

Student Contributed Talks Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. Once the annual Section Meeting abstract submission deadline has passed, the committee will contact the Section Secretary to determine the number of student talks submitted and the number of sessions scheduled to accommodate those talks.
3. The committee will recruit the needed number of judges for the student talks.
4. The committee will design, prepare, and copy the needed number of judging sheets.
5. The committee will provide judging sheets to the judges. These may be sent electronically to the judges prior to the Section Meeting and/or they may be distributed by hand to the judges prior to the start of the student talk sessions. Either way, copies of the sheets need to be available during the sessions.
6. At the conclusion of the last student talk session, the committee will meet with the judges as a group to determine the top three presenters. These are designated as the R.B. Deal First Prize, the R.B. Deal second prize, and the R.B. Deal third prize.
7. Friday afternoon after the top three presenters have been determined, the committee chair will provide the names, schools, and mailing addresses of the first, second, and third place presenters to the Section Treasurer and to the Section Secretary.
8. Before the Banquet, the chair will contact the Section Treasurer to pick up the award checks, if the Treasurer is available and has had time to prepare them.
9. The committee will announce the three awardees and present the award checks (if available) at the Section Banquet. If the checks are not ready, then they will be mailed to the winning team members.