations for Program Travel Expenses | Brindley/Zalom |
| f. 1985 Budget, Registration | Zalom/Mitchell |
| g. Letters: Duncan Carter and Charlie Summers | Davis |
| h. Other | |
| 10. Adjourn | |

EXAMPLE

Agenda
Preliminary Business Meeting, Pacific Branch, ESA June 19, 1984
Hote1 Utah, Salt Lake City, Utah

- | | |
|---|---------------|
| 1. Opening Comments | D.W. Davis |
| a. Announcements | |
| 1. Program Changes | W.A. Brindley |
| 2. Preliminary registration | R.S. Roberts |
| 2. Secretary-Treasurer's Report | F.G. Za1om |
| a. Proceedings of 1983 meetings published in Bulletin of ESA | |
| Call for Corrections | |
| Call for approval at final business meeting | |
| b. Treasurer s Report | |
| Change in Bylaws-current reporting year January - December | |
| Summary of June, 1983 report and December 1983 report | |
| 3. Report of Representative to Governing Board | W.W. Cone |
| 4. Report from ESA President | D.L. McLean |
| 5. Report from ESA Executive Director | W.O. Hansen |
| 6. Explanation of Voting Procedure for President-elect | F.G. Zalom |
| a. The President is not elected, but progresses to office after serving as President-elect. | |
| b. The Nominating Committee names a candidate for President-elect each year, and for Rep. to the Governing Board and for Secretary-Treasurer every third year. | |
| c. The selection of the Nominating Committee is announced in the Preliminary Notice of the annual convention, and placed in nomination at the Preliminary Business Meeting. Additional nominations for President-elect and Secretary-Treasurer may be made from the floor at the Preliminary Business Meeting only. | |

The election takes place at the Annual Business Meeting. Election of Rep. to Governing Board is by mail Ballot with an option for write-in.

d. Vacancies that will occur in the office or Member-at-large on the Branch Executive Committee are noted in the Preliminary Meeting of the annual convention. These vacancies are filled by election at the Final Business Meeting, following nominations from the floor at the Final Business Meeting.

e. All candidates must certify they are willing to serve if elected.

1983: This year, nominations for the office of President-elect will be needed at this Preliminary Business Meeting.

At the Final Business Meeting, nominations will be needed for two Member-at-large positions on the Executive Committee, to fill the vacancies coming up when the terms of John Beardsley and William Allison expire.

7. Report of Nominating Committee J.T. Tumble

8. Nominations from the Floor for President elect- D.W. Davis

If none are received the candidate is declared duly elected. If there are additional nominations, there will be a runoff at Final Business Meeting.

9. Call for Resolutions: D.W. Davis

Must be presented to chairman Norm McCalley or members Larry O'Keeffe or Richard Schmitz in writing by 6:00 p.m., Wednesday, June 20

10. Old Business D.W. Davis

11. New Business D.W. Davis

12. Call for Resolutions Committee to meet after adjournment F.G. Zalom

13. Announcements from Floor D.W. Davis

14. Adjourn to Final Business Meeting, Thursday, June 21 at 11:00 a.m. D.W.

Davis

EXAMPLE

Agenda
Annual Business Meeting, Pacific Branch, ESA
June 21, 1984
Hotel Utah, Salt Lake City, Utah

1. Opening Comments D.W. Davis

2. Minutes of 1983 Annual Meeting F.G. Zalom

Ask for corrections or additions approved as

3. Attendance at Meeting F.G. Zalom

Paid members _____ Students

Non-members _____ Spouses

Guests _____ Total

4. Report of Standing Committees (Call on Chairs)

a. Auditing (may not be necessary) J.E. DeTar

b. Membership . W.J. Turner

c. Resolutions N.F. McCalley

d. meeting site J. Capizzi

5. Elections D.W. Davis

a. President-elect

b. Executive Committee

Two members at large to replace Beardsley and Allison. If only two are nominated, close nominations and declare nominees elected.

6. Old Business D.W. Davis

a. If any

7. Acknowledgements - Committees, etc. D.W. Davis

8. Turn Meeting Over to Incoming President - W.C. Mitchell D.W. Davis

9. Call on D. L. McLean to Present Award to W.C. Mitchell D.W. Davis

10. New Business

W. C. Mitchell

a. Replacement for M.K. Rust - Executive Committee

11. Adjourn

W. C. Mitchell

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Abstracts Committee

The Abstracts Committee prepares an instructions form for abstracts (see attached sample) for the Preliminary Notice. This must be received by the Secretary at the time of the Preliminary Notice draft for printing (see schedule). The Secretary also should receive 2100 copies of the blue lettered abstract forms for inclusion in the Preliminary Notice mailing.

The Abstracts Committee receives the abstracts, numbers them according to paper number at the meeting (this should be coordinated with the Program Committee Chair), and has them printed. Arrangements should be made for the abstracts to be available at the annual meeting site.

EXAMPLE

INSTRUCTIONS FOR PREPARATION OF ABSTRACTS 70TH ANNUAL ENTOMOLOGICAL SOCIETY OF AMERICA, PACIFIC BRANCH MEETING SAN DIEGO, CALIFORNIA

1. Submission of photo-ready abstracts is mandatory for submitted papers and poster displays.
2. The abstract for submitted papers must be typed within the confines of the 11x14.5 cm. blue box (approximately 200 words). This space must include the title, address(es), and abstract. In the upper left corner of the box is a small square, do not type in this area. Do not type on any of the blue marginal lines. The portion of the abstracts which exceed the boundaries of the box will not be printed.

Abstracts for invited paper may be extended to 1000 words and abstracts for symposia papers to 600 words. Here the authors will use additional abstract boxes, obeying the blue margins but ignoring the small blue square in the upper left corner.

3. THE FORMAT: Abstracts must be typed single-spaced. Use only elite-sized (12 pitch) type and use 1-time Mylar ribbon, not cloth ribbon. A gothic style type face (similar to third page) should be used. Leave one blank line between all major items in abstract, i. e. title and addresse, addresses and abstract, and paragraphs as shown in example. Author's affiliations should be shown as indicated in the example. Affiliations should indicate department, university or institution, city, state (zip codes should not be included, but foreign countries should be cited). Scientific name should be italicized or underlined.
4. THE TITLE: The title must be two lines or shorter. The title must be descriptive of the abstract and unambiguous. Use capitalized elite-sized type for title.
5. THE ABSTRACT: The abstract must be clear, concise, unambiguous and contain an accurate summary of the work. The author(s) is responsible for all editorial details (e.g. grammar, style). The abstract you submit will be photographed directly for inclusion into the abstract booklet.
6. The program will contain titles only and no abstracts. Abstracts will be included in a booklet available at the meeting. The abstracts will not constitute a publication, and the booklet will be so marked.
7. Direct any queries to either

David N. Byrne or Robert L. Smith

Department of Entomology
University of Arizona
Tucson, Arizona 85721
(602) 621-1151

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Local Arrangements Committee

I. Composition of the Local Arrangements Committee (LAC)

Chair - Appointed by the President-Elect to be Vice-Chair to serve at the convention one year before to acquaint him/her with duties and to provide continuity.

Committee - Selected by the President, usually 3-5 members. One member should be able to take over as Chair if the Chair cannot attend the Annual Meeting.

II. General Responsibilities of the LAC Chair

1. Select committee members should be appointed by the President from a group of local persons with time and a desire to work, whom the Chair knows and works with easily. Assign committee members specific tasks, e.g. dealing with civic agencies, getting volunteers for convention duties.

2. Serve as chief liaison between the Branch and the hotel. Represent the Branch in negotiating meeting arrangements. Hotel pricing policy should be clearly spelled out in the Site Selection Committee's letter of intent. In the case of misunderstanding or when hotel pricing seems to be unreasonable, the LAC Chair may find himself in a poor negotiating position. Early in the negotiations, pricing on rooms, meeting halls, charges for services such as bulletin boards, projection equipment, printing of reservation cards and banquet arrangements and other important matters should be mutually agreed upon.

3. Negotiate a firm contract with the hotel in January. Have it drawn up and signed no later than the end of March. Usually no advance payments are required by the host hotel.

4. Plan any unusual special event in lieu of a banquet well in advance. Arrange buses, and facilities away from the hotel as early as possible. Money to hold reservations should be arranged through the Secretary Treasurer.

