

POLICY, RULES, AND REGULATIONS
OF THE
WORLD AQUACULTURE SOCIETY

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I. GENERAL

- A. CREATION, AMENDMENT, DELETION OF PRR. Policy, rules and regulations may be created, deleted or modified by majority vote of the Board of Directors either in person, or by electronic vote for time-sensitive issues. (Attachment I) {Board action – 1986; Modified 2009}
- B. REVISION OF PRR. The Policy, Rules and Regulations contained herein shall be revised by the Secretary after each meeting of the Board of Directors and forwarded, with the revised Bylaws to each member of the Board. {Board action - 1986}
- C. MEMBERSHIP LISTS. Electronic versions of WAS membership lists shall not be made available to non-members; however, mailing labels for WAS members may be provided upon request at no charge to Associates, so that Associate Members can send promotional material to WAS members.
- D. INTERNATIONAL FOCUS. For the purpose of promoting international involvement and cooperation in aquaculture, it shall be the policy of the World Aquaculture Society to meet anywhere in the world suitable for an informative, educational meeting. In so doing, WAS will avoid conflicts with associated societies. {Board action - 1987; Modified 1993}
1. No part of the business conducted by the Society shall be concerned with matters of internal aquaculture legislation of any country unless it can be clearly demonstrated that such matters have international implications. {Board action - 1983}
 2. No part of the financial resources of the Society is to be used to defray travel expenses of any Officer, Director or member where the purpose of such travel is to influence or intervene in the internal aquaculture legislation of any country. {Board action - 1983}
- E. PROMOTION AND MEMBERSHIP
1. In order to promote new membership, up to six free complimentary memberships will be granted for a period of three years to individuals representing specific geographical regions. There can be only one complimentary membership per country. There is to be a submission of an article for WAS Magazine on aquaculture in the candidate's particular country (to be received before the membership is granted. A complimentary membership is renewable for up to 5 years with each annual renewal based on submission of a satisfactory brief report on activities related to use of WAS materials. Preference for a complimentary membership is granted to an individual affiliated with an organization engaged in aquaculture programs with Internet service in a country with a World Bank Category 1 income (low income). (Board action – 1997, Modified - March 2004)}
 2. E-Membership: This category is NOT open to those who have been student or individual members of WAS within the last five (5) years. An annual fee of \$10 shall be payable by credit card, US Money Order or check cashable at a US bank in US\$. E-subscribers would be required to submit contact information, which will be compiled into a database by the home office. [Board action – 2004].

E-Members are eligible for the following benefits:

(a) full access to Members' Section of web (includes discounts on web store purchases; (b) listing in Membership Directory; (c) all electronic announcements; (d) eligibility for member's discount on store items. Differences from all other membership categories shall be: (a) do not receive World Aquaculture Magazine or Journal of the WAS; (b) do not receive member rates for conferences; and (c) cannot vote in WAS elections and/or hold office on the WAS Board. (Board action -2005)

F. STUDENT MEMBERSHIP

1. The comprehensive student policy provides guidelines to all WAS committees, boards and groups on issues that pertain to student membership. Students are a significant (perhaps the most significant) constituent of future society membership and student excellence is an essential component of WAS strategic role in assuring the progressive development of aquaculture worldwide. The overall strategy that underlies this policy is to develop and implement practices that will help students become educated in aquaculture, enter the aquaculture community, and gain their loyalty to the society {Board action – 1998}.
2. Participation on Committees, Boards and Groups: To provide an initiation to the conduct of Society business and a personal investment in the ultimate success of their Chapters and the Society, students should be recruited to serve on committees at the Chapter level and in the parent Society. The obvious avenues for student participation are in the WAS Student Activities (SA) Committee, Chapter Student Activities Committees and the Student Social Subcommittee. Other avenues include Program Committees, Promotions and Membership Committees, Affiliations or committees within the Chapters that serve similar functions.
3. Dues rate. Student members will be offered a membership rate of 50% of regular member dues (not to be less than \$40). To obtain the special rate, students must provide verification of student status (undergraduate, graduate, or technical) by way of signature of the student's director or departmental chair.
4. Registration rate for the annual conference. Student members of WAS will be offered a fixed, low rate for annual conference registration to be set at approximately 40% of the regular "early bird" member registration rate. In the event of a Triennial or any other WAS annual conference co-sponsored with another organization, every attempt will be made by WAS representatives on the Steering Committee to negotiate these conditions for student registration.
5. Cooperative programs with Chapters to enhance student attendance at regional conferences. To enhance student attendance at regional conferences, matching funds for Pre-Conference and/or Best Presentation awards will be granted annually by the WAS SAC to Chapters that submit a written request describing their suggested program prior to 15 October each year. The amount of match will vary from year to year depending on current budgetary constraints within WAS and the extent of requests made

by Chapters. The Chapters may request 50% matching funds for up to two Pre-conference Awards (up to \$200 per Chapter) and 50% matching funds for two Best Presentation Awards, oral and poster, (up to \$400 per Chapter). These funds will be derived from the annual SAC budget.

6. Employment Service. An Employment Service area, including posting boards and an interview area, will be provided during each WAS annual conference for posting of resumes, listing of work opportunities, and interviews. All of the expenses for maintaining this area will be covered by the conference. A portion of expenses incurred by the Employment Services Coordinator will be reimbursed by WAS provided expenses conform to the WAS Travel Policy.
7. Student Social Subcommittee. A Student Social Subcommittee will be formed within the WAS SAC comprised entirely of students and provided guidance by the Committee Co- chairs. This Subcommittee will be multinational and will have the task of arranging the main student social event at the WAS annual conference. The Subcommittee will be consulted by WAS Conference Steering Committees to determine appropriate events at annual conferences such as a student orientation meeting, student tour of a local farm/facility, or a special presentation to students relating options/opportunities in the aquaculture industry. Funding for such events will be provided through the conference to the extent possible and when approved in advance by the Conference Steering Committee.
8. Student home page on the WAS www site. A separate page will be maintained on the WAS web site that will include but is not limited to information relating to cost and benefits of Society and Chapter membership, links to college and university programs worldwide that relate to aquaculture, an additional section with a current list of student members (w/contact information), a calendar of events, a jobs section, a listing of SAC members for the current year, a section outlining the WAS Comprehensive Student Policy, a section covering/linked to Chapter Student Programs such as the US Chapter's mentorship program, a "Student Issues" Forum, a "Student Spotlight" section, links to various aquaculture institutions worldwide, and activities of potential interest to student members. Relevant activities would include Travel and Merit Competitive Awards for WAS annual conferences, the WAS Employment Services, Student Social Events, Excursions, and activities of regional interest contributed by Chapter representatives. Oversight of the Student Page will be provided by the SAC Co-chairs and the WAS Web site master.
9. Student information brochure. An information brochure will be created and updated as needed through collaboration between the SAC and P & M Committee. Design and production of this brochure will be included as a line item in the WAS budget, separate from the SAC and P & M Committee budgets. In addition to relevant student information, the brochure will provide linkage with the main www site for WAS.

10. Student Section in the *Magazine*. Space will be provided (approximately one page) in each issue of the *Magazine* for student activities. Material for this section will be submitted by members of the SAC or any other WAS members to the SAC Co-chairs. Content of the article will be similar to the content of the web site but also may include items such as photographs of Award winners. It is the responsibility of the SAC Co- chairs to edit the content of the Student Section in the *Magazine* and to submit it in a timely manner to the *Magazine* Editor.
11. Student Sections in Chapter Newsletters. WAS recommends that as a means of advertising the benefits of Society and Chapter membership, each Chapter should include a Student Section in their Newsletter.

II. FINANCIAL

- A. FISCAL YEAR. The fiscal year of the Society shall be from 1 April to the following 31 March. {Board action - 1985}
- B. DUES:
 1. Payment. Dues for membership shall be payable on the anniversary of the member's joining. (Board action – 1988)
 2. Annual dues rates. For the various categories of membership except E-memberships, all WAS membership categories will automatically include chapter dues (\$5) with an opt-out provision (Board actions Sep. 30 and Dec. 11, 2009). Annual dues shall be as follows:
 - a. Individual - Dues shall be sixty-five US dollars per year for electronic Journal and eighty-five US dollars for hard copy Journal. (Board action – 2005). A five-year membership payment option is available – it will cost \$295, which includes \$270 for five years of WAS membership and \$25 for membership in one chapter (with an opt-out of \$25). Additional chapter memberships will be available at \$25 each for five years (Board action-2009).
 - b. Corporate - Dues shall be two hundred and fifty-five US dollars per year for electronic Journal and two hundred and seventy-five dollars per year for hard copy Journal. (Board action -1993; Modified 2002, Modified May 2005)
 - c. Sustaining - Dues shall be one hundred and five US dollars per year for electronic Journal, and one hundred and twenty-five US dollars for hard copy Journal. (Board action - 1993; Modified 2002, Modified May 2005)
 - d. Student - Dues shall be forty-five US dollars per year for electronic Journal and sixty-five dollars per year for hard copy Journal. (Board action – 1993, Modified May 2005)
 - e. Lifetime membership. The total cost for new Lifetime memberships will be \$1100 which includes a \$1000 lifetime membership in WAS with electronic Journal only, plus lifetime membership in one chapter (with opt-out of \$100). Additional chapter lifetime memberships will be available for \$100 each. (Board action-1990, Modified Dec. 2009)
 - f. Honorary (electronic or hard copy of Journal) – no charge (Board action – May 2005)
 - g. E-membership – Dues shall be ten US dollars per year and will not

automatically include a chapter membership (Board action – 2007, Modified Dec. 2009).

Affiliate - Deleted by Board action February 1, 1993.

