



Human Factors and Ergonomics Society (Houston Chapter)



CALL FOR PRESENTATIONS

Meeting Date: Friday, April 23, 2004

Meeting Location: Rice University – Jesse H. Jones Graduate School of Management, Houston, Texas

DEADLINES

Poster and Presentation Proposals (all presentation types) due March 15, 2004

Accept/reject letters sent March 22, 2004

Author Kits sent March 22, 2004

Presentations due April 12, 2004

The Human Factors and Ergonomics Society Houston Chapter is sponsoring a one day meeting in Houston that focuses on bringing to light the number of different people working in the wide variety of businesses and disciplines that are connected to ergonomics and human factors. The meeting will be designed to provide time for people to share ideas in a variety of formats and also to socialize with other ergonomic and human factors professionals. We hope that you will contribute to its success by offering to present examples of your work, practical applications or research interests using either a seminar or poster session format. Since it is only a one-day conference, the number of speaking positions is limited, but the number of open poster spots is quite large.

Participants are invited to submit proposals including practical applications or solutions, case studies, debates, demonstrations, competitive product designs, new methodologies, on-site experiments, and posters.

If you wish to submit, please forward an abstract (minimum 150 words) by email to hhfes@sbcglobal.net. You may also log on to <http://chil.rice.edu/hhfes> and link to the conference. More information on submissions and a registration form are available there.

Proposers are asked to specify whether or not their proposal can be accepted for presentation in a format other than that submitted (for example, submitted as a lecture but accepted as a poster). Finally, accepted authors will be asked to prepare a proceedings paper of one to five pages OR to submit their presentation slides for publication in the conference proceedings.

Note that for all accepted proposals, one of the authors must attend the meeting to present the work.

Submission

All proposals will be emailed to: hhfes@sbcglobal.net

You must have e-mail access to have a proposal considered for the HFES-Houston One Day Meeting. All communication with you about your proposal (e.g., confirmation of receipt, acceptance/rejection notices) will be sent by the on-line submission system via e-mail. The sender is "hhfes@sbcglobal.net." If you have spam-blocking software or other filters running, please adjust your settings to prevent interference with e-mail messages from hhfes@sbcglobal.net. In addition, if your e-mail address changes during the review period, be sure to notify the review committee at hhfes@sbcglobal.net.

GENERAL INFORMATION

Papers that have been published previously or presented at another professional meeting may not be submitted. Submission of your proposal is your representation to HFES that all coauthors have given their consent to publish the paper.

Review Process

Most program chairs prefer single-blind review, whereby the author does not know the reviewer's identity unless the reviewer chooses to be identified. If you would like your proposal to be double-blind reviewed (neither the reviewer nor the author is identified), do not include your name or affiliation in your abstract or summary. However, chairs have the discretion to include author information when this is judged to be an important consideration in the review.

Approval Process

Do not submit your proposal unless you have received internal approval or clearance from your employer, client, or sponsor.

Commercialism

HFES reserves the right to reject or cancel presentations that inappropriately promote a product or service. Questions about this policy may be directed to Dr. Henry Romero, Conference Chair.

Publication Requirements

If your proposal is accepted, you will receive a kit describing how to prepare your paper or presentation for publication in the Meeting Proceedings. There is an absolute five-page limit for proceedings papers; the page limit is strictly enforced. Completed papers are due April 12. HFES reserves the right to cancel publication if papers are received after April 12.

Papers accepted for publication in the proceedings must be accompanied by a fully executed HFES Copyright Transfer Form bearing all coauthors' names and signatures, as well as any required employer signatures. If your employer uses an alternative copyright transfer form, you must submit it to HHFES for consideration prior to or, at the latest, with the completed proposal. HHFES will consider such forms insofar as they are compatible with the Society's terms and policies.

Requirements for All Submissions

Please include contact information for all your coauthors (full name with middle initial if required, mailing address, e-mail, phone, fax). Indicate if the submission is "student work."

If it is impossible for you to submit your proposal via the on-line system, please send the following materials to the address below so it arrives no later than March 15, 2004:

- a) an electronic copy of the proposal (Microsoft Word, RTF, or WordPerfect) on a floppy disk, CD-ROM, or zip disk;
- b) a cover page with your full contact information (name, address, phone, fax, e-mail), and
- c) a paper copy of the proposal for confirmation of the electronic version.

Address your proposal to:

Houston Chapter HFES Meeting Proposal
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