5. Check with Operations Committee Chair to make sure that the functions of the two committees mesh, that there is no overlap or anything left to be done.

6. Have the Registration and Program Committee Chair advise of any special needs anticipated well in advance so these needs can be included in hotel negotiations.

7. Schedule a final organization meeting: approximately 3 weeks prior to the Annual Meeting, the Pacific Branch President, Registration, and Operations Committee Chairs with the LAC Chair will meet with the hotel's sales coordinator to make final plans. The LAC Chair should present to the sales coordinator a detailed list of needs for the meeting rooms. The list should include types of seating arrangements for each room and any necessary equipment. The sales coordinator may revise your list or set it up differently. If so, he should send you a copy. Carefully proof the new copy.

8. Cultivate a good working relationship with hotel officials in charge of setups. Coordinate and oversee the set up of the convention.
9. Be accessible at the convention to sign for services. The LAC Chair, as well as the President and Secretary-Treasurer, has authority to obligate the Society for hotel expenses. This should be made clear by letter to the hotel.

III. Hotel Arrangements Facilities

1. Room for Executive Committee meeting (25-30) - with President.
2. Registration areas and facilities - with Registration Committee.
3. Special events space and setups - with Special Events Committee.
4. Plenary Session space (400) - with Operations Committee.
5. Concurrent session space and facilities (200) - with Operations Committee.
6. Evening session space and setup - with Operations Committee.
7. Photo Salon - with Photo Salon and Operations Committees.
8. Banquet space and setup - President.
9. Audio-visual equipment - Program, Operations Committees.
10. Adequate poster area.

IV. Arrange Functions

1. Mixer (when held) - food and beverages. Usually no Branch funds. Beverages often provided by industry.
2. Banquet - menu, catering. Entertainment - not to be paid for by contributions solicited in the name of the Branch. Program - seldom printed.
 Tickets - usually printed by Branch printer via Secretary-Treasurer. Ticket pricing should have President's o.k.; registration committee needs to know the price. Ticket sales funds usually mingled with registration funds (note: Special Events receipts are kept separate). Main problem with banquet is arriving at a head count. Hotel or caterer usually will set 10% more places than the estimated or guaranteed total to take care of late sales. In the last day-and-a half before the banquet, the committee can expect to be pestered by the host hotel or caterer on the head count, and "preliminary estimates" will be requested.

The actual count of banquet attendees has been a sore point between the Branch and the host hotel or caterer. It should be settled in advance how the attendance will be determined and whether the Branch will be liable for extra settings or no-shows. Usually the Branch must pay for the guaranteed patronage, although occasionally the hotel has waived a few dollars' worth of the guarantee. Be sure meal estimate is clear. Ask if tax and gratuity is included.

We have been billed on the basis of entrees served, when seconds were served.

We have been billed on the basis of a hotel head count, and the head count exceeded the number of chairs provided.

Ask the hotel or caterer usually to collect tickets.

The committee must double-check the count. Once the sales slip is signed, little can be done to correct the bill without hard feelings.

V. Amenities for Branch and Society Officers and Special Guests.

1. Complimentary rooms (with an absolute minimum of extra charges such as phone bills, meals, etc.) are provided for the ESA President, the Branch President, the Woodworth Awardee, and Branch Secretary-Treasurer. If not provided by arrangement with the host hotel, these are paid by the Branch. The Secretary-Treasurer and LAC square these accounts with the hotel, but the committee works with the hotel before the meeting to make certain the rooms are suitable and the occupants are not allowed to pay the bills (occasionally someone will insist on paying; the hotel should clear this with the committee and the Secretary-Treasurer).
2. The ESA President and spouse, and Woodworth Awardee and spouse should not be left to their own devices unless they wish it. The committee should work with the Branch President and the Special Events Committee to make sure these people are looked after. Ditto for local dignitaries.
3. Banquet head table seating is worked out with the President. It usually includes ESA President, Branch President, local dignitaries (seldom present), ESA Executive Director, Arrangements Committee Chair Special Events Colmnittee Chair, Branch President-elect, Woodworth Awardee, Branch Representative on the Governing Board, Secretary- Treasurer and their spouses.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Auditing Committee

The function of the Auditing Committee is to examine the financial records of the Branch to determine their accuracy and completeness. The Committee will report the results of the audit to the membership at the annual Branch meeting.

The Secretary-Treasurer will present the records to the Committee within 60 days after the close of the fiscal year (December 31). After examining the records, the Committee will prepare its report to be presented at the business meeting.

The report may consist of a simple endorsement by the signatures of the Committee members at the bottom of the Financial Statement or may include whatever comments may be deemed necessary by the Committee regarding the records.

The audit determines if:

- The Financial Statement accounts for all Branch funds.
- The income plus previous fiscal year's balance equals expenditures, plus new balance.
- All outstanding bills owed by or to the Branch are paid.
- All applicable Federal and State tax forms have been submitted.

The Committee will carry out any additional responsibilities regarding financial records that are imposed by the Executive Committee.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Awards Canvassing Committee

Composition and purpose of this standing committee is found in Section 5 Article VIII, Bylaws of the Constitution and Bylaws of the Pacific Branch of the Entomological Society of America (which can be obtained from the Secretary-Treasurer).

Appointment of members to this committee, including a designated chair, is made by the Branch President upon assuming office (Article V, Bylaws).

The committee shall consist of six members of the Branch who are not members of the Executive Committee (Article VIII, Bylaws).

The purpose of this committee shall be to canvass the Branch for awards candidates and to transmit the names of the candidates to the President (Article VIII, Bylaws).

Length of Service

It is mandatory that members serve for one year except that the Chair, if feasible, be selected from the previous year's committee.

Committee Composition

Upon assuming office, the new President of the Branch will appoint members to serve on this committee, including a designated Chair. When selecting members for this committee, care should be exercised to avoid the continued use of the same individuals on the Committee. Efforts should be made to avoid those who may be expected to be nominated for anyone of these awards. To a degree, this can be accomplished by reviewing membership on the Committee and awardees over the past several years. As much as possible, appointments to this committee should provide as wide geographical representation for the Branch as possible. To the degree that it is possible, membership of this committee should be representative of entomological research (state and federal), extension, teaching, regulatory, and industry.

Rules pertaining to membership and responsibilities of this committee and further expanded on in the document titled, "Awards Administered by Pacific Branch of the Entomological Society of America. Canvassing Committee."

Suggested guidelines on responsibilities and procedures for the functioning of the awards Canvassing Committee relative to the various awards which are of concern to the Branch are as follows:

A. The C.W. Woodworth Award

Eligibility

The purpose of the award is to recognize, encourage, and stimulate outstanding accomplishment in

entomology in the geographic area served by the Pacific Branch. A nominee must have made an outstanding contribution to entomology within the ten years preceding the year in which the award is made.

Eligibility and Supporting Information

Any member of the Branch (except for a member of the Awards Committee) may make a nomination. Any nomination for this award should include:

- a. Biographical sketch of the nominee (including date of birth).
- b. Specific identification of the work on which the nomination is based.
- c. An evaluation and appraisal of the nominee's accomplishments, particularly the work to be recognized for the award.
- d. A list of publications.
- e. Selected reprints may be included which exemplifies the work on which the nomination is based.
- f. One or two supporting letters may be included. Supporting letters should include only factual information about the candidate.

Responsibilities of Canvassing Committee

Each member of the Committee should encourage nominations of outstanding individuals from geographical area. Canvassing should begin by October 1.

To assist the Committee in this endeavor, and so that no outstanding individual will be overlooked, the Chair in consultation with members of the Committee should formulate a suitable letter to be mailed to key individuals within about and purpose of the award as well as the specific information required in making a nomination. Letters should be sent to:

- a. Heads of all departments in both state and private institutions which teach or which are involved in entomology research or extension.
- b. Directors, State Departments of Agriculture.
- c. Regional Administrators, ARS, Forest Service, APHIS in the USDA and other agencies and organizations dealing in entomology, e.g., FDA, EPA, and Western Agricultural Chemicals Association. Circulation of this letter within these agencies and organizations should be encouraged.

Any nominations made should be completed and returned to the Chair of the Committee. In order that a final selection for the award can be made by the Awards Committee and the name of the recipient can be included in information sent to Branch members prior to the next meeting, all nominations should be received by the Chair by December 15.

All nominations received will be sent to the Branch President for transmittal to the current Awards Selection Committee for their action.