C. DUTIES OF THE TREASURER:

1. Ensure that the signatures of the President, President-Elect, and Treasurer are maintained as required to ensure access to the Society's assets. {Board action - 1983}
2. Present a provisional budget for adoption by the Board at the annual meeting of the Board, and refine the provisional budget for adoption by the Board as an operating budget. {Board action - 1986, Modified 1991}
3. Ensure that Form 990, or the equivalent, is filed annually with the Internal Revenue Service, that all documents required to maintain charitable status are filed annually with the appropriate agencies, and that all state and federal documents pertaining to corporate status are filed annually. {Board action - 1986}
4. Ensure that an annual audit of the Society's financial records is conducted by a certified public accountant and presented to the Board at the annual meeting. {Board action -1985, Modified 1991}
5. Ensure that appropriate insurance coverage is provided for the Society. This insurance should include General Liability, Tort Liability, Coverage of Home Office furnishings and equipment, and a Fidelity Bond on the Home Office Director and Assistant Director, in the amount of \$20,000. {Board action – 1985, Modified 2003}

D. BUDGET PREPARATION:

1. All budgetary planning, including that for annual meetings, international and special meetings, workshops, publications and major appropriations must be done in consort with the Treasurer and the Chairman of the Finance Committee. {Board action - 1981}
2. All Officers, committee chairmen, and managers of Society affairs shall submit requests for funds for operational purposes to the Treasurer at least one month before the annual meeting. {Board action - 1986}
3. In the budgeting process all reasonable care shall be taken to maintain a minimum reserve of \$100,000 on deposit. This figure may, from time to time, be revised by the Board of Directors. {Board action - 1986}

E. UNBUDGETED ITEMS.

Proposed expenditures that are not listed as line items in the budget must have the prior approval of the Treasurer. All such items in excess of \$500 must have the prior approval of both the Treasurer and the President. {Board action - 1981}

F. PRESIDENTIAL EXPENDITURES:

1. The President is limited in the spending or committing of expenditures to an amount not to exceed \$3,000 unless he has the concurrence of the Treasurer and one other Officer. {Board action - 1983; Modified 1986}
2. The President may authorize the expenditure of up to \$1,000 for the purposes of promoting the Society. This shall be listed as "Promotion" in the annual budget. {Board action - 1983}

G. TRAVEL REIMBURSEMENT.

Reimbursement of approved travel expenses on behalf of the Society shall be according to provisions of the Travel Reimbursement **Policy (Attachment II – Travel Reimbursement Policy)**. {Board action - 1985}

III. AFFILIATION

The World Aquaculture Society desires to seek the lead role in international aquaculture and to do so as far as possible within the concept of chapters and associates. The World Aquaculture Society encourages regional, national or multinational interaction with WAS through the formation of chapters or through association with other existing aquaculture organizations. {Board action - 1982; Modified 1983, 1993}

A. CHAPTERS:

1. Eligibility. Regular members of the WAS who comprise a distinct national or multinational geopolitical entity may petition the WAS Board of Directors for Chapter status.
 - a. To qualify for Chapter status in the WAS a defined national or multinational geopolitical entity must have support of the majority of the WAS members in that entity.
 - b. The operating philosophy and objectives of a Chapter must be compatible with those of the WAS.
2. Application for Chapter Status. The procedure for granting chapter status will be as follows:
 - a. If a group of WAS members who reside in a distinct geopolitical region are interested in having their regional aquaculture interests addressed, they may petition the WAS Board of Directors to form a Chapter. This group must be composed of at least 50 active members for a national chapter; and at least 100 active members for a regional chapter (Board action - 2007).
 - b. If after review by the Board of Directors, the formation of a chapter is deemed appropriate, the WAS shall solicit a vote by ballot from its members with mailing addresses within the area proposed for chapter status.
 - c. If a two-thirds or greater majority of returned ballots are in favor of chapter status, the Board will permit the group to establish the necessary structures for Chapter formation.
 - d. Formal recognition of a Chapter will occur after the WAS Board reviews and approves the Chapter's Bylaws.
3. Membership Status. Chapter members are regular members of the WAS, pay regular dues to the WAS, and enjoy all rights, privileges and benefits of membership in the WAS.
4. Representation on the Board of Directors. As full WAS members, the chapter members vote for and are represented by 6 directors and the elected officers of the Society. In addition to this representation, each Chapter with 200 or more members is expected to send one voting delegate to meetings of the WAS Board of Directors

for the purpose of ensuring communication and cooperation. If the Chapter President is unable to attend the meeting, he/she should appoint in writing a valid member of the Chapter to attend and represent the chapter at the WAS Board meeting. Chapters with less than 200 members will be entitled to send one non-voting delegate to meetings of the WAS Board of Directors. At the beginning of each WAS Board meeting the President shall state which members are allowed to vote on Board matters. Each Chapter will be responsible for the payment of all travel costs associated with the participation of these delegates at the Board of Director's meetings. {Board action - 1991; Modified 1992}

5. Administration and Organization.
 - a. If requested, the WAS Home Office will maintain a membership roster for the Chapter and will provide other administrative services (at cost) as requested.
 - b. Each Chapter will be responsible for establishing, maintaining and funding its own organizational structure. Each chapter with less than 200 members will select its own observer to the meetings of the WAS Board of Directors.
6. Meetings. Each Chapter is expected to cooperate with the WAS in organizing and conducting scientific meetings for members of the Chapter. The WAS will assist with financing or promotion according to a mutually beneficial policy to be negotiated between the WAS and the Chapter (Attachment III, XI. Guidelines For Chapter Involvement In Meetings).
7. Publications. Scientific and technical products of the Chapter meeting will be considered for publication by the World Aquaculture Society according to established WAS procedures, and profits or losses there from will be shared according to a formula to be negotiated between the Chapter and the WAS. The names of all Chapters and their appointed delegates will be listed in the masthead of the World Aquaculture Society Magazine and the Journal of the World Aquaculture Society along with the directors and officers of WAS. {Board action - 1991}
8. Operating Procedures. Within the guidelines the Board of Directors of WAS and the Chapter administrative body may, from time to time, establish any mutually beneficial operating procedures that seem appropriate for circumstances that may arise.

B. ASSOCIATION:

Well established and independent aquaculture organizations may enhance the benefits they provide their members by becoming an Associate of the World Aquaculture Society. Under an Agreement of Association to be drawn up and signed by both organizations, each will agree to extend to the members of the other society a specified list of reciprocal "no-cost" benefits, e.g. reciprocal discounts on publications, meeting registrations, and reciprocal rights to publish and to present papers at meetings and workshops. In addition, it is anticipated that either society will be willing to provide to the members of the other society, at cost, any other benefits that could not be exchanged on a no-cost basis. The Agreement of Association should also contain a protocol for information exchange and cooperation that will enhance the effectiveness of each organization.

1. Eligibility. Any organization whose general objectives are compatible with the objectives of the World Aquaculture Society may become an Associate of the WAS upon approval of the WAS Board of Directors.
2. Membership Status. Members of an Associate organization have no membership status in the WAS.
3. Membership Benefits. WAS and an Associated Society will each extend to members of the other society such "no-cost" reciprocal benefits as may be established under the Agreement of Association between the two organizations.
4. Representation on WAS Board. The WAS and the Associate will each extend an open invitation to the other to send an observer to their respective Board Meetings. The purpose of the observer is to facilitate communication between the two societies. Observers have no vote and shall not hold the host liable for any expenses associated with such attendance.
5. Administration and Organization. The administrative and organizational affairs of an Associate are strictly the business of the Associated Society.
6. Meetings. Whenever possible and practical, WAS and its Associate should coordinate their meeting plans to minimize conflict and competition and maximize cooperation and mutual benefit.
7. Dues. No dues are to be collected by WAS from or paid by WAS to an Associate. {Board action - 1988}

A. WORKING GROUPS:

The World Aquaculture Society encourages the formation of working groups that are discipline-oriented in order to provide a forum for technical exchange of information on key topics in aquaculture. (Board action – 1997)

1. Eligibility:
 - a. Regular members of WAS that are interested in forming a WAS Working Group should send a letter to the Affiliation Committee chairperson or the Home Office summarizing the topic area that the Working Group is going to cover and the designated contact person.
 - b. If there is not a similar Working Group, the Chairperson will present the letter to the Excom for approval at their next quarterly meeting.
 - c. If approved, the Affiliation Committee chairperson will notify the contact person that they are authorized to proceed in forming a WAS Working Group. A list of the steps involved in forming a Working Group, a listing of other WAS Working Groups and an example of one of the existing Working Groups bylaws will also be sent to the contact person.
 - d. Working group status, once granted, shall remain in effect until such time as the working group is dissolved, serves written notice of intent to withdraw from the relationship with the World Aquaculture Society, fails to meet its obligations to the World Aquaculture Society under these PRR, or such status is rescinded by two-thirds vote of the WAS Board of Directors present and voting at a meeting for which proper notice has been given.
2. Administration and Organization:
 - a. Working Groups are responsible for the adoption and amendment of their own Bylaws, mission statement, the election of their own Officers, collection of dues and the conduct of their own affairs. The Bylaws must be reviewed and approved

- by the WAS Board of Directors to ensure consistency with the WAS bylaws. Minutes of Working Group meetings will be provided to the WAS home office.
- b. Working group officers must be members of WAS and no less than 6 members of the Working Group must be WAS members. {modified by Board Action – February 1998}
 - c. A working group cannot enter into a contract or series of contracts in which the potential liability of the contract(s) exceed(s) the assets of the working group without the approval of the WAS EXCOM. Working groups agree to comply with all WAS policies and practices and WAS conference guidelines. [Board action – 1999]
 - d. WAS may provide the following services: mailings; discounts on WAS books and conference fees; co-sponsorship of conferences. The home office will not be responsible for collecting Working Group dues, but will collect an administrative fee for services conducted on behalf of the Working Group.
3. Meetings: Working Groups will be offered the first opportunity to organize symposia in association with WAS conferences.
 4. Publications: Working groups will submit a ½ page synopsis of activities and their mission statement to the WAS Affiliations Committee annually, which will be presented to the Board of Directors and published in the World Aquaculture Magazine to keep our membership informed of Working Group activities.

IV. MEETINGS

A. ANNUAL MEETING:

1. The annual meeting of the membership, as described in Bylaw 3, will be called Annual Meeting of WAS (Business Meeting). {Board action – 1999; 2007}

B. BOARD MEETINGS:

1. ATTENDANCE BY HOME OFFICE PERSONNEL. The Home Office Director and Assistant Director may be required by the President to be in attendance at annual and mid-year Board meetings. When attendance is so required, travel expenses of the designated individual(s) shall qualify for reimbursement under the Society's Travel Reimbursement Policy. {Board action- 1986; Modified 1988}
2. DISTRIBUTION OF MINUTES. Approved minutes of the WAS Board of Directors are available to any member of the Board or any member in good standing or visitor that is invited as an observer to the Board meeting, with the exception of in-camera sessions. (Board action – 1995).
3. DISTRIBUTION OF FINANCIAL REPORTS: Financial reports will only be distributed to the Members of the WAS Board of Directors. {Board action –2003}

C. ANNUAL SOCIETY MEETING:

1. CONFERENCE COMMITTEE. The Organization and planning of the Annual General Meeting and other WAS meetings is under the direction and responsibility of the Conference Steering Committee, the WAS Director of Conferences and the WAS EXCOM as described in Bylaw {Board action - 1988}. Conference Organization Guidelines are included as Attachment III {Board action – 1998 & 1999}
2. PRESENTATION OF PAPERS AT MEETINGS. Papers can be presented at Annual Meetings and other WAS meetings by members or non-members whose papers are accepted by the Conference Program Committee. The Conference Program Committee

may assign accepted papers as either oral or poster presentations. {Board action -1980; Modified 1988; 2007}.

3. PRESIDENTIAL EXPENSES. WAS will pay all expenses of its President at the Annual Meeting. {Board action - 1985}
4. COMPLIMENTARY ROOMS. The distribution of complimentary hotel rooms that accrue from meeting arrangements will be at the discretion of the Conference Steering Committee Chairperson.

D. WORKSHOPS OR SYMPOSIA

1. Workshops or symposia will be accepted and arranged under the guidelines in Attachment III.

E. PUBLICATIONS FROM MEETINGS

1. In all cases where the World Aquaculture Society, either directly or indirectly, agrees to pay some form of compensation (honorarium, travel expenses, complimentary lodging or complimentary registration) to an individual for the purpose of making an oral presentation at a Society meeting, that agreement may include the following three stipulations:
 - a) the author is obligated (unless exempted by Publications chairman) to provide a manuscript suitable for publication by WAS,
 - b) the publication rights to that material will reside exclusively with WAS until specifically released by WAS, and
 - c) the agreed compensation will not be paid to the author until the manuscript has been received by the Society or its representative. [Board action-1993]

V. ELECTIONS

A. CANDIDATE SELECTION.

1. Immediately following the annual meeting, the Election Committee will solicit nominees from the general membership (through WAS publications) and from the Board of Directors (BOD) and Past Presidents (by letter).
2. Nominees must have agreed to participate before they are considered by the Committee for candidacy.
3. A slate of pre-screened candidates and a reasonable number of alternates are presented to the BOD at least six (6) months prior to the next annual meeting. The BOD approves a slate of candidates that includes at least [two] candidate for President-Elect and at least two candidates for every other office and the Director position(s). {Board action - 1993}

B. BALLOT PREPARATION AND DISTRIBUTION.

1. The candidates on the approved slate are contacted by the Committee Chairman to submit biographical information and a photograph as specified by the Committee.
2. A camera-ready copy of the ballot is prepared and sent to the Home Office for printing and eventual distribution to the membership. Ballots should be mailed to the membership at least forty-five (45) days prior to their return due date.
3. The ballot must be sent together with an appropriate return address envelope marked "BALLOT" so that ballots can be differentiated from other mail received at the Home Office. All returned ballots are held unopened in the Home Office. Ballots will not be counted until the period during which ballots can be cast is over. {Board action -

1997} Opening, counting, and tallying will be overseen by the Past President with at least two other Society members that were not being considered for election.

C. ELECTION CERTIFICATION.

1. The Election Committee Chairman or committee member designate, must notify each candidate of the results of the balloting at least thirty (30) days prior to the annual meeting. Successful candidates should be invited to attend and observe the annual BOD meeting.
2. The Election Committee reports the results of the balloting at the annual meeting of the Board of Directors and the annual World Aquaculture Society Meeting, and upon certification, arranges for disposal of the ballots.
3. The retiring Election Committee provides model materials (letters, ballots, reports) to the incoming Election Committee.

VI. EXECUTIVE DIRECTOR & HOME OFFICE STAFF

- A. JOB DESCRIPTIONS. Job descriptions are to be maintained for all employees of the World Aquaculture Society, other than contract, student, or casual help. {Board action – 1983; Modified 1986}
- B. HOME OFFICE DIRECTOR. The position of Home Office Director shall be described and supported by an annual contract which extends from 1 April to the following 31 March. {Board action - 1985}
- C. EXECUTIVE DIRECTOR. The position of Executive Director will be hired by a contract approved by the Board of Directors as long as the position is deemed necessary by the Board. Compensation and term of employment will be as defined in the contract. The Executive Director will have these responsibilities which can be modified by the Board as needed.
1. Assist and facilitate budget development process and fiscal management under direction of the Board for long-term financial health of WAS.
 2. Develop ideas and concepts to present to the Board to maintain the long-term welfare of WAS and help fulfill the stated mission of WAS as defined by the board.
 3. Provide guidance and assistance to and supervision of all WAS committees, publications and projects.
 4. Provide supervision of the Home Office and coordination of the activities of the Home Office with other projects and activities of WAS, subject to the authority of the President and the EXCOM. The Home Office Director will continue to report directly to the President and the EXCOM.
 5. Subject to the authority of the Board and the Conference Steering Committees, direct, coordinate and supervise all activities of the WAS meetings and Chapter meetings. It is recognized that as meetings are added, additional staff will be budgeted and paid for by WAS and/or the conferences - the amount of additional staff being agreed upon by both parties in the budget process.
 6. Provide guidance and advice to the Long Range Planning Committee and the Conference Steering Committees for future meeting sites.
 7. Provide assistance to the Meeting Steering Committees in development and implementation of regional and chapter meetings.
 8. Develop plans for expanding the scope of the meetings based on the main WAS directive to spread knowledge and information on aquaculture and present such plans to the Board.

9. Maintain strong linkages with trade show participants and other organizations relative to meeting organization and planning.
10. Seek out other meetings to manage for WAS and, subject to approval of the Board, produce those meetings.
11. Sell advertising for World Aquaculture magazine
12. Sell advertising and sponsorship for other WAS activities
13. Develop plans for marketing WAS to improve recognition and membership through a regular program of publicity, mailings, cooperation with other groups and many other concepts and present such plans to the Promotions and Membership Committee.
14. Develop plans for establishing closer ties with other aquaculture associations, agencies and governments and present such plans to the Affiliations Committee.
15. Work closely with the Affiliations committee in developing more chapters as our international contacts grow. Help develop different types of affiliations, chapters, etc. expanding on what we have now. The idea being to find a way where most aquaculture groups and individuals can be part of WAS and benefit from our services.
16. Work on ways to develop projects to get information to developing countries.
17. Seek ways to support aquaculture education throughout the world.
18. Develop plans and proposals for obtaining grant funding and present such plans and proposals to the Board.
19. Evaluate the present insurance coverage for WAS and develop a comprehensive plan for the purchase of appropriate insurance coverage for WAS, its employees and its officers and directors and submit such plan to the EXCOM.
20. Other projects as the Board directs.

VII. PUBLICATIONS

A. JOURNAL OF THE WORLD AQUACULTURE SOCIETY:

1. MANAGING EDITOR. The Managing Editor shall receive an annual stipend plus operating expenses. The value of the stipend will be periodically reviewed by the Board of Directors and adjusted as appropriate. [Board action 1986; Modified 1989]

2. Job Description (Board Action –2005)

Responsible for overall activities associated with publication of the journal

- Communicates with corresponding authors, associate editors and reviewers to coordinate peer-review of manuscripts
- Solicits associate editors to serve on Editorial Board
- Responsible for final editorial decision on acceptability of manuscripts for publication
- Supervises the editorial assistants
- Ensures each issue is published on time
- Communicates with the copy editor and layout editor to correct format and editorial errors in manuscripts
- Edits final copy from layout editor and printer
- Prepares budget
- Submits annual report to the WAS ExCom

3. ASSOCIATE EDITORS. Associate Editors shall be given free membership in WAS during the term of their appointment. {Board action -1985}

4. JWAS ENDOWMENT FUND. An endowment fund shall be established that is supported by grants, contributions and voluntary page charges for the publication of the JWAS. {Board action - 2000}.

B. WORLD AQUACULTURE MAGAZINE [Board action May 2003]

1. There are three people involved with the magazine who receive a stipend: Editor-in-Chief, Layout Editor, Editor. The value of the stipend will be periodically reviewed by the Board of Directors and adjusted as appropriate. The Editor-in-Chief may request increases in the stipend of any of the editorial staff for consideration by the WAS Board.

2. Job Descriptions (Board Action 2006):

Editor:

- Solicits manuscripts
- Ensures manuscripts are in the proper style for publication in the magazine
- Obtains revised versions as needed based on editing
- Ensures that graphics are in the proper form
- Puts all manuscripts received and edited on CD-Rom and submits them to the Editor-in- Chief.

Layout Editor:

- Obtains the final manuscripts from the Editor-in-Chief
- Obtains material from the European Aquaculture Society for use in the European edition
- Obtains ads from the Executive Director of WAS
- Lays out the magazine using publishing software
- Works closely with the printer (in this case Allen Press) in the process of finalizing the magazine.
- Obtains printer proofs and checks them for accuracy.
- Selects photos that will be published from among those submitted.

Editor-in-Chief:

- Responsible for overall activities associated with publication of the magazine
- Supervises the editor and layout editor
- Ensures each issue is published on time
- Communicates with the Board to solicit a President's column each issue and columns from other board members who wish to submit manuscripts.
- Produces an Editor's column each issue.
- Edits final copy
- Solicits and edits articles for the Laboratory Series
- Writes book reviews and annual Tilapia update
- Handles editing of obituaries
- Adds items to the calendar of upcoming aquaculture meetings
- Proofs the printer's work.

3. In Memoriam. In the Magazine of the Society an "In Memoriam" shall be dedicated to Honorary Members who have passed away. (Board action -2003)

C. WORLD AQUACULTURE SOCIETY BOOKS [Board action - 2003]

1. BOOK EDITOR. The Book Editor shall receive an annual stipend based on the number of books published, with a maximum of 4 books per year. The value of the stipend will be periodically reviewed by the Board of Directors and adjusted as appropriate.

2. Job Description (Board action 2005):

- Solicits and reviews opportunities for publication of aquaculture books suitable for publication by the WAS.
- Reviews publication opportunities and determine optimal publication format (Hard bound, soft cover, spiral bound, use of color figures etc.).
- Explores potential collaborations with outside publishers for book development.
- Develops budgets, contracts and agreements for publication or co-publication of books by the society.
- Secures sources of outside sponsorship for WAS book projects.
- Manages in house book publication including editorial review of submissions, copyediting, page setting, printing and delivery of books.
- Manages the solicitation, review, contracts, marketing and posting of Non-WAS books for the WAS on line store.
- Prepares an annual book budget including all income and expenses associated with books.
- Prepares quarterly reports for the WAS ExCom and semiannual reports for the WAS board on book development to include motions for allocation of funding and or authorization for WAS book projects.

3. SPANISH LANGUAGE BOOKS. Following repayment of WAS initial investment and Home Office overhead, 85% of the profits from the sale of these publications will be distributed to LAC and 15% to WAS. [Board action – 2001]

D. WORLD AQUACULTURE SOCIETY WEB SITE [Board action - 2003]

1. The Web Editor shall receive an annual stipend. The value of the stipend will be periodically reviewed by the Board of Directors and adjusted as appropriate [Board action 2001].

2. Job Description (Board Action 2005):

- Responsible for overall editorial design and function of the WAS web site <http://www.was.org>
- Works with web designer(s) to ensure smooth functioning of the WAS web site.
- Works with Home Office to ensure efficient operation of the WAS Online Store and online members services.

- Responds to and acts in a timely manner on e-mail communications to the WAS Web Editor.
- Acts in a timely manner on postings and changes to the WAS website.
- Sends out e-mail announcements in a timely fashion to the WAS and Chapter membership as required.
- Solicits and adds articles of general and member's interest to the web site.
- Adds cover and contents of World Aquaculture and JWAS to the front page of the site.
- Reports twice annually to the WAS Board, or upon request by the President, on the functioning of the website, including the impact factor of the site.

3. Criteria for annual assessment of job performance (Board action 2006):

- increase in number of sites that link to WAS
- number of unique visits per month
- number of new publications/press releases posted each month
- number of downloaded publications
- where WAS ranks in search engines retrievals

E. WAS CORPORATE SPONSORSHIP PROGRAM

In order to promote advertising in WAS publications, the Corporate Sponsorship Program was approved by the Board of Directors. Three levels of Corporate Sponsorship were approved {Board action - 1996}:

- a. Corporate Gold Sponsor at a cost of \$5000, which will include:
 - Annual corporate membership in WAS
 - Four full-page four-color ads in WAS magazine
 - Listing in Membership Directory as Gold Sponsor
 - Listing program at Annual Meetings as Gold Sponsor
 - Permission to use WAS Gold Sponsor logo in company promotions
 - Gold Sponsor Plaque
- b. Corporate Silver Sponsor at a cost of \$500, {Board action 1999} which will include:
 - Annual corporate membership in WAS
 - Home page directory listing and direct link to their home page
 - Listing in Membership Directory as Silver Sponsor
 - Listing program at Annual Meetings as Silver Sponsor
 - Corporate Bronze Sponsor {deleted} {Board action 1999}

VIII. HONORS AND AWARDS

- A. BEST STUDENT PAPER AWARDS. Procedures for student paper awards are described in Section I - F of this document and the Guidelines for judging those awards are included in Attachment IV. A list of student presenter names and presentation titles will be forwarded by the Conference Coordinator to the Home Office within two weeks of the abstract deadline. The Home Office confirms WAS membership, lists relevant Chapter membership and forwards a revised list of student presenters to the Conference Coordinator within two weeks of receiving the list of student presenters. {Board action - 1999}.