It is the responsibility of the Chair to maintain an updated mailing list of those who should receive the letters soliciting nominations. A copy of the letter, mailing lists and procedures, and guidelines pertaining to this award should be passed on to the next appointed Awards Canvassing Committee Chair.

B. Branch Nominations for National Recognition Awards

Eligibility and Supporting Information

The rules pertaining to eligibility, information needed, and format to be followed for submission of nominations for these awards are published in ESA Bul. 27(1), 1981, pages 43-46.

The Awards Canvassing Committee is responsible for obtaining nominations of qualified and outstanding individuals as possible nominees for several national recognition awards. These include:

- a. The J.E. Bussart Memorial Award.
- b. The Recognition Award in Entomology (Ciba-Geigy).
- c. Distinguished Award for Teaching.
- d. Distinguished Award for Extension.
- e. Distinguished Regulatory Entomology Award.

Any member of the Branch can submit nominations for these awards.

Responsibilities of Canvassing Committee

The Awards Committee is to encourage others to make nomination of individuals deemed to be particularly qualified for these awards.

So that the Committee will not overlook any outstanding individual in the region worthy of these awards, the Chair in consultation with other members of the Committee will compose a letter soliciting nominations for these awards. This letter should indicate the awards involved and along with a copy of the latest regulations as published in the ESA Bulletin, be sent to administrators of various agencies, institutions or organizations where entomologists are employed. This letter should be sent to:

- a. Heads of departments of all state and private institutions that teach or are involved in entomology research or extension.
- b. State Departments of Agriculture where entomologists are employed.
- c. Regional Administrators of the USDA's ARS, APHIS, the Forest Service and other agencies, institutions and organizations dealing in entomology, e.g., EPA, FDA, Western Agricultural Chemicals Association, and to any other member or agency requesting or expressing interest in the Pacific Branch of ESA. This mailing list should be maintained by the Chair and updated yearly.

In order for the Awards Selection Committee to evaluate and select the final nominees to meet the national deadlines and within the time of office of the presiding Branch President, the following guidelines and time schedule is suggested:

- a. Canvassing Committee should forward letters of solicitation to the various previously referred-to agencies, institutions, and organizations by February 1.

- b. The cut-off date for submission of nominations to the Chair is May 1. The Chair shall forward all completed copies of the nominations as soon as possible after May 1 to the current Branch President who will in turn transmit these to the Awards Selection Committee for their action.

C. Pacific Branch ESA Graduate Student Award (Comstock Award)

Eligibility and Supporting Information

As in the other four ESA Branches, the Pacific Branch singles out an outstanding graduate student in the region for the Pacific Branch ESA Graduate Student Award. General guidelines as to qualifications for this award are published in ESA Bul. 27(1), page 46. Specific criteria to be used for the selection of an individual for this award is the responsibility of each Branch President. A specific guideline as to information needed and format to be followed in making nominations for an individual for this award has been developed (See attachment: "Format for Recommending Graduate Student Nominees for the Pacific Branch ESA Graduate Student Award").

Responsibilities of Canvassing Committee

The responsibility of the Awards Canvassing Committee is to nominate or solicit the nomination of outstanding graduate students within the Branch to be considered for this award. In order that no outstanding graduate student qualified for this award will be overlooked, the Chair of the Awards Canvassing Committee in consultation with other members of the Committee will compose a letter which indicates the purpose and nature of the award and solicits nominations. The letter, along with a copy of guidelines for submitting applications, will be mailed to each Department Head in institutions within the Branch which have graduate programs with students in entomology. Circulation of this letter within departments is to be encouraged. The following are suggested:

- a. These letters should be sent by February 1.
- b. The cut-off date for receiving nominations by the Chair will be May 1.
- c. All completed nominations will be sent to the Branch President for transmittal to the Awards Selection Committee for their action. Final selection of the individual for this award should be made by the time of the Annual Branch Meeting.

FORMAT FOR RECOMMENDING GRADUATE STUDENT NOMINEES FOR THE COMSTOCK AWARD

General National guidelines requirements:

1. Student must be pursuing a course leading to a graduate degree with a major in entomology; however, individuals may receive the award providing they have not graduated more than 12 months prior to the award.
2. Application for ESA membership (student or active) must have been made prior to January 1 of the year the award is made.
3. An active member returning for graduate study is not eligible.

In developing information for a nominee, the following guidelines should be utilized:

1. Name, date of birth, address
2. Academic Record
 - a. Undergraduate degree
 - Major, where and when received
 - overall G.P.A.
 - List of all courses taken last two years as an undergraduate and grades
 - Any honors received as an undergraduate
 - b. Graduate
 - Graduate degrees completed (where, when)
 - Which degree is the student pursuing (MS, PhD)
 - What year is student in his graduate program
 - Any academic honors received as a graduate student
3. Academic Activities
 - List of all assistantships or fellowships held and responsibilities required
 - Service on any academic committees
 - Any other academic activities, e.g., lecture to classes
 - Any awards received for academic activities
4. Student Activities (non academic)
 - Member or officer of any campus club or organization
 - Officer in student government organizations
 - Any awards received due to student activities
5. Participation in Professional Activities
 - Membership and activities in scientific societies Consulting activities
 - Applying for and/or receiving any grants
 - Any awards or recognition received related to professional activities
6. Publications and Paper Presentations
 - List of papers published (alone or as co-author)
 - List of any papers presented at professional and scientific meetings (title, date and place of meeting)

Along with the above specific information, the nominator should include a letter of nomination and one endorsement letter from another entomologist who has more than just a casual knowledge of the student's qualities. A photograph is required at the National level.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Awards Selection Committee

The Awards Selection Committee is a secret committee whose membership is known only to the Branch officers. The nominations for awards are solicited by the Awards Canvassing Committee then channeled through the Branch President to the Awards Selection Committee. The Chair of the Awards Selection Committee is to distribute copies of the supporting documents to the remainder of the committee. By a voting process, rating the nominees sequentially, the Chair makes a recommendation to the President regarding the candidates for the various branch and national awards. Barring some unforeseen technical problem, the selections recommended by this committee are those accepted by the Branch.

ESA HONORS AND AWARDS REGULATIONS

Following are the guidelines governing the selection of the various annual awards and honors of the Society. Any member should feel free to suggest names to the appropriate committee, so that no possible candidates are overlooked. At the same time it should be remembered that in presenting information to a judging committee, conciseness, orderliness, and quality of the nomination package can have a decided effect upon the committees' decisions.

In the establishment of the C. W. Woodworth Award for Outstanding Achievement in Entomology, it is interesting to recall some of the significant achievements of C. W. Woodworth in whose honor the award is named.

The appointment of Charles William Woodworth in 1891 as assistant professor of Entomology to the University of California, Berkeley, staff was timely and paved the way for the advancement of entomology both in the College of Agriculture and in the Agricultural Experiment Station.

The academic training of Professor Woodworth might be summarized briefly as follows: He graduated with the B.S. degree at the University of Illinois in 1885 and became a graduate student there and an assistant to Dr. S. A. Forbes. After obtaining his M.S. degree at Illinois, in 1886 he further pursued graduate studies at Harvard University under Professor E. L. Mark and did research work with Dr. H. Hagen during the period of 1886-1888 and 1900-1901. His first permanent position was as entomologist and botanist at the Arkansas Agricultural Experiment Station from 1888-1891. In 1904, C. W. Woodworth attained the rank of associate professor and was raised to full professor in 1913, and retired as emeritus in 1930. Professor Woodworth headed the Division of Entomology at the University of California until 1920, at which time he was succeeded by W. B. Herms.

Professor Woodworth was recognized as having a broad balanced viewpoint and brought to entomology an advanced viewpoint and appreciation of economic considerations, new teaching techniques, novel systematic approaches and, in general, a scientific stature well above its amateurish beginnings.

Professor Woodworth lost little time at the University in getting entomological research projects under way. Often his teaching influence was reflected in the publications of other members of the staff or in students. He was most generous to give students full credit and to permit his students to publish on research work which might have been published exclusively under his own name.

Professor Woodworth stressed cooperation and encouraged teamwork between those associated with him at the University and with those engaged in agriculture. He was not only interested in the development and use of insecticides but he was also a keen observer and an ecologist of note. He was quick at determining life histories and habits of insects. Woodworth recognized that treatments were often applied to no avail. In a paper dated 1896, Professor Woodworth may have mirrored present day conditions when he wrote as follows:

1. Applications are often made when there is absolutely no need for treatment or when there is nothing to destroy nor to prevent.