- B. HONORARY LIFE MEMBERSHIP. Such membership may be conferred upon any living individual who has made a longstanding and significant contribution in some field of aquaculture. Candidates for the award may be nominated by any member of the society by submission of the name and supporting documents to the Honors Chairman. The onus of documenting the candidate's qualifications for this award lies with the individual who nominates the candidate. The nomination must be ratified by a two-thirds vote of the Board.
- C. EXEMPLARY SERVICE AWARD. This award may be conferred upon any individual who has made extensive contributions that have significantly altered the nature or direction of the Society. Hard work and dedicated service do not in themselves qualify an individual for this award. The recipient must have demonstrated a vision of what the Society should be and have displayed the resolve, influence and dedication necessary to change the nature or direction of the Society. The award shall be a gold medal carrying the logo of the original World Aquaculture Society. The maximum number of Exemplary Service Awards given should be one every three years. {Modified - 1997}
- D. WAS FELLOW. A Fellow of the World Aquaculture Society is defined as "a member who has made outstanding achievements in aquaculture science, industry, outreach or extension as recognized by his/her peers." Examples of outstanding advancement can be in research, education, technology, service to professional societies, administration in academia, industry or government, or on abilities in communicating and interpreting aquaculture science to the public. Election as a Fellow of the World Aquaculture Society is an honor bestowed upon members of the World Aquaculture Society by their peers on behalf of their meritorious efforts to advance aquaculture. Procedures for Selection of Fellow of the World Aquaculture Society are described in Attachment V.

IX. EXECUTIVE COMMITTEE (EXCOM)

Whenever the EXCOM is comprised of members solely from a single continent, a WAS board member from outside that continent shall be chosen by the WAS BOD to attend the EXCOM meetings to act as an observer. The selection of the candidate will be by secret ballot based on a list of all eligible nominees from the WAS BOD, and this election will take place at the first post-election WAS BOD meeting. {Board action -[Jan 2001]}

X. AQUACULTURE CURRICULUM GUIDELINES

The WAS Curriculum Committee reviewed the aquaculture degree programs around the world and based on that review and input from the WAS Board of Directors, the Board adopted the following guidelines for undergraduate aquaculture curriculum {Board action – 2002}. Any undergraduate aquaculture curriculum program shall include at least 5 (five) one-semester courses in the following subjects:

- General aquaculture
- Aquaculture nutrition
- Genetics and reproduction
- Aquatic animal health

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Water quality management

ATTACHMENT I

GUIDELINES FOR E-VOTING

Only the current president can initiate and close an E-vote by the WAS Board. Email voting should not be used routinely. Email voting should be used when Board approval is needed on time-sensitive issues. The following procedures should be followed:

Any Board member can discuss with the President the action of placing a motion before the Board. If the President considers the request valid, he/she will then ask the Board member to put the motion in writing by email to the President. The President will then present this motion by the member to the Board (with background information about the motion if necessary), and ask for a second to the motion from the Board. Once the President confirms to the Board that a second has been received, the President will open the motion for discussion by the Board, indicating the amount of time given for the discussion (minimum of two weeks, and the time when the voting period will begin. Discussion, friendly amendments, and voting will occur on Powershare. If no second is received within 96 hours, the motion is dropped. The proposing member may withdraw a motion or the second can withdraw the second at any time prior to the call for voting. All discussion of the proposed motion should be email-copied to all members of the Board and not just to the President or some subset of the Board. After the allotted discussion time, the President will close the discussion, re-issue a statement of the motion, and ask for the Board to E-vote. A majority of the Board must vote within the allotted time to constitute a quorum. The President will send a reminder to Board members who have not voted. At the end of the stated time period, the President will formally indicate an end to the E-voting process and inform the Board members of the result of the e-vote after confirming with Home Office the number of electronic ballots that were received.

The Board should review any email motions with proposers, and second (whether these motions were approved or unapproved) at the start of the next Board meeting and this will be included in the minutes of that meeting.

ATTACHMENT II

TRAVEL REIMBURSEMENT POLICY

- A. **AUTHORITY.** Under the authority of Bylaw 6(3), certain travel expenses may be defrayed when authorized by the President, with the concurrence of the Treasurer. Three categories of travel qualify for reimbursement:
1. Travel authorized by the Board of Directors.
 2. Travel undertaken at the request of the President.
 3. Travel authorized in advance by the President.
- B. **CATEGORIES OF EXPENSE.** Reimbursement for travel expenses may be made for any or all of the following three types of expense:
1. Transportation
 2. Lodging
 3. Meals
- C. **TRAVEL AUTHORIZED BY THE BOARD OF DIRECTORS.** Unless stated otherwise at the time the travel is authorized by the Board, individuals who travel under Board authority qualify for reimbursement of expenses incurred in all of the categories listed above.
- D. **TRAVEL UNDERTAKEN AT THE REQUEST OF THE PRESIDENT.** Unless stated otherwise at the time the travel is authorized, individuals who travel on approved Society business at the request of the President qualify for reimbursement of expenses incurred in all categories listed above.
- E. **TRAVEL AUTHORIZED IN ADVANCE BY THE PRESIDENT.** Certain travel expenses may be defrayed for persons attending scheduled Society functions provided the approval of the President is obtained prior to the trip. For this type of reimbursement the following conditions shall apply:
1. Individuals are expected to make every reasonable attempt to obtain alternate funding before applying to the President for compensation.
 2. Approval for reimbursement may encompass any or all of the categories of expense, but the categories to be covered must be designated by the President at the time approval is given.
 3. In rendering a decision on an application for travel assistance the President shall be guided by the following:
 - a. The budget, which establishes the total amount available to defray travel expenses for scheduled activities.

- b. The seniority of the applicant's position on the Board of Directors. Except as modified by (c.) below, Officers are accorded higher priority than Directors, and second-term Directors are accorded higher priority than first-term Directors.
- c. The importance of the applicant to the event for which support is requested. This includes the position of the applicant on critical committees and involvement in activities on which the Society must take action.

F. **GUIDELINES.** In general it will not be the policy of the Society to provide comprehensive travel reimbursement to Officers and Directors attending annual, special or mid-year meetings of the Board. In establishing priority according to the criteria listed above, the President may elect to defray only transportation, only lodging, only meals, or any combination thereof as may be required to ensure that key people are available for the conduct of Society affairs and that total expenditures for travel remain within budget.

G. **REQUIREMENTS.** The requirements for making claims and obtaining reimbursement of the above categories of travel expense are as follows:

1. Claims for transportation and lodging must represent the most economical means practicable under the circumstances. In no case will the Society reimburse claims involving " First-Class" or luxury travel or accommodation.
2. Wherever practical, public transportation shall be utilized. Claims for personal or rental vehicle shall not be honored unless it can be demonstrated that suitable public transportation was not available.
 - a. In the event that it is necessary to utilize a personal vehicle to conduct Society business, mileage will be reimbursed at the current US federal government rate.
3. All claims must be supported by an itinerary showing dates of departure and return, and any stops or side trips made en route.
4. In addition, claims for transportation and lodging expenses must be supported by original carbons or stubs (no photocopies) of tickets and invoices, or where such are not issued (e.g. taxi, limousine, etc.), by official receipt issued by the carrier.
5. Claims for meals and incidentals need not be supported by receipts. Reimbursement will be on a per diem basis (excluding meals served as part of an airline fare) according to a schedule which should be reviewed annually by the Finance Committee. These rates shall be:

Breakfast - U.S. \$ 7.00

Lunch -	\$ 9.00
Dinner -	\$18.00
Incidentals -	\$ 6.00
Total per diem -	\$40.00

No additional charges for gratuities or meals will be accepted. These rates may be modified from time to time by the Board of Directors.

5. There will be a 90-day limit on claims for travel reimbursement.
- H. RESPONSIBLE OFFICER. The Treasurer is responsible for approving the payment of travel claims. The Treasurer shall ensure that claims made are consistent with these regulations, that amounts charged are those authorized by the President, and that all expenses claimed are directly related to business conducted on behalf of the World Aquaculture Society. {Board action - 1985}

ATTACHMENT III

CONFERENCE ORGANIZATION GUIDELINES

Note: This document is for general guidance only. The Conference Director will distribute procedural updates as needed to the appropriate parties before each conference.

Table of Contents

- I. Conference Production Guidelines
- II. Conference Steering Committee Guidelines
- III. Guidelines For Conference Program
 - Program Chair Guidelines
 - Program & Presentation Guidelines
- IV. Conference Budget Guidelines
- V. Guidelines for reimbursement of Director of Conferences
- VI. Complimentary Registration Guidelines
- VII. Home Office Reimbursement Guidelines
- VIII. Conference Insurance Guidelines
- IX. Conference Expense Reimbursement Guideline
- X. Conference Student Rate Guidelines
- XI. Guidelines For Chapter Involvement In Meetings

I. CONFERENCE PRODUCTION GUIDELINES

This guideline is designed to establish the working relationship between the various groups and people involved in the production of the different aquaculture conferences involving WAS. This guideline takes affect after the site has been selected and the production begins.

The production team will consist of:

- The Steering Committee (SC)
- The Program Committee (PC)
- The Conference Management Team (CM)
- The Meeting Treasurer
- The Venues, Companies and Support

DESCRIPTION AND RESPONSIBILITIES OF PRODUCTION COMPONENTS:

1. The Steering Committee (SC) – Will be comprised of one member from each of the major sponsors for the meeting.
Aquaculture America – US Chapter of WAS, NAA and USASA – a member of the local/state aquaculture association may sit as a guest.

World Aquaculture – WAS, country aquaculture association, other (to be determined for each meeting's needs)

Triennial – WAS, NSA, FCS of AFS

DUTIES: The SC will represent the various associations' interests in planning and producing the meeting. The SC will make decisions as to registration costs, overall program content, the Program Committee Chairperson(s), plenary speakers and content, activities of the conference, farm tours (along with local/state association) and promotion. The SC will also approve specific functions of the production as submitted by the Conference Manager such as: brochure copy and design; conference materials; reception locations and menus; other food & beverage activities; schedules; and comp room usage. The members of the SC will be responsible for polling their association regarding decisions, reporting back to their association and ensuring their association promotes the meeting to the fullest. In addition, each association will specify the responsibilities of their representative to the SC.

2. The Program Committee (PC) – The Chairperson(s) will be responsible for naming other members to the PC and for developing the overall program format and topics (to be approved by the SC). After approval by the SC, the PC will be responsible for appointing Special Session Chairpersons in approved topics. The PC will monitor the Special Session Chairpersons to insure the development of their sessions. The PC will review the submitted abstracts forwarded by the Conference Manager and assign them into their appropriate sessions. The PC will provide the presenter order with presentation times for each session to the CM. The PC will meet with the CM about 5 months before the meeting and assign day, times and rooms for the Special and Contributed Sessions. The PC will review the Abstract Book prepared by the CM before printing.

The Producer Program Chairperson from NAA for the Producer sessions will coordinate with the PC to make sure the two programs are compatible and there are no time conflicts. Any local or State program will coordinate with the NAA Producer Program Chairperson.

3. The Conference Management Team (CM) – The CM is comprised of John & Mary Cooksey and others that they hire as necessary. The CM is responsible for implementing all decisions made by the SC, assisting the PC and providing input and proposals to the SC for their decision. The CM is responsible for all day-to-day activities of the production of the meeting and will report to the SC on developments and status of the meeting production. The SC and PC should include the CM in all discussions pertaining to decisions about the conference and direct all items needing implementation to the CM.

The CM will receive all abstracts and enter them into a database to provide the necessary reports and help to the PC. Abstracts will be forwarded to PC for their review. The CM will arrange for production and printing of the Abstract Book.

The CM will receive all registrations and enter into a database for processing with all funds sent to the WAS Home Office. The CM will sell booths and handle all exhibitor relations. The CM will deal on all matters with the hotels, convention centers, suppliers and others as needed to carry

out the meeting design of the SC.

4. The Meeting Treasurer – To be appointed by WAS and will review all expenditures of the meeting production to maintain compliance to the budget and to ensure a viable financial result of the meeting.
5. The Venues, Companies and Support – These are the various entities that the CM will work with to produce the meeting. The specific companies and types of companies will depend upon the meeting and be the charge of the CM to arrange, coordinate and be responsible for.

II. CONFERENCE STEERING COMMITTEE GUIDELINES

[Final draft prepared by Michael New (WAS Past-President and EAS Vice-President) and submitted to the current EAS and WAS Presidents on 24 July 2000]

Introduction

The following final draft suggests some guidelines for the conduct of steering committees (SC) for future World Aquaculture Society (WAS) conferences. These guidelines have been prepared in response to requests from the boards of the societies, which wished to gain from my experiences in chairing World Aquaculture '99 and AQUA 2000. The views expressed in my draft are based on my experience and reflect *what we should have done as well as what we successfully did* in 1999 and 2000. These guidelines do not include suggestions for the conduct of Program Committees.

Several members of the 1999 and 2000 Steering Committees provided useful comments which I incorporated in a first draft of the guidelines, which was distributed to all SC members (1999 and 2000) as well as EAS and WAS staff for review. Several people provided comments, which have been taken into account in preparing this final draft.

A. Appointing the SC: preliminary work

6. Where events are to be co-sponsored with another society or organization, the relevant contract(s) will be signed, *after board approval*, by the President. *In drafting these contracts, particular care will be taken to ensure a clear, equitable division of resource commitment (staff, financial investment, etc.), expenditure, and profits (or losses). The board will carefully review these guidelines before drafting contracts.*
7. In consultation with the board, the board will appoint an SC chair as soon as a location has been selected for each conference (see C1). *The President retains the right to replace the chair should he/she be unable to fulfill his/her duties satisfactorily.*

8. At the time the chair is appointed, the board will issue clear terms of reference for the SC (*these guidelines are intended to assist in the preparation of such ToR*).
9. The chair will, *with co-operation and suggestions from the board*, appoint a deputy chair and the other members of the SC. A copy of the final version of the SC guidelines (*the version approved by the board*) will be provided to each potential SC member at the time of invitation.
10. Where spending authority is to be granted to any group outside the society (*such as a National Organizing Committee*) the board will set contractual guarantees *in place* to ensure a defined level of financial performance (*profit*).

B. SC function and duties

11. Once its ToR have been set, the SC has the overall decision-making responsibility for the conference and exhibition.
12. The SC will, with the assistance of conference staff, develop a concept and overall operational plan for the event. *This will include setting the overall “theme” of the meeting, the development of a conference logo and the development of an appropriate publicity campaign.*
13. With the assistance of conference staff, the chair will establish a detailed action plan, with a clear set of achievement milestones (targets), as well as dates for evaluation and reporting. *These will cover all of the major items dealt with in section B of these guidelines, with particular attention to items B4, B5, B6, B9, B10 and B12. SC members and conference staff will be expected to adhere to this plan without constant prompting from the chair (however, this does not absolve the chair from his/her personal monitoring duties !).*
14. With the assistance of conference staff, the SC will prepare a conference budget, *to be approved by the executive committee of the society. Special attention will be paid to the establishment of appropriate registration and exhibition fees. This applies particularly to the registration fees for students, and to the deadlines for each type of registration (e.g. “early bird”; “late”; “on-site”; “exhibitors”; etc.). In addition, a clear policy for “day registration” fees will be established. This day registration policy must seek to minimize the possibility that participants will plan to come only for the individual day(s) that interests them, thus reducing potential conference registration income. However, a pre-determined level of flexibility must be given to conference staff to admit those who actually turn up on-site who have discovered that their responsibilities allow them only to attend part of the event. [Please note: this flexibility must apply only to those who would not have otherwise attended at all. The society, in determining its policy towards this matter, must carefully balance the partial registration revenue which would be lost if such participants are turned away (and the possible damage to the “image” of the society if they are not admitted) with the possibility that it may become general knowledge that people who turn up*

on site will always be admitted for individual days. This could lead to fewer pre-registrations, with some people waiting to see the full program before deciding which day(s) to attend.]

15. *The SC will administer the approved conference budget (see also A5). Minor changes between specific budget lines may be agreed within the SC itself. Major changes, specifically any which affect the “bottom line” (profit), will require board approval. SC administration includes the review of revenue/expenditure reports, which are to be submitted by conference staff at intervals to be set by the chair. Where conference staff from more than one society are involved, the chair will appoint an individual from one of the offices to be responsible for preparing and submitting these reports to the SC on schedule. To facilitate this reporting process, both societies will agree to use the same financial reporting template (software). The meeting treasurer will notify the SC chair of any expenditures which exceed the budgeted amount by more than 5% before authorizing payment.*
16. *The SC will monitor and assist the work of conference staff in conference and exhibition planning. This implies regular correspondence, and the submission of reports to the SC at intervals to be set by the chair. Where conference staff from more than one society is involved, the chair will appoint an individual from one office to take the lead in preparing and submitting these reports to the SC on schedule.*
17. *In consultation with the other members of the SC, the chair will appoint the chair(s) of the Program Committee (PC), who will become full member(s) of the SC.*
18. *In consultation with the other members of the SC, the chair will prepare Terms of Reference for the PC, taking into account any general PC guidelines which the society may have already developed.*
19. *The SC will monitor and assist the work of the PC. This includes a willingness on the part of individual SC members to serve as session chairs and organizers, where requested by the PC chair(s). The SC will consider whether the proposed program and exhibition will be of relevance to the target audience, both for those from the society itself and for other participants. Though most meetings will have a research, development and technical emphasis, the practical interests of our industry (comprising the suppliers of consumables, equipment, and services; aquaculture producers; aquaculture processors and marketers; and aquaculture administrators and legislators) will be especially borne in mind.*
20. *SC members will actively seek grants and other forms of support for the conference, both from the public and private sectors. This work must be initiated pro-actively at an early stage in the planning process. All SC members will also carefully review the conditions proposed by potential sponsors (whether they have been solicited by individual SC members, conference staff, or board members). Familiarization with such conditions is essential to avoid confusion at a later stage in conference planning. Where any conditions requested by donors or other sponsors may substantially affect the activities or outputs (e.g. publications) of the conference the matter will, at*

the discretion of the chair, be referred to the board for advice. No sponsorships will be accepted which might damage the professional reputation, credibility or independence of the society. In consultation with the executive committee of the society, the chair will decide who will be responsible for the detailed preparation of each application (proposal) for grants or other forms of support. Normally the person appointed will be a staff member of the society, assisted by the SC (or board) member who is most familiar with the regulations and attitudes of the potential granting/supporting organization.

21. SC members are expected to use every opportunity to promote attendance at the event. This includes the preparation of articles relevant to the event theme/location and their submission to aquaculture and other magazines, journals, newsletters and newspapers; promotion through the organizations where they work (e.g. through the placing of posters, personal recommendation to their colleagues, the addition of the conference name, location and dates in their “e-mail signatures”, etc.); bringing other opportunities for publicity to the attention of conference staff; etc.
22. The chair will make regular progress reports to the board. Normally these will accord to deadlines set by the President and be timed to coincide with mid-year and annual board meeting dates. These reports will cover general progress (publicity, grant aid and sponsorship, scientific program development, exhibition status, etc.) as well as the financial situation.
23. All SC members are expected to be ready to act as society representatives at press conferences which may be organized during the event, when requested by the board.
24. Administrative support will be provided to the SC (especially to its chair) by the conference staff appointed by the society. This support will include, inter alia, the dissemination of SC reports to board members and the organization of SC meetings. This is in addition to the essential involvement of conference staff as detailed under other items in these guidelines.
25. The chair will be responsible for following up the results of the conference (e.g. that a report on the final financial results is prepared by conference staff according to the deadline established in the action plan; that proceedings, if any, are edited and published; etc.)

C. SC membership

26. *The SC will have a chair and a deputy chair.* This rule will apply whether the conference is organized solely by one society or by multiple societies. It is the duty of the relevant boards, where the conference is a joint activity, to appoint an individual in whom they have mutual confidence. The appointment of joint chairs for the SC is unworkable. However, the appointment of joint chairs for program and national organizing committees works well.

27. *Membership of the SC will be kept small* (not more than nine active members, including the chair and those nominated in C5). The total number of members, including the chair, will always be “odd”, for the reason stated in C4.
28. The chair will ensure that *membership of the committee is geographically and/or technically appropriate* to the location and theme of the event.
29. All SC *decisions, wherever possible, will be by consensus*. However, a vote is sometimes necessary. Normally the chair will not vote but, in the event of a tie, he/she will have a casting vote.
30. The chair(s) of the Program Committee (PC) will automatically be full members of the SC.
31. *Certain society staff* [as designated by the relevant board, to include (at the minimum) those responsible for registration and exhibition organization] *will be expected to attend all SC meetings* and will be copied with all correspondence. Unless an exception is made by the board (and this must form a specific item in the original budget approved by the board), the cost of such staff participation will be absorbed in the general operational society budget and will not be regarded as an expense of the specific conference concerned. In the case of joint conferences with other societies, the relevant boards will take particular care to determine a joint policy, regarding the contractual or employment costs for society staff assigned to conference work, which is clear and equitable. This will form a component of the contract between the partner societies. The Conference Manager’s attendance shall be paid by the conference budget.
32. *The chair will find a substitute for any SC member who ceases to be able to be active* for any reason.
33. *Those who agree to be members of a SC will be asked to make a written commitment to the conference*. This implies not only active involvement in the conference itself (see section B of these guidelines) but also the provision of speedy responses to requests from the chair during the planning stages of the conference. Those who feel unable to make such a commitment (which can run to two or three years of intermittent work) should decline the initial invitation to be members. The chair may, at his/her discretion, also request short-term assistance from non-SC members (e.g. in helping to secure funding or other forms of sponsorship). This will allow those who have such attributes to assist the society without making the long-term commitment which being an SC member implies.
34. *All SC members must provide correspondence details* (mailing addresses, e-mail, telephone and fax numbers) *to the chair and keep these updated*.