2. Applications are often wrongly timed, either too early or too late.
3. Often the wrong application is chosen."

Woodworth made many practical contributions on the biology and control of grasshoppers, on the control of the Argentine ant, on the control of grape phylloxera and grape leafhoppers. Woodworth investigated arsenicals and demonstrated the danger from water soluble arsenic. Woodworth investigated silk culture and contributed much to orchard fumigation with HCN.

C. W. Woodworth was keenly interested in education. He organized the University of California Entomological Society in 1895. Woodworth was a fellow in the American Association for the Advancement of Science, an honorary member of the Entomological Society of America, a member of the Cambridge Entomological Club and its president in 1891.

C. W. Woodworth is credited with having had a profound influence on entomological instructions the addition of new and advanced courses in entomology; the bringing into the University of outstanding scientists; the improvement of teaching facilities and experimental stations; and, in general, the bringing into maturity the place of entomology as a most highly respected field of science in the University.

In addition to his interest in teaching applied entomology, agriculture and related sciences, Professor Woodworth was a man of diverse accomplishments and interests. During his later years, he spent a great deal of time and effort with calculator concerns and was a consultant on calculators for some of their early developments. For many years he was interested in telescopes and lenses and did work for the Spencer Lens Company. After his retirement as emeritus from the University of California on April 1, 1930, he undertook a survey of insect problems of economic importance in Central and South America.

Throughout his entire career, Professor Woodworth took an especially active interest in the field of economic entomology and wrote many articles, bulletins and circulars on subjects of major concern to western agriculture. Through all the years of his illustrious career, perhaps one of his greatest achievements was his interest in people and stimulation of students in their quest for knowledge through research. In addition, another most significant achievement was his bringing together of outstanding teachers and the establishment of a place of learning and a place for advanced research in all phases of entomology.

SUGGESTED AWARDS DEADLINES

Bussart (limit 2 nominees)*

Society deadline - July 1

Selection deadline - June 1

Canvassing deadline - May 1

Ciba-Geigy (limit 2 nominees)*

Society deadline - July 1

Selection deadline - June 1

Canvassing deadline - May 1

Teaching (limit 2 nominees)*

Society deadline - July 1

Selection deadline - June 1

Canvassing deadline - May 1

Extension (limit 2 nominees)*

Society deadline - July 1

Selection deadline - June 1

Canvassing deadline - May 1

Regulatory (limit 2 nominees)*

Society deadline - July 1

Selection deadline - June 1

Canvassing deadline - May 1

Comstock Award (1 awardee)*

Society deadline - September 1

Selection deadline - June 1

Canvassing deadline - May 1

Woodworth Award (1 awardee; Branch award)

Selection deadline - February 1

Canvassing deadline - December 31

Note: Send a narrative bibliography of nominee to Secretary-Treasurer for inclusion in program before March 15.

* Names are submitted to the ESA by the Branch President.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Employment Opportunities Committee

The objectives of the employment committee are: 1) to compile a current listing of professional and graduate positions available and key contacts; 2) aid in prospective employer/employee liaison at the annual meeting and to meet prospective applicants; 3) provide credentials of members seeking positions in a notebook which prospective employers may review; 4) establish a room and meeting times for prospective employers and employees to meet; 5) conduct an Employment Information Workshop on opportunities for employment in Entomology; 6) present report at annual business meeting; and 7) submit written report to Secretary-Treasurer following annual meeting which will be published as part of Branch business in the ESA Bulletin.

To carry out the above objectives the following guidelines are suggested:

1. Committee composition should include individuals affiliated with:
 - a. University-college
 - b. Industry
 - c. State agency
 - d. Federal agency
 - e. Graduate student
2. President select chair and committee members by January 1.
3. Committee assignments made by March 15.
 - a. Each of the first four (a-d) should survey their areas for potential employment in April.
 - b. In April, any special activities of the committee should be organized and room assignments made.
 - c. In May, Chair sends a flyer to universities in the Pacific Branch announcing the Employment Exchange for the annual meeting indicating where and when it will take place.
4. In May, interview details should be prepared with one committee member determining which employers, if any, will be in attendance to conduct interviews. If possible, these will be announced before the meeting. Candidates for employment may leave contact numbers at the employment room for employers to contact them.
5. In May, the Chair shall prepare up-to-date notebooks and employment descriptions for display at the annual meeting in the areas of:
 - a. Federal agencies
 - b. State agencies
 - c. Industry
 - d. University-Academic
 - e. University-Extension
 - f. Post Doctoral

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Pacific Branch Graduate Student Committee

The purpose of the Graduate Student Committee is to aid both the Society, and the training of future entomologists, by encouraging greater participation of students in Branch and Society affairs. To accomplish this, the objectives of the Committee are:

- 1) To provide a conduit for information from the Branch to students in Committee members' respective departments.
- 2) To encourage representation and attendance of students at Branch and National meetings.
- 3) To encourage membership and submission of papers to Society meetings and publications.
- 4) To nominate from its membership (to be approved by Branch President) a member of the National Standing Committee on Student Affairs.
- 5) To promote participation in the Linnean Games.

To attain these objectives, Committee members have several responsibilities. These include:

- 1) Soliciting ideas and information from fellow students in their departments.
- 2) Communicating these ideas to the Committee Chair and Student Affairs (SCSA) representative, as well as other Committee members.
 - a. Make every effort to attend the meeting of the Committee to be held each June at the Pacific Branch meeting.
- 3) Distributing information about ESA among fellow students and encouraging membership in the Society.
- 4) Helping to implement ideas by volunteering for tasks coordinated by the Committee.
 - a. Fulfilling duties assigned by the Committee Chair.
- 5) Serve for a term of one year, whereupon another representative from each department shall be elected.

The Committee as a whole may accept other responsibilities as well. These include:

- 6) Organizing a Graduate Student Symposium for the Pacific Branch meeting.
 - a. This will allow the presentation of students' and others' scientific research in greater depth than previously possible.

- b. It will also give students the opportunity to plan and organize their own event.
- 7) If approved by the Executive Committee, raise funds which can be used to provide travel money for student members who wish to attend meetings.
 - a. For this purpose, a Secretary will be assigned to solicit and handle funds.

The Committee shall have a Chair who shall:

- 1) Coordinate all information between Pacific Branch Committee members.
 - a. To do this, the chair will carry out frequent mailings, draw up a list of names and addresses, assign responsibilities and/or request volunteers for tasks, and formulate ideas.
- 2) Communicate with the Branch President.
- 3) Select a Student Paper Competition Subcommittee who will coordinate the student paper competition and student poster competition and discuss selection of judges prior to the Branch meeting with the Branch President.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Student Paper Competition Committee

The executive committee of the Pacific Branch of the ESA has approved the recognition of student participation in the annual meeting through the awarding of prizes to students presenting the best research paper and the first runner-up paper in a formal competition.

The awards will be as follows: Best paper-a plaque and one hundred dollars (\$100); First runner-up-a plaque and fifty dollars (\$50). Regulations governing the contest are outlined below:

1. The individual must be a student in any state or province included in the Pacific Branch of the ESA; must be a member of the ESA; must be registered as a student at the time the title, abstract, and a paper are due; and must be registered at the meeting during which the paper is presented.
2. A student is defined as a person working toward a diploma or degree and not holding full-time employment with any institution or research agency. Students graduating during the current academic year are eligible for consideration.
3. Those desiring to enter the competition should submit a title and abstract summarizing the research, by the deadline set at the time of the general call for papers.
4. A paper presented at the current branch meeting and submitted for publication since the previous branch meeting will be eligible for consideration. In case of joint authorship, the participating student must be the senior author.
5. The award will be made on the basis of the quality of the research and the effectiveness of the presentation. Evaluation sheets will be mailed to participants following reception of the title and abstract to aid them in preparation of the talk. In the event that the number of entrants exceeds that allowable in the competition due to time constraints, inclusion in the competition will be based on the quality of the abstract. Once entrants have been determined, evaluation will be based solely on the oral presentation. Those entries not accepted in the competition will be scheduled in regular paper sessions unless an indication to the contrary is made by the entrant on the cover sheet of the entry.
6. There will be four judges, including one student, who will be selected by the Student Paper Competition Subcommittee. A judge will withdraw from rating any student from the institution with which he or she is associated.
7. The decision of the judges will be final. Awards to the winner and runner-up will be made at the final business session during the annual meeting of the branch.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Insect Detection, Evaluation, and Prediction Committee

The objectives of this committee are to (1) aid in professional communication by sponsoring symposia or workshops pertaining to the detection, evaluation, and prediction of insect pests; (2) encourage the development and standardization of effective sampling and reporting techniques; (3) foster the collection, processing, and dissemination of pest impact data; (4) promote the development of and use of effective insect detection and prediction systems; (5) promote taxonomic research to facilitate accurate identification of insects and related arthropods; and (6) encourage relevant papers on these topics.

It is suggested that the president appoint a committee consisting of at least 11 members, with representation from each region of the Branch.

To carry out the objectives of the committee, the committee should interface with the appropriate agencies to identify problems, needs, and goals of the Society as they relate to insect detection evaluation, and prediction. The committee should probably undertake only one project at a time focusing on a high priority, timely issue. Work responsibilities of the project should be distributed appropriately among the committee members. The Chair of the IDEP Committee should advise the Branch president as well the Secretary-treasurer about committee activities and the status of its members.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Meeting Site Committee

The meeting site committee consists of three individuals chosen by the President from the area in which the Pacific Branch Annual Meeting will be held three years hence. The meeting site is normally rotated annually among the three regions (north, south, central) of the branch, but periodically digressions from this pattern become necessary.

MEETING FACILITIES should meet the following standards:

Nice meeting rooms and sleeping rooms in same area.

Meeting rooms should be close together. Must be able to black out rooms.

Must be able to conveniently turn lights on and off.

Need chairs so aisles are present on center and sides of room.

Easy access from rear of room so speakers are not disturbed.

Need lobby or room for informal talk between people. Need a place for registration.

Meeting rooms (3) should be of adequate size (250) or more people.

Need lecterns with lights and speakers

Need convenient air connections.

Price of rooms and complimentary meeting rooms/guest rooms/other perks are important considerations in decision. See the attached form used by a former chair to rate facilities.

Chair of committee should present the committees choices of site and facility at the Executive Committee meeting. When a final site is chosen, the chair should immediately confirm the site with the hotel and have the hotel send a contract to the Secretary.

EXAMPLE
 PACIFIC BRANCH ESA
 SITE SELECTION FOR ANNUAL MEETING - 1984
 RATING FOR CONDITIONS*

FACILITY: Hotel Utah LOCATION: Salt Lake City (central)

	<u>Rating</u>	<u>Comments</u>
Meeting Facilities (overall)	<u>4-5</u>	
Plenary (Est. 450 +- 50)	<u>4-5</u>	
SubSections (Est..3) (~200 each)	<u>4-5</u>	
Banquet (Est. 800 +- 50)	<u>5</u>	
Room Accommodations (overall)	<u>4-5</u>	
Price (single & double)	<u>3</u>	
Quality	<u>4-5</u>	
Tie in w/ complementary rooms	<u>4-5</u>	
Nearby economy accommodations	<u>4</u>	
Camping facilities w/in 25 mi	<u>3-4</u>	
Sponsoring Campus	<u>4</u>	
Ease of Arrangements	<u>5</u>	
Cooperation of Management	<u>5</u>	
Meals (overall)	<u>4-5</u>	
On site/tie in w/ meeting rooms	<u>?</u>	
Price	<u>4</u>	
Quality	<u>4-5</u>	
Alternate Restaurants	<u>4</u>	
Transportation		
Auto/Ground	<u>4</u>	
Air (dist. from airport)	<u>4</u>	
Courtesy service to/from hotel	<u>4</u>	
Parking	<u>4</u>	
Recreation (sight-seeing)	<u>4-5</u>	
Spouse Program Possibilities	<u>4-5</u>	
Special Local Interest	<u>4-5</u>	
OVERALL RECOMMENDATION	<u>4-5</u>	

*Rating Scale:

1 = Poor 4 = Good

2 = Fair 5 = Excellent

3 = Adequate

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Membership Committee

The Chair of the Membership Committee shall be appointed for a three year term. which tenure shall be synchronized with the selection of Pacific Branch member on the Membership Committee of the parent society. The Chair is automatically the Pacific Branch representative on the National Committee.

The responsibility of this committee will be to work closely with the National Committee, and with the National Headquarters, to solicit ideas, informational brochures, membership lists, application forms, etc. to increase the membership of the Branch.

Active recruitment of new members requires dissemination of applications and information about the Society, working with institutions such as other entomological societies, National Pest Control Association, universities, colleges and experiment stations, government organizations and industries where entomologists are employed. Appointment of committee members from a wide range of entomological interests is important. Appointment of one representative of each department of universities with graduate studies in entomology is advisable.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Procedures and Guidelines for the Nominations Committee

The Nominations Committee provides nominees for the office of President- Elect annually; Secretary-Treasurer every three (3) years and Representative to the Governing Board every three (3) years. In the latter cases nominations are made during the final year of the term of the incumbent. Nominations of the Nominating Committee shall be set forth in the Preliminary Notice of the annual convention. The nomination of candidates for Representative on the Governing Board shall be communicated to the Executive Director of the Society for election by mail ballot as provided in Article VII, Section 5 of the Constitution of the Society. Additional nominations for President-Elect or Secretary-Treasurer may be made from the floor during the Preliminary Business Meeting. All nominations shall be accompanied by certification that the nominee will accept the nomination and will serve if elected.

If a candidate for an office is unopposed, the President shall declare that person elected to office upon closing the nominations. If two or more nominations are made for an office, an election by ballot for that office shall be held at the Annual Business Meeting, and the person receiving a plurality of ballots cast for the office shall be declared elected.

The Nominations Committee is comprised of three (3) members appointed each year by the President. One of the members is appointed Chair, at the discretion of the President.

The responsibilities of the Committee members are as follows:

A. Chair

1. Shall inform the Committee members of their duties, by distribution of these guidelines, and see to it that the duties of the Committee are conducted on a timely schedule so as to guarantee selection of nominees for the various branch offices in time to set forth the nominations in the Preliminary Notice of the annual convention.
2. Shall request Committee members to recommend to the chairman one or more names of potential candidates for each vacant office, noting the offices to be filled that year. The Chair may also submit name(s).

It is generally recommended that the Chair canvas the branch for qualified individuals for all available positions in a spirit to keep the nominations process "open". Contact should be made with educational as well as private, state and federal workers. Respondents to the Chair's search should have permission of the individual whose name is submitted.

3. Shall list the names of potential candidates for each office and then submit lists to Committee members for ranking by preference. Upon return of rankings by members, Chair summarizes this information and notifies members of the results. The confidentiality of each member's ranking shall be maintained by the Chair. The candidates for each office that receive the highest preference ranking (lowest number) become the nominees of the committee and are recommended to the member- ship as set forth in the Constitution and Bylaws of the Pacific Branch.

B. Committee Members

1. Shall recommend one or more names of potential candidates for each vacant office and participate in selecting the nominees for each office.

The following format can be used as a guide by the Committee Chair in preparing the list of candidates for ranking by Committee members. A similar format is used for each office to be filled. Ranking is based on the: number of candidates listed for the specific office (in this example, 6), with t. the most preferred receiving the higher ranking of 1 and so on down to the least preferred receiving a ranking of 6.

The vacant office(s) in the Pacific Branch of the Entomological Society of America for 19__ are (list offices). The nominees for the office of - are as follows: (Name of Office)

<u>Rank</u>	<u>Nominee</u>	<u>Employed by</u>	<u>Nominated by</u>

Please rank the candidates in your order of preference for the vacancy by assigning the most preferred candidate the rank of 1, the next preferred 2, the next 3, and so on to the least preferred,

6. Assign a rank to each and all candidates.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Operations Committee

The Operations Committee is responsible for all properties and facilities used during the meetings. This should be coordinated with Arrangements Committee. They should provide:

1. Slide projectors for each meeting room and spare bulbs for projectors. They should borrow the projectors from various agencies if possible rather than rent them from the hotel.
2. Projection screens.
3. Tables for projection equipment (may have to arrange this with hotel).
4. Standing, lapel, or table microphones and loud-speaking equipment
5. Light signal or bell for stopping the speaker (Secretary has several bells).
6. Long pointers.
7. Podium in each meeting room.
8. Lamp on each podium.
9. Raised stage, table, and chairs for officers and panel members in business meetings.
10. Extension cords.
11. Desks and chairs in the lobby of the headquarters hotel for the Registration Desk.