D. SC communications and meetings

35. Normally, *routine correspondence will be by e-mail* but, occasionally, individual or conference telephone calls may become necessary.
36. *All correspondence will clearly indicate the level of response required*, i.e. whether it is for information only, or whether it requires an SC decision or solicits comments from SC members.
37. Since the SC often has to make urgent decisions on topics which may include those potentially affecting the financial success of the conference (especially during the final six months prior to the date of the event) *it is essential that SC members respond immediately to requests from the chair*. Depending on the level of urgency, the chair will determine a deadline and include in his/her request for a decision a message based on the following concept: “unless I hear from you by (deadline), I will assume that you agree to the proposal.....”.
38. There is no substitute for face-to-face meetings, even in this electronic age. *The SC will have its first “formal” meeting approximately two years before the conference. The second meeting will be approximately one year before the conference. Both meetings will be held at the conference location*. Further meetings may be held according to the decision of the chair, as necessary. In drawing up the conference budget, provision should be made for these meetings (a suggested level is three times the total estimated cost of the attendance of all SC members at the conference site for a two-day meeting). A final “wrap-up” SC meeting will be held on the final day of the event, at which time the success (or failure) of the meeting will undergo a preliminary assessment. In order to assist the work of the SC for the next society meeting, those of its members who are already present at the current conference will be invited to be observers at this final committee meeting.

E. SC members expenses

39. *With the exception of the chair(s) of the PC, SC members will not be granted exemption from conference fees* unless this is specifically agreed and budgeted at the beginning of conference planning.
40. Where these cannot be met from external sources, *the travel, accommodation and per diem expenses of those attending SC meetings will be reimbursed* from the budget of the conference, in accordance with the relevant rules of the society.
41. *Travel expenses* (where these cannot be met from other sources) *incurred during the solicitation of conference funding will also be reimbursed*, as in E2. Budget provision for this contingency must be made. *Approval from the chair is required before such travel is undertaken*.

42. *The travel of PC chair(s) to the conference office (during the preparation of detailed programs and abstracts, for example) will be reimbursed, as in E2. Approval from the chair is required before such travel is undertaken.*
43. *The rules for all such reimbursements, together with those (if any) applicable to attendance at the conference itself, will be set by the board and clearly stated at the time that the SC chair is appointed.*
44. *The chair will, with clarity, transfer information on the reimbursement of expenses to the potential members of the SC when invitations for SC membership are issued.*

[Final draft guidelines prepared by Michael New (WAS Past-President and EAS Vice-President) and submitted to the current EAS and WAS Presidents on 24 July 2000]

III. GUIDELINES FOR CONFERENCE PROGRAM

PROGRAM CHAIR GUIDELINES

The Program Chair(s) will be selected by the Steering Committee for the conference and will serve on the Steering Committee. The Program Chair(s) will be responsible for coordinating the overall program for the conference for which they are assigned. They will coordinate with the Steering Committee and the Conference Manager on program content. Specifically their duties will include:

45. Developing members of their committee as they deem appropriate with approval of the Steering Committee.
46. Creating the list of potential session topics that will be placed in the Call For Papers.
47. Organizing Special Sessions to cover the main topics to be covered at the conference. Special Sessions are required in order to have a good program and the program cannot be developed only from submitted abstracts. This includes finding an organizer for each Special Session and empowering them to recruit speakers. Chair must follow-up with Session organizers to be sure that they are completing their session.
48. The Chair(s) will set actual deadlines, in cooperation with the Conference Manager, and ensuring that these deadlines are met by Session Chairs. A big part of the Program Chair(s) is keeping people to the deadlines.
49. The Chair(s) will coordinate with sponsoring groups who will present special sessions as part of their sponsorship. The Conference Manager will provide a list of these groups.
50. The Chair(s) will lead the program committee in a review of submitted abstracts to judge the appropriateness of the subject matter for presentation at the conference.
51. The Chair(s) will keep the Conference Manager informed as to who the Session organizers are and their lists of speakers as they are submitted.
52. The Chair(s) is responsible for reviewing abstracts that are submitted and forwarding them to potential session organizers to see if they can/should be included in their session. Abstracts not included in Special Sessions will be organized into other appropriate contributed sessions.

53. The Chair(s) will organize those abstracts assigned to the Poster Session into appropriate sections and arrange for a Poster Session coordinator (could be a student).
54. The Chair(s) will communicate the session assignments for all abstracts to the Conference Manager who will notify the authors of their assignments and any other information the Chair(s) deems necessary.
55. Proofing the Abstract Book and writing an Introduction for it.
56. Assigning Moderators for all sessions and communicating the instructions for moderating the sessions. (sample moderator instructions attached).
57. Helping coordinate the program at the conference.

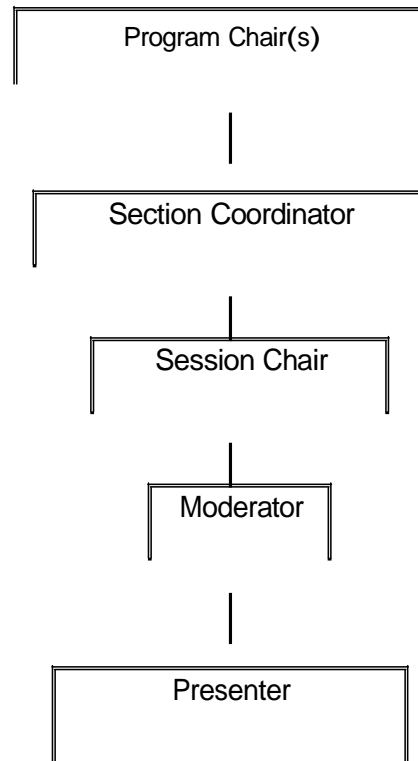
PROGRAM & PRESENTATION GUIDELINES

Note: Before each conference all participants should consult the most recent instructions distributed by the Conference Director to Presenters and Session Chairs. These will be e-mailed to individuals and posted on the WAS website, and will supercede any conflicting information contained in this attachment.

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1. PROGRAM ORGANISATION STRUCTURE



2. ROLES AND DUTIES

2.1. Program Chair(s)

Role: Oversee program development and implementation

Duties:

58. Liaise with Conference Organizing Committee
59. Agree on overall program
60. Decide on program organization structure
61. Assist Section Coordinators to plan sections and sessions. It is critical that the program structure and sections and session topics be agreed before the call for abstracts is sent out. If not, it will be much harder to identify where papers should fit and consequently the number of overlaps and inappropriately placed papers will increase.
62. Arrange a meeting with Session Chairs and Moderators before the conference starts to stress importance of keeping to time, hand out the “standard clocks” if these

are to be provided and give any last minute instructions to help ensure the sessions run smoothly and in a consistent fashion.

2.2. Section Coordinator

Role: To coordinate a group of sessions, possibly around a central “theme” (e.g. nutrition, genetics, shrimp etc.).

Duties:

63. Nominate or agree on session topics
64. Recruit or agree on session chairs
65. Work with Program Chair and other Section Coordinators to reduce overlap in content and timing between sessions
66. Actively seek sponsorship for sections or sessions
67. Assist Session Chairs integrate posters into the session timetable. This may involve identifying which posters ‘belong’ to which session (to be done in conjunction with Session Chairs)
68. Where necessary, assist Session Chairs to decide on papers that should not be included (e.g. because they are purely advertisements)
69. Provide back-up for Session Chairs where needed and act as link between Session Chairs and Program Chairs.

2.3. Session Chair (see also guidelines below)

Role: To arrange and manage a session

Duties:

70. Agree on session title and overall goal with Section Coordinator
71. Identify keynote speaker(s) (if budget permits, offer financial enticement)
72. Solicit other papers if necessary
73. Review submitted abstracts
74. Reject those that are purely advertisements or otherwise unsuitable
75. Agree with Section Coordinator on the length of the session (i.e. how many papers)
76. Allocate oral or poster presentation (if necessary)
77. Arrange order of presentation
78. In conjunction with Section Coordinators, identify the most appropriate posters for sessions. Allocate sufficient time to introduce posters during session
79. Recruit moderator(s) to help with timekeeping, introductions, etc. (make sure moderators are aware of “poster introductions”). Please note that clocks will be provided for each session to help moderators keep to time.

3. GUIDELINES FOR SESSION CHAIRS & MODERATORS

This list of duties has been developed to ensure that your session, and hence the entire Conference, runs smoothly. With lots of concurrent sessions, it is essential that the session chairs/moderators for every session complete the required tasks effectively, otherwise chaos may ensue.

Guidelines for oral presentations are also included in this document. It is advisable to be familiar with the responsibilities of the speakers as session chairs and moderators are ultimately responsible for their enactment.

BEFORE THE SESSION BEGINS

- ⌞ Speakers in your session should have lodged their slides the day before the talk. Check the afternoon before with the technicians that all speakers in your session have submitted their slides. If anyone hasn't, first check that they have registered. If they have registered, endeavor to get a reminder to them of this requirement.
- ⌞ If they haven't registered, determine whether they are going to arrive before the talk. If they have cancelled or have been delayed, try and organize one of the reserve speakers (or inform the session chair if applicable) to take this spot. Inform the conference organizers of this change so that the Day Program can be amended.
- ⌞ If a reserve speaker cannot be located, do not shift all the speakers to fill the gap. Many people will be shifting rooms based on the printed, original program hence we need to keep changes to a minimum. Under no circumstance alter the times of any talks once the day program is determined. If there is a gap, so be it.
- ⌞ Obtain the biographies of the speakers from the conference secretariat prior to the session, preferably the day before. For any speakers that have not submitted bio's you will need to get brief details before the session begins- particularly how to pronounce their names correctly.
- ⌞ It would be sensible if you familiarize yourself with the audio-visual equipment and light switches in the room before the session. Determine the name of the AV technician allocated to your room.
- ⌞ Please meet with your presenters in your session during the break immediately before your session (e.g. Morning/afternoon tea or lunch) at least 15 minutes before commencement time. Ask each presenter, in consultation with the session chair if applicable, if there are one or two questions they would like asked to stimulate discussion.
- ⌞ Check that the room is set up appropriately for your session and any special requirements have been met.
- ⌞ Ushers have been allocated for all sessions and are identifiable by their T-shirts. Make sure you introduce yourself prior to commencement. You can request the ushers to assist in housekeeping or urgent tasks (e.g. calling the AV Technician) during the session.

DURING THE SESSION

- ⌞ You and the speakers are to sit at the head table on the stage for the presentations and discussion.
- ⌞ Keep all speakers to the correct time. You will have time keeping equipment to assist.
- ⌞ Speakers should have at least 5 minutes (but a maximum of 10 minutes) of question time at the end of their presentation. Do not let speakers go overtime, but also do not start the next talk before the specified time if one presentation finishes ahead of schedule. Punctuality and a strict adherence to the timetable are essential.
- ⌞ A laser pointer will be on the lectern – retrieve it from each presenter and leave on lectern or, alternatively, give it to the next moderator at the conclusion of your session.
- ⌞ Monitor the use of the laser pointers. They should not be waved around the room and only used sparingly to indicate a point on the visual presentations.
- ⌞ All speakers are to wear radio lapel microphones. You may need, if requested, to assist attaching the microphone to the speaker (use discretion), and ensure it is turned on before the presentation commences.
- ⌞ Manage question time sensibly.
 - ⌞ Protect the speakers by dissuading continued abrasive questioning by referring these to a later time.
 - ⌞ Particularly try and stop any “grandstanding” (e.g. reading out prepared material) not specifically related to the presentation.
 - ⌞ Try and fill in any gaps using the prearranged questions.