One member of the Operations Committee should be in each room at all times during sessions. They should turn lights off and on as needed, adjust microphones, control volume on speakers, assist in setting stage for panels, draw blinds, open and close windows as needed, etc.

The Chairman of the Operations Committee should assign definite days and hours to his committee members. All committee members should familiarize themselves with the equipment so that they can properly operate it.

This committee should check all operations the day before the meetings start. They should check heating or cooling and ventilating of the meeting rooms, darkening curtains at all windows for showing slides~ check projection equipment for light intensity and focal length of lenses on projectors, locate light switches, be sure sufficient seats are available in the meeting hall, etc.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Photo Salon Committee

The sample entry form should be followed closely, with appropriate changes in numbers, deadline dates, and names and addresses of judges, etc.

Drafts of the Exhibit announcement and the mailing labels should be in the Secretary's hands before printing Preliminary Notice (see schedule). The announcement and labels will be printed by the Branch printer. The Secretary will mail you 500 announcements for you to distribute to non-members, the labels; to be sent to individuals returning the entry form.

You may send your drafts directly to the Secretary or through the Program Committee Chair or the Branch President. In any event, keep the Program Committee Chair posted: Photo Salon details also appear in the Preliminary Notice and in the Program.

You may find it useful to confer with the Branch President and the Chairs of the Program, Operations, and Arrangements Committees with respect to the actual presentation of the Exhibit.

The entry form should be made up early in September and a copy sent to:

George C. Riechmann, Chair, Nature Division - Aids and Standards. Photographic Society of America, 2034 Connecticut Avenue, Cincinnati, Ohio 45224 for approval and journal listing for the Pacific Coast Insect Photographic Exhibit in the PSA Journal. He will send the Silver medal to be awarded for best slide of the Exhibit.

Mail two catalogs of the photo Exhibit to George C. Riechmann.

Also mail two catalogs to Louise Stull, Director, PSAND star rating, 1274 E. Vartikian, Fresno, CA 93710.

Some years ago an instruction book was prepared and is forwarded to the next Chair to assist in conducting the photo Exhibit.

EXAMPLE

28th Pacific Coast Insect Photographic Exhibit
Pacific Branch, Entomological Society of America

68th Annual Meeting. June 18-21, 1984. Salt Lake City. Utah

Members of the Entomological Society of America, Photographic Society of America, and nature photographers everywhere are invited to submit photographs of insect activities, and biologies in relation to their environment and other related arthropods for exhibit at the 68th Annual Meeting of the Pacific Branch.

The Exhibit will be conducted according to practices approved by the Photographic Society of America, and is recognized as a PSA., Approved Nature Exhibition. All acceptances will count toward Star Ratings and for "Who's Who in Nature". The highest scoring entries will receive awards and honorable mentions, while those receiving the lowest scores will be eliminated only to the extent necessary to bring the Exhibit within reasonable limits of available time. About 50% of the entered slides were accepted in 1983. All accepted slides will be shown during the meetings at Salt Lake City, Utah. The public is invited to the showings.

In special recognition of the excellence of the 1983 Exhibit, a PSA Nature Division Silver Medal has been made available and will be awarded to the slide judged the best example of an insect's relationship to its environment or host. Award of Excellence Plaques will be given for the best slide by an Entomological Society member, and for the best slide by a non-member. Honorable Mention ribbons ~ will be awarded to about 10% of the accepted slides.

----- Cut Along This Line-----

28th Pacific Coast Insect Photographic Exhibit Entry Form

Name: _____
No. _____

Street: _____ -- Member of Ent. Soc.

Address: _____ of America?

City _____, State _____ Member of PSA?
and ZIP _____

No.	Title	Judges	Total	Award
-----	-------	--------	-------	-------

1				
2				
3				
4				
5				

No. _____ Fee Rec'd. _____ Report Card _____ Entry Returned _____ Catalog

CONDITIONS OF ENTRY

1. Fee: \$3.25 U.S. Funds. (Checks should be made payable in U.S. Funds to Pacific Coast Insect Photo Exhibit). Slides received without fee will not be judged.
2. Entries may not exceed four (4) slides, and must have been exposed by the entrant. Only 2 X 2 slides are eligible. Glass mounting is preferred, but should ~ exceed Kodak metal slide binder mounts in thickness.
3. Each slide must be numbered to correspond to the entry form, and must bear name and address of maker and a title (scientific or common name of insect should be given when possible). Slides should have a thumb spot in the lower left corner when viewed as if a print. Titles and data will be read at the judging.
4. Photographs of DEAD specimens are NOT eligible unless they are micro- or macro-photographs of specific morphological details. Obvious artificiality in any form will usually result in rejection.
5. Slides accepted in previous Pacific Coast Insect Exhibits are NOT eligible.
6. An entry form, return address labels, and fee must be submitted with each entry. Forms and labels may be copied. Enclose with slides if mailed by First Class. All foreign entries must be sent by Air Mail, and should state on packet that photographs are for exhibit only, are to be returned, and are of no commercial value.

CALENDAR

Closing Date June 1, 1984 Score Cards mailed June 11, 1984 Judging Date June 2, 1984 Total Rejects mailed June 16, 1984 Showing Dates June 18-21, 1984 Catalogs mailed July 25, 1984

** All entries returned by July 9, 1984

JUDGES

Timothy P. Miller Brad Nelson Twain C. Tippetts
Extension Entomologist Bio-Medical Photographer Curator Art Gallery
. Biology Department College of Medicine Professor Art
Utah State University University of Utah Utah State University Logan, Utah Salt Lake City, Utah
Logan, Utah

Insect Photo Exhibit Committee
William P. Nye, Chairman, Eric M. Coombs and George E. Bohart

Send entry form, fee, and slides to the Pacific Coast Insect Exhibit Committee Chairman:

William P. Nye

Biology Department, UMC 53 Utah State University Logan, Utah 84322

Enclose self addressed, stamped envelope when requesting information and additional entry forms or mailing labels to the above.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Program Committee (Updated 3/29/2009)

The Program Committee consists of at least three persons in addition to the Chair and Vice Chair. The Chair is usually selected from the geographic area of the meeting.

The Program Committee selects pertinent subjects for panel discussions and symposia. A symposium consists of prepared formal papers. A panel discussion consists of questions and answers which may or may not be prepared ahead of time by the moderator. The leader of a panel discussion is called the "moderator" and the leader of a symposium is called "presiding".

The Program Committee asks individuals to serve as "moderator" or "presiding" and persons for the panels etc. may be left entirely to the discretion of the leader.

Preliminary Notice - The Program Chair prepares the announcement of the meeting (Preliminary Notice) and call for papers and transmits these to the Secretary.

All material submitted in draft form will be printed by the Branch printer and, together with the pre-printed material, will be mailed by the Secretary to the members 17 weeks before the meeting.

If for any reason the mailing is delayed, the delay will merely shorten the paper submission period. The paper submission deadline cannot be put off.

A glance at the sample Preliminary Notice will show that you will need to obtain information from several other committees before you can prepare a draft of the new Notice. It is suggested you work with the Branch President on this, since he is coordinating the committees. Information of Elections and on the Woodworth Award may be left blank in your draft: the Secretary usually receives this information directly - and late - and will insert it for you.

Abstracts should be coordinated with the Abstracts Committee Chair.

Program - The prior year's Program should be followed closely, with appropriate changes in numbers, dates, and names and addresses, etc. To eliminate re-typing, please have the draft Program typed in approximately the style intended to be printed. Use no punctuation not intended to be printed. Be consistent in citing authors' addresses, even if the authors are not consistent.

There are four weeks between receipt of the last submitted paper and mailing of the Program to the members. The Program draft must be in the Secretary's hands at least nine weeks before the meeting in order for the Program to be mailed five weeks before the meeting as required by resolution of the Branch. One additional week will be needed if the Program draft requires re-typing, and five additional days will be needed for each set of changes in material already in the hands of the printer. All this means you will have to work quickly and accurately after the last paper is in.