If you have any queries regarding these guidelines or your participation, please contact the Section Coordinator or Program Chair.

4. GUIDELINES FOR PRESENTERS OF ORAL PAPERS OR POSTERS

On arrival, please register at the conference office and you will be directed to the speaker’s preparation and audio-visual testing room or, if you are presenting a poster, to the poster area.

4.1. Oral Presentations

- ⌞ A member of the conference secretariat will be based in the testing room for the conference duration. It is important to familiarize yourself with the audio-visual equipment in the testing and session room before presentation. The testing room will be open at the following times (list).

- ⌊ Slides: Speakers are to pre-test and hand in slides at the speaker's testing room 24 hours before presentation. Before your session, slide carousels will be collected by the technicians. At the session conclusion, slides will be returned to the testing room for collection.
- ⌊ PowerPoint presentations: Speakers are to pre-test their talk on 3.5" floppy disk or CD before presentation and are to hand in their disk or CD at the speaker's room 24 hours before presentation. Presenters will not be allowed to use their own computers because of the time taken to switch between computers during the session.
- ⌊ Please meet your session chair/moderator in your session room during the break immediately before your session (e.g. Morning/afternoon tea or lunch) at least 15 minutes before commencement time. At this time you should check that the room is set up appropriately for your presentation and any special requirements have been met.
- ⌊ Each speaker should have at least a 5 minute (maximum 10 minutes) question time at the end of the presentation. Please ensure that you discuss your question time length with the session chair.
- ⌊ Session chairs and speakers are to sit at the head table on the stage for their presentation and discussion.
- ⌊ You are responsible for advancing your own slides by infra red remote control. Focusing will be monitored and adjusted by the technician.
- ⌊ A laser pointer will be on the lectern. Laser pointers should be used sparingly and not waved around the room.
- ⌊ All speakers are to wear radio lapel microphones. Please attach the lapel microphone and ensure it is turned on before commencing your presentation.
- ⌊ It is essential to adhere to your time allocation. Your session moderator will operate a timing mechanism to remind you that your presentation should conclude.
- ⌊ Speakers must ensure that audio-visual material is of the highest standard. When projected on the screen, the subject matter must be legible from an 18m distance.

4.2. Creating Quality Slide Images

Slides take proper preparation and planning to produce a quality graphic which is easy on the eye, has good impact and can be easily read and understood by the audience.

- ⌊ Use a maximum of 10 to 12 lines of text per slide. More than 10 or 12 lines in a slide become too hard to read – think of the person at the back of the room! If you have a slide with more than 12 lines, break it up into two or even three slides.
- ⌊ Use dark colored backgrounds and white and yellow text. These stand out much better than light backgrounds and black text and eyes are directed to the content rather than the background. Avoid red and green for text or lines as color blind people may have trouble with these colors.
- ⌊ Slides are 35mm (2:3 format ratio).
- ⌊ The font style should be simple –Helvetica, Arial, Times etc. Keep away from script type fonts. Font style should be 18 point minimum.
- ⌊ Avoid vertical slides. Most screens are horizontal format, so vertical slides will be cut off top and bottom.

Important: Slides are to highlight important points, not reproduce your entire oral presentation! So keep the contents simple and remember your slides are for support only!

4.3. Preparing Overhead transparencies

- ⌊ In preparing transparencies for an overhead projector, use capital letters from 1 to 2 cm high. Lines creating borders, divisions or enclosures should be at least 1mm wide.
- ⌊ Color attracts attention and enhances the illustration. Different zones of a map can be separated more easily with color and curves can be distinguished more easily. Be careful with light tones and with red (they do not project well).
- ⌊ Speakers are asked to take the time and effort to prepare good quality transparencies to support their oral presentations.
- ⌊ Take care when changing transparencies to ensure the image is correctly orientated. You should familiarize yourself with orientation in the speaker's room before your session.

4.4. Poster Presentations

Please check in with the Poster Desk upon arrival. Hang your poster in the area allocated. Poster positions should be numbered so they can be found. Do not move numbers to suit yourself. (Please ask if you need advice on how to hang your poster). Bring your own materials to mount your poster. Use velcro tape to attach your poster to the boards. You will also be told what session your poster has been linked with. Please meet your session chair/moderator in your session room during the break immediately before your session (e.g. Morning/afternoon tea or lunch) at least 15 minutes before commencement time. You need to agree with the session chair on how your poster will be

“introduced” (usually the authors and title will be read out) and be told when posters from that session need to be attended. You need to attend the session where your poster will be “introduced” and attend the poster at the time nominated by the session chairs.

Components of the poster:

Posters should include a title, names of authors and their addresses, abstract, introduction materials and methods, results, discussion (or a combined results and discussion), conclusion, acknowledgments (if any), references, tables, and figures.

Title: The title should accurately reflect the contents of the poster. Brief, concise titles are encouraged. Below the title should include the name(s) of the author(s) and their address(es). The name of the presenter should be placed first.

Abstract: The abstract should be a concise highlight of the results and conclusions. Methodology should not be abstracted unless it is necessary to explain the results or unless the paper describes a new technique. Abstracts should be brief (<200 words).

Introduction: The introduction should explain why the research was conducted and why it is important. The introduction should condense the relevant information in the field that led the author to do the research. The introduction is not a complete literature review, and only the most relevant references should be cited. The introduction should also contain a statement that describes the purpose or objective of the research.

Materials and Methods: The underlying goal of this section is to briefly describe what was done so that others can repeat the experiment. Experimental designs can be explained by use of figures if they will help clarify what was done. If the experiment was a complicated one with many sub-parts, subsections may be used to describe each sub-part.

Results: This section describes the data. Proper use of tables and figures can enhance and help explain the results. Statistical analysis of data is necessary, unless differences are so obvious that statistical analysis is superfluous. Although probability values of 0.05 and 0.01 are traditionally used, each author is free to choose his own level of significance.

Discussion: This section should interpret the results and compare the results from this experiment to those found in similar research. The section can also be used to speculate about the results, to provide reasons for the trends, and to suggest new ideas that can advance our understanding about aquaculture.

Conclusion: This section should be used to briefly offer a synopsis of the conclusions of the research data.

Acknowledgments: This section should be used to thank organizations which supported the research monetarily and individuals who assisted in the research or preparation of the paper (OPTIONAL).

References: Select references with great care. Unless the paper is a review, there is no need to reference every paper written about a subject. Use only the most important ones. (OPTIONAL).

Guidelines for preparing a better poster

- ⌞ Poster area: Long axis 6 ft. (1.8 m) x short axis 4 ft. (1.2 m). Careful design is needed. The poster is a visual display.
- ⌞ Begin by preparing a scale model layout as an outline for the poster. This allows you to determine the number and size of figures, tables, heading, and length of text before making any final products.
- ⌞ The organization and flow of the poster needs to be very clear. Visually subordinate those things that are less important and draw attention to those of greater importance. Make clear sequence in which the poster is to be viewed.
- ⌞ Keep explanatory text close to the figure is explaining.
- ⌞ Group related information together, and make the groupings clear. A visually clear presentation will have a substantial amount of blank space. If elements are crammed too tightly, the poster will appear chaotic and hard to follow.
- ⌞ Show as well as tell the story. Tables and figures should be a main component of a successful poster. A 1:1 ratio of text and graphics appear to be an acceptable value for presenting an effective, visually appealing poster. Do not use extensive text.
- ⌞ Make the poster accessible to browsers. Use a simple font, such as Helvetica. A mix of caps and lower case is easier to read than all caps. The title should be legible from 15 feet away. It should be assertive, clear, and catch the eye of the viewer. You may wish to shorten names and affiliations when they are too wordy. This information may be in slightly smaller type than the title. Main headings carry the essential content and should provide a complete take-home message and be visible at 8 feet. Supporting text follows the main headings and should be visible at 5 feet. Be sure your contact information is placed on your poster.
- ⌞ Concisely state the main conclusion. Leave the reader no doubts about the take-home message.

4.5. PowerPoint Presentations

- ⌞ All PowerPoint presentations should be saved on 3.5" floppy disc or CD in Office 2000, 97 or 95 formats. Presenters will not be allowed to use their own computers because of the time taken to switch between different computers.
- ⌞ Please save talks on "read only" CD's rather than "rewritable" CD's as it can sometimes be difficult to read the "rewritable" CD's. When you are saving PowerPoint presentations to a CD, please attach the "PowerPoint viewer" if you can. The "PowerPoint viewer" program is called PPView97.exe and is available from MS website. (<http://office.microsoft.com/downloads/2000/ppview97.aspx>). Please check your presentation with the viewer for compatibility before the conference.
- ⌞ All discs must be given to the session technical coordinators the day before the talk is due. All discs must be clearly labeled with session title, author and presentation title.
- ⌞ Have a backup version on 35 mm slides or acetate sheets for an overhead projector.

- L Print out “Notes” pages to assist in your presentation but try to avoid simply reading these if possible. Also, try to avoid reading what is on the slides as this can often bore an audience.
- L As a general guide the following font sizes for talks is recommended:
 - L Title of slide use minimum 32 point (36 or 40 better)
 - L Words on slide use minimum 20 point
 - L Try not to include more than 8-10 lines of text on a slide and no more than 8-10 words on each line.
 - L Avoid complicated tables or figures. Use photos to illustrate.
- L Do NOT include video clips, sound effects or moving images as they can slow down the presentation and risk a computer crash as well as distracting the audience from listening to your talk. (“PowerPoint viewer” may not handle moving images or complicated effects, especially from Office 2000.)
- L Include: a title slide listing the title, author(s) names and affiliations and a slide listing the plan of your talk (not more than 4-6 lines).
- L Always consider your audience – what does the audience want from your talk and what are the one or two “take-home messages” you want them to leave with.
- L Set your objectives – what key ideas do you want to get across?
- L Gather data, ideas and material – what is the content of your talk?
- L Arrange the data in a sequence that is clear, commands attention and is persuasive – what is the structure of your talk?
- L Super-prepare your introduction and your conclusion to help you give a confident start and professional exit.
- L Reinforce your “take-home” message in the conclusion.
- L Prepare visuals to add impact to your presentation – diagrams and pictures are better than words. However, try not to have too many visual aids as this detracts from their impact. Plan to turn visuals off from time to time and return the attention of the audience to you.
- L When using graphics, use *.jpg format for pictures and *.gif format for line art. This will significantly reduce the size of the files.
- L Read through the talk you have prepared and rehearse the full presentation – use variation in voice and gesture, and be aware of body language.

- I. Check out the venue to make sure you know where you want to stand, where the audience will be sitting and how everything works!