EXAMPLE
PRELIMINARY NOTICE
PACIFIC BRANCH
ENTOMOLOGICAL SOCIETY OF AMERICA
68th Annual Meeting-June 19,20, and 21, 1984
Hotel Utah
Salt Lake City, Utah

Three timely symposia will be featured at the 68th annual meeting of the Pacific Branch of the Entomological Society of America in Salt Lake City, Utah. June 18-21, 1984. Major program events society members (10 minutes, 3 minutes, or posters) will be especially important.

Symposia:

1. *Recognition and Significance of Insect Biotypes:*
2. *Management of Insecticide Resistance:*
3. *Sampling Strategies for Mites in Different Agricultural*

Submitted Papers and Displays: The Program Committee solicits, from society members, papers and posters (displays) or participation in the "What's New Section" on any phase of entomology. When submitting, use the enclosed submission and abstract forms. Please have these. by April 2, 1984, to **William A. Brindley, Program Chairman, Department of Biology, UMC 53, Utah State University, Logan, UT 84322**. Abstracts of papers presented at the meeting may be purchased at the registration desk.

Poster Session: The Hotel Utah has a very favorable, well exposed area, for posters. See additional details on enclosed submission form.

Student Paper Contest: Prompt attention is advised. Please see additional details on submission form.

The What's New Section: An informal form for exchange of current information. Please use the submission form enclosed.

Lygus Workshop: **D. Scott** (ID) has requested a lygus bug workshop of informal discussion and grouped papers. Please contribute if you have been working in that area.

Registration: Complete and return the enclosed preregistration card if you plan to attend. Registration is \$10 for members. \$3 for students, and \$20 for nonmembers and should be paid at the registration desk. Registration is free for Honorary Members, Emeritus Members, and invited participants from outside the branch or Profession.

Photo Salon: Members are invited to submit slides for the photo salon. W.P. Nye will coordinate the presentations. Please use enclosed entry form.

Elections: The Nominations Committee, **H.T. Reynolds, D.E. Myerdirk, and J.P. Trumble (Chair)** recommend **Dr. Michael K. Rust** for President-elect of the Pacific Branch. Dr. Rust is presently serving as Division Head of Economic Entomology in the Department of Entomology at the University of California, Riverside. After completing a B.A. in Zoology and Botany at Hiram College in Ohio, he received a M.A. (1973) and a Ph.D. (1975) in Entomology from the University of Kansas. He joined the UCR faculty in 1975. He is recognized for his distinguished research achievements and accomplishments in teaching. Dr. Rust has been an active member in the Pacific Branch and is currently a member of the Executive Committee. Additional recommendations can be made from the floor at the preliminary business meeting.

General Information: Salt Lake City is located in north central Utah, where it lies at the base of the rugged Wasatch Mountains and serve as the capital of Utah and hub of Mormon culture. Since first populated by a few thousand settlers in 1847, it has grown to become a modern city 655,000. Points of interest within the city include: Hansen Planetarium, Utah Natural History Museum, the Mormon Tabernacle Choir, LDS Genealogical Library, Great Salt Lake and many others. Numerous regional points of interest are within 50 miles, along with some of the most beautiful national monuments and parks somewhat further away. Shopping is convenient within walking distance (less than 2 blocks) of Hotel Utah.

Weather: Temperatures for June range from about 45 F to 80 F. There is a chance of rain but dry weather is likely. The average number of rainy days in June is 6.

Housing Accommodations: Headquarters for the meeting are in Salt Lake City's historic hotel, Hotel Utah, corner of Main and South Temple (Tele. (801) 531-1000). Rooms are set aside at rates of \$60 for singles and \$70 for doubles. Additional rooms have been set aside at Temple Square Hotel one block away (Tele. (801) 355-2961) at rates of \$30 for singles and \$38 for doubles.

Students: As additional information useful to students becomes available, it will be mailed to the universities within the Pacific Branch area.

Camping: Albian Basin-20 mi SE of Salt Lake City, Hwy 210; Brighton-20 mi SE of SLC. Hwy 152; Redman-18 mi SE of SLC, Hwy 152; Spruces-16 mi SE of SLC. Hwy 152; Tanner's Flat-17 mi SE of SLC, Hwy 210.

Trailers and RV's: Camp VIP-1350 W on North Temple (801) 328-0224; Salt Lake City KOA-1400 Won North Temple, (801) 355-1192; South Salt Lake Valley KOA-I-15 at 90th So, (801) 266-7550.

Travel Information: Salt Lake International Airport is the hub of air travel in the intermountain area. It is easily accessed by airline carriers from throughout the Pacific Branch area, including United, Frontier, Eastern, TWA, Republic, American, Wien, Continental, Western, Delta, Horizon, and Sky West. Taxi and Limousine service is readily available at the airport for the 10 mi trip to downtown Salt Lake City. Hotel Utah provides free limousine service to their patrons, and those to Temple Square Hotel. Interstate Highways 15 and 80 intersect in Salt Lake City, making vehicle travel convenient from all directions.

Special Events: Special consideration is being given to spouses and children to make their stay in Salt Lake City a memorable experience. The hotels are convenient to extensive shopping malls, and outlying areas are easily reached by bus. Tours, convenience and relaxation time will make this trip an enjoyable memory.

EXAMPLE

ENTOMOLOGICAL SOCIETY OF AMERICA

68th PACIFIC BRANCH MEETING - JUNE 18-21, 1984

HOTEL UTAH, SALT LAKE CITY, UTAH

PLEASE RETURN SUBMISSION SECTION AND/OR PARTICIPATION SECTION TO

William A. Brindley, Program Chairman

Department of Biology, UMC 53

Utah State University

Logan, Utah 84322

SUBMISSION SECTION

DEADLINE: This and abstract to be received by April 2, 1984 by program chairman. No exceptions, please.

___ 10 MINUTE PAPER (including discussion; abstract required)

___ Student paper contest ___ 2x2 projector ___ 16 mm movie

___ Lygus bug workshop ___ What's New Section (no abstract)

___ 3 MINUTE PAPER (title &-abstract only)

___ Lygus bug workshop ___ What's New Section (no abstract)

___ POSTER (1/2 - 1 day prominent exposure; bulletin board only; abstract required)

PROGRAM ENTRY (please type)

Enter title (15 words maximum)

Enter author(s) (initial, below names) and address below

XXXXXX

Please check the ESA section your submission would best fit in:

A ___ B ___ C ___ D ___ E ___ F ___

Special instructions will be sent to those submitting POSTERS or STUDENT CONTEST PAPERS. The contest requires a registered student member of the ESA as senior author and 6 page manuscript (in the style of an ESA journal article) in addition to the abstract form. Deadline is April 2, 1984, to the Program Chairman. First prize is plaque + \$100; second prize is plaque + \$50. Judging based upon manuscript and la-minute presentation.

PARTICIPATION SECTION

There is no deadline or reservation required but we want to know if you (or a partner traveling with you) are interested in _____ chairing a paper session, _judging student papers, ___the mite symposium, _____the resistance symposium, _____the biotypes symposium __Lygus-bug workshop, _____ extension in formal session, ___what's new section or _____ partner's program of Salt Lake highlights.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Publicity Committee

The function of the Publicity Committee is to advertise the approach of the meeting and to help reporters during the meetings.

This Committee should be aware of the program and meeting arrangements before the meeting. They should select items of popular interest from the program and prepare popular news items for release through local newspapers, radio, and television.

Outstanding features which were presented at the meetings may be written up for post-meeting releases to newspapers.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Registration Committee (Updated 3/29/2009)

The Registration Committee is composed of the chairperson and at least one additional person.

The role of the Registration Committee is to facilitate the registration process for the annual meeting. This will require cooperation with the secretary-treasurer in setting up processes for deposit and accounting of registration fees.

Prior to Registration

1. Pre-registration is used for the annual meeting. A pre-registration form is required at the same time as the formal meeting notice. Pre-registration form should include Federal Tax Exempt Number (23-7121723). The pre-registration form will be posted on the web with the Formal Meeting Notice.
2. Registration Chair should work with members of other committees such as Program, Operations, and Local Arrangements committees. Here are a few guidelines to keep in mind.
3. Coordinate on-line pre-registration with Secretary-Treasurer using a meeting registration web-site.
4. Track carefully name, amount paid, and classification (regular, student, honorary, emeritus, guest) for future reference in case of disputes of payment, and for a final record to provide to ESA Central Office after the close of the meeting. Confirm membership in ESA for "member" categories.
5. Problems with currency exchange should be anticipated and discussed in advance by the Chair, the Branch President, and the Secretary. Make a comment on registration form that all currency is in US dollars.
6. Obtain list of complimentary registrations from the President.

Day of the Meeting

1. Pre-registration should mean a fast trip through the registration line for the pre-registered member. Separate lines should be created for those pre-registered and on-site registration the
2. Have a supply of change available. The committee is responsible for collecting money paid by the members in the registration lines, and for keeping an accurate count of each transaction. At the close of registration, the money and accounts are delivered to the Secretary-Treasurer.
4. A current count of registrations should be periodically made to assist with local arrangements... Also, any last-minute registrations must be communicated to the Secretary-Treasurer so that the total registration announced at the final business meeting will be accurate.
5. Registration invariably requires expenditures for supplies. Receipts for such purchases should be presented to the Secretary-Treasurer for reimbursement - preferably in one lot at the close of registration.
7. Verify all members against the National ESA membership list available through the ESA web page.
8. A schedule of assignments posted at the registration desk is quite useful for Registration Committee members to indicate their work shift.
9. Coordinate registration for special events with the chair of that committee. Keep receipts from each source separate from one another.
11. Print badges with lanyards. These are often provided free by the local visitor's bureau. Print Mixer, Award Luncheon tickets and provide receipts.
12. List of individuals who do not pay registration fee:
 - ESA President
 - Local dignitaries
 - Woodworth Sponsor and guest (Brian Holden)
 - Woodworth Award Winner
 - Comstock Award WinnerAny other complimentary registration communicated from President
13. Prepare final summary of attendance, paid registrations, and classification (regular, student, honorary, emeritus, guest) for Final Business Meeting. Send copy to Secretary-Treasurer for Branch records.
14. Be prepared to answer a range of questions regarding the meeting. Know who to refer them to for the right answers.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for the Resolutions Committee

The Resolutions Committee shall solicit resolution items from the membership, draft the resolutions for the annual meeting in consultation with appropriate standing committee(s), and report them to the final business meeting of the annual meeting. The resolutions should be posted for review by the membership at least 12 hours before the final business meeting. The resolutions are voted upon at the final business meeting.

The Resolutions Committee tries to think independently and with some originality about practices and policies of the Branch and to suggest possibilities of improvement by its resolutions. Resolutions from the floor should be encouraged. It should keep abreast of developments in the national organization of ESA, as well as the U.S. Congress and other governmental bodies as they may relate to the Society and its members.

The standard resolutions shall include: 1) the resolutions of appreciation and thanks to the officers, the Local Arrangement Committee, the Registration Committee, and all others concerned in any way with the meeting and program; and 2) resolutions of congratulations, condolence, or sympathy to individuals or groups.

Submit written report to Secretary-Treasurer following the final business meeting. This will become part of Branch business as published in the ESA Bulletin.

Names of deceased members will be provided to the Resolutions Committee Chair at the annual meeting by the national executive director. However, don't rely on this source to the exclusion of all other sources.

EXAMPLE

ENTOMOLOGICAL SOCIETY OF AMERICA
PACIFIC BRANCH

STANDARD RESOLUTIONS

1. DECEASED MEMBERS

Whereas:

the Pacific Branch of the Entomological Society of America has lost through death _____ of its faithful members during the past year;

Be It Resolved:

that the Pacific Branch extend condolences to the bereaved families of the following deceased members, and the Secretary be instructed to communicate such condolences:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. THANKS TO COMMITTEES

Whereas:

the chairmen and members of the various committees of the Branch have commendably fulfilled their duties in providing a stimulating, productive, and pleasant meeting;

Be It Resolved:

that the Pacific Branch express its thanks to each of the _____ committees listed in the ___ Annual Meeting Program, and give special recognition to _____ for his outstanding performance as Arrangements Committed Chairman.

STANDARD RESOLUTIONS

3. THANKS TO MEETING SITE OPERATORS

Whereas:

the management and personnel of the _____ have assisted the Branch committees, entertained the members, and contributed to the conduct of a successful meeting;

Be It Resolved:

that the Secretary be instructed to prepare and send (a) letter(s) of thanks to the _____

4. THANKS TO SPECIAL CONTRIBUTORS:

Whereas:

various industrial organizations and educational institutions listed in the Banquet Program have extended courtesies and support, contributing materially to the success and enjoyment of the meetings (including _____, _____, _____, (and) the _____ organizations.

Be It Resolved:

that thanks be extended for these courtesies.

5. THANKS TO COOPERATING ORGANIZATIONS

Whereas:

_____ whose assistance with the meeting was most helpful and cooperative;

Be It Resolved:

that the Secretary be instructed to prepare and transmit a letter of thanks for this gracious assistance.

STANDARD RESOLUTIONS

6. THANKS TO PRESIDENT AND EXECUTIVE SECRETARY OF E. S. A.

Whereas:

The President and Executive Secretary of the Entomological Society of America have attended and participated in our meetings;

Be It Resolved:

that our sincere thanks be conveyed to President _____ and Secretary _____ for their helpful and informative contributions.

SPECIAL RESOLUTIONS

Whereas:

Be It Resolved:

Whereas:

Be It Resolved:

NOTES TO RESOLUTIONS

1. Deceased members
 - a. Names of deceased members should be listed alphabetically.
 - b. President usually calls for a standing moment of silence after this resolution is introduced, often without asking for any discussion or vote on the resolution.
 - c. The resolution will be reported as one "honoring the service and contributions" of the deceased members.
 - d. It should be understood that condolence letters will not be sent in case of error, or to unidentifiable survivors, or to members for whom there is no recent record.
2. Thanks to committees
 - a. Committees were once named, but the list is too long.
3. Thanks to meeting site operators
 - a. Resolution usually offered as a courtesy. In rare instances the resolution has been defeated; but as a rule it should be offered even if the service and facilities have been poor.
4. Thanks to special contributors
 - a. This resolution takes care of individuals such as florists or local trade organizations.
 - b. Names of the contributors were once given, but the list is very long, and it is more convenient to refer to some other listing.
5. Thanks to cooperating organizations
 - a. This resolution is intended for cooperators to whom letters of thanks are to be written, as opposed to those recognized in Resolution 4 for whom the only thanks will be the reading and adoption of the resolution.
 - b. Examples are a Department of Agriculture, a Chamber of Commerce (for extraordinary service), a joint meeting co-host. All such organizations may be blanketed in one resolution, or else two or more resolutions may be offered to cover them individually or in groups.
6. Thanks to President and Executive Director of E.S.A.

ENTOMOLOGICAL SOCIETY OF AMERICA PACIFIC BRANCH

Guidelines for Special Events Committee

Responsibilities

The primary purpose of this committee entails planning and arranging activities for guests of the ESA members during the Pacific Branch meeting (members may also participate). Duties include necessary reservations, transportation arrangements, etc. prior to the meeting and follow-through during the meeting days.

Duties Prior to the Branch Meeting

1. The committee chairperson (appointed by the Branch President) selects committee member (4-6) to assist with activity planning and presentation, and submits names to the President for appointment. (Select dependable individuals to serve).
2. Obtain names, addresses and phone numbers of the following individuals: President, Secretary-Treasurer, Program Committee Chairperson, Local Arrangements Chairperson, Registration Committee Chairperson and past Special Events Committee Chairpersons. Having this information available will provide easy access for clarifying any questions that may arise.
3. Immediately after their appointment, the Chairperson contacts committee members and arranges a committee meeting (3-6 months prior to Pacific Branch meeting).
4. Determine the Special Events program and submit to Program Committee Chairperson for inclusion in the Preliminary Notice. See samples of past Notices for ideas and format, and ask Program Committee chairman for the due date.
5. Make all arrangements for activities, i.e., necessary reservations for groups, transportation, etc. (Transportation might be via bus rental, vans or individual volunteer drivers). Arrangements for reservation and transportation may require numerous telephone calls for price and schedule comparisons. The local convention bureau is a good source for obtaining ideas of attractions and gathering brochures.
6. In addition to planned events, it's helpful to have city maps available (50-100 suggested) and brochures covering area attractions are also appropriate for distribution. These might be obtainable through the local convention bureau. The committee might also desire to have ideas available on the following topics: golf courses, tennis courts, jogging trails, museums, shopping areas, public tours, child care, children's activities, theatres, miscellaneous cultural events, shows, bird spots, collecting spots, restaurants and night clubs.