IV. GUIDELINES FOR ADOPTING AND AMENDING THE BUDGET OF A CONFERENCE SPONSORED OR JOINTLY SPONSORED BY THE WORLD AQUACULTURE SOCIETY

- 1) A preliminary conference budget should be prepared as soon as possible after site selection and presented to the WAS EXCOM for approval/
- 2) Major changes in expenses or profit expectations in the preliminary budget should be communicated to the EXCOM as soon as possible.
- 3) No later than one year prior to the conference, a detailed conference budget should be presented to the EXCOM for approval.
- 4) Any change or changes in the approved budget the steering committee wishes to make that may reduce the budgeted profit by 10% or more should be presented to the EXCOM for approval prior to putting the change or changes into effect.
- 5) Any anticipated changes in income or expenses beyond the control of the steering committee that may reduce the budgeted profit by 10% or more should be communicated to the EXCOM as soon as possible.
- 6) All budgets presented to the EXCOM or Board should contain a heading that includes the conference title and the type of budget (preliminary, amended, final). Each budget should also have a place for the president to sign and date indicating acceptance for the EXCOM or Board.
- 7) Copies of all amended budgets should be sent to the WAS home office and the WAS treasurer as soon as possible.
- 8) During the early stages of conference planning, funds from the WAS general account may be required for expenses related to the conference. The Director of Conference Services will communicate by memo the required amount on a year-by-year basis to the WAS treasurer as part of the WAS budget development process. The memo should indicate what the money will be used for using budget codes for the conference budget in effect at the time.
- 9) A WAS member should sit on all steering committees for conferences in which WAS has a financial involvement. The WAS member may be a voting member of the committee if WAS is a sponsor of the conference or a nonvoting member if WAS is not a sponsor but is producing the conference.

V. GUIDELINES FOR DETERMINING REIMBURSEMENT TO THE WORLD AQUACULTURE SOCIETY BY CONFERENCES THAT USE THE WAS DIRECTOR OF CONFERENCE SERVICES

The cost of the basic contract between WAS and its Director of Conference Services, any bonuses paid to the DCS, and all approved expenses of the DCS must be paid from conference budgets. The purpose of these guidelines is to provide a means of fairly sharing the above expenses among conferences.

- 1) All approved expenses (does not include the basic contract or bonuses) will be charged to the conference for which the expenses were incurred. Expenses not easily assigned to a conference (for example, basic phone service) will be shared by all conferences scheduled to occur in the fiscal year in which the expense was incurred. Shared expenses will be apportioned by the DCS based on an estimate of proportional effort.
- 2) The cost of the basic contract between WAS and the DCS will be shared by conferences occurring in the current fiscal year. Shared costs of the basic contract will be apportioned by the Executive Committee based on an estimate of proportional effort.
- 3) The cost of a bonus (as outlined in the basic agreement between WAS and the DCS) will be shared by conferences occurring in the current fiscal year. The cost of the bonus will be apportioned based on profitability of the conferences.
- 4) The WAS Executive Committee in consultation with the Board of Directors may grant a partial or complete variance to a conference for the basic contract costs. It is envisioned that variances will be limited to developmental conferences where no profits are expected and joint conferences where conference organizers from other societies are involved.

If a variance is granted, the Executive Committee will estimate the effort the DCS puts into conference and proportionally reduce the charges for the basic contract to the other conferences held in the same fiscal year.

Approved expenses for such conferences must be paid by the conference or be provided by WAS.

- 5) The DCS will be responsible for bringing the question of proportional charges to the Executive Committee on an annual basis, seeing that the charges are placed in the conference budgets, and coordinating all budget matters with the WAS treasurer.

VI. GUIDELINES FOR THE GRANTING OF COMPLIMENTARY REGISTRATIONS AT CONFERENCES SPONSORED OR COSPONSORED BY THE WORLD AQUACULTURE SOCIETY

It is recognized that cases arise when conference registration fees should be waived for certain individuals. It is also recognized that the practice of granting complimentary registrations should be minimized to avoid ill feelings by the attendees that pay registration fees. Steering committees may consider waiving registration fees for the following individuals:

- 1) Paid employees of companies contracted to provide a service at the conference and paid employees (both permanent and temporary) of the sponsoring organizations
- 2) Plenary speakers, if requested
- 3) VIP attendees such as mayors and governors. This does not include senior government officials with major responsibilities in aquaculture, fisheries, or environmental protection.
- 4) Certain individuals who are speaking in technical or producer sessions may be granted a complimentary registration if it can be demonstrated that they would not ordinarily attend a WAS sponsored conference and their participation in a session is necessary for the success of the session. In recent years, the number of people in this category have been fewer than two dozen per conference. The conference program committee will recommend individuals in this category to the steering committee.

It is the responsibility of special sessions and producer sessions to find sponsorship for speakers if it is needed. Guideline #4 is meant to help when organizers find themselves in an unexpected situation, not as a planned means of financing speaker registrations.

Steering committees may grant complimentary day passes to high school student groups as a means of promoting careers in aquaculture. College level students must register at the student rate.

Members of the press may be given passes to cover events at a conference. The Director of Conference Services may provide members of the press with any conference publications or tickets to social events, if considered in the best interest of the conference. The press is bound by the policy on recording sessions.

Steering committees are encouraged to adopt the philosophy that members of sponsoring societies are expected to pay their own registration fees, even if they fit into one of the above categories. The granting of a complementary registration to a member of a sponsoring society should be done only if the person in question is playing a critical part in the conference and is without support to attend the meeting.

VII. GUIDELINES FOR DETERMINING REIMBURSEMENT TO THE WORLD AQUACULTURE SOCIETY FOR SERVICES PROVIDED BY THE HOME OFFICE RELATED TO CONFERENCES SPONSORED AND COSPONSORED BY WAS

In recent years, almost all WAS conferences have been cosponsored by one or more other groups. Typically, WAS shares the profits from the conference with the cosponsor according to a predetermined formula. The WAS home office staff invests considerable time and resources in the planning and termination of most conferences. The objective of these guidelines is to provide a basis for the reimbursement of WAS for time and resources the WAS home office invests in conference planning and termination before profits are shared with cosponsors.

1) Conferences will reimburse the home office for direct costs incurred related to conference planning and termination. These reimbursements will be limited to items that are directly related to a conference and require resources not available in the office (For example: hiring a temporary worker to handle a mail out would be reimbursable as would be the cost of materials and postage)

2) Conferences will reimburse the home office the equivalent of 18% of the unreimbursed home office budget during the fiscal year in which the conference is held. The unreimbursed budget is the total home office budget minus any fees for service the office collects from other projects.

The reimbursement percentage is based on a WAS study which estimated that 18% of home office effort was directed toward conference issues. From time to time the Board of Directors will review the percentage and modify it to reflect changing effort within the home office.

If more than one conference in which the home office is involved is being held during a fiscal year , the conferences will share the 18% indirect cost charge based on an estimate by the WAS Executive Committee of proportional effort by the home office.

3) The WAS Executive Committee in consultation with the Board of Directors may grant a partial or complete variance to home office charges on a conference by conference basis. It is envisioned that variances will be limited to developmental conferences where no profits are expected and joint conferences where home offices of other organizations are involved and no home office will be reimbursed.

If a variance is granted, WAS will absorb the home office cost for the conference, and the 18% indirect cost charge to other conferences held in the same fiscal year will be reduced based on an estimate of proportional effort as described in item #2.

4) When WAS agrees to meet with other groups and share profits, the payment of WAS home office direct and indirect costs should be stipulated in the partnership agreement.

5) The WAS Home Office Director will be responsible for bringing the question of charges and proportionality to the Executive Committee on an annual basis. The Director of Conference Services should be consulted on the proportioning of the charges, and is responsible for seeing that they are placed in the appropriate conference budget.

VIII. GUIDELINES FOR INSURING AND REVIEWING WAS SPONSORED CONFERENCES

1) All WAS sponsored conferences will be covered by a liability insurance policy. The limits of payment and other specifics of the policy will be determined on a conference-by-conference basis by the WAS Executive Committee in consultation with other meeting partners and the Director of Conference Services.

2) Large WAS sponsored conferences will be covered by a showstoppers insurance policy to protect the Society against financial losses due to events beyond the control of WAS. The limits and specifics of the policy will be determined on a conference-by-conference basis by the WAS Executive Committee in consultation with other meeting partners and the Director of Conference Services.

3) The checking account for each conference will be reviewed by a certified public accountant after the conference is over and all business is complete. The depth and nature of the review will be determined by the WAS Executive Committee in consultation with other meeting partners and the Director of Conference Services.

IX. GUIDELINES FOR BUSINESS-RELATED TRAVEL BY MEMBERS OF CONFERENCE COMMITTEES AND THE DIRECTOR OF CONFERENCE SERVICES

All travel expenses incurred by members of conference committees, the Director of Conference Services, and DCS staff members will be paid from the budget of the conference for which the travel is conducted. The chair of the steering committee should approve all travel of committee members in advance. The DCS may travel as needed or directed by the president of WAS, but should keep the chair of the appropriate steering committee informed.

Steering committees are encouraged to minimize travel requirements by conducting as much business as possible by phone, e-mail, mail and fax.

Travelers will pay all travel expenses and then be reimbursed. Specific travel expenses to be reimbursed are:

1) Airfare: The full cost of coach class tickets (present receipt). It is suggested that committee meetings be scheduled to take advantage of reduced fares from Saturday night stopovers.

2) Ground transportation: All taxis, shuttles or car rentals (present receipt). When committees meet, it is encouraged that only one car, if any, be rented.

3) Parking fees (present receipt)

4) Personal car mileage: Thirty cents per mile for WAS business-related travel.

5) Hotels: The full cost of a hotel rooms in business-level hotels (present receipt). Suites will not be reimbursed unless a justification can be presented. Committees are encouraged to take advantage of complimentary rooms usually provided as a part of the contract between WAS and a conference hotel.

6) Per diem: An allowance of \$40 per night spent traveling will be made to pay for food and other personal expenses. This rate may be increased for committee members by the steering committee if members are traveling in a high cost area. The DCS and staff may request an increase from the president of WAS for travel in high cost areas. No receipts are required.

7) Any other expense reasonably required for people to accomplish the objectives of the trip (Receipts required with an explanation of the expense).

All expenses should be filed with the conference treasurer.

X. GUIDELINES FOR ESTABLISHING STUDENT REGISTRATION RATES FOR CONFERENCES SPONSORED BY THE WORLD AQUACULTURE SOCIETY

In an effort to encourage the attendance of students at WAS conferences, conference steering committees are encouraged to adopt the following guidelines:

1) Conference steering committees are encouraged to develop a registration rate for students that is as low as reasonably possible. The rate should be adequate to cover the cost of the conference directory, abstract book, and food services to which the student will be admitted.

2) Conference steering committees are encouraged to maintain the same student registration rate from the initial announcement through the beginning of the conference rather than establish a graduated scale as with other registration categories.

XI. GUIDELINES FOR CHAPTER INVOLVEMENT IN MEETINGS

The purpose of this guideline is to set up a process where WAS and the Chapters can work together on meetings and help eliminate conflict by establishing a process to follow for determining WAS and Chapter involvement.

INTERNATIONAL CONFERENCE: Whenever and wherever WAS holds its annual conference, WAS will coordinate with the Chapter whose territory the conference location falls within. The final decisions as to where, when and budget items shall belong to WAS.

Process

1. WAS will solicit input from the Chapter when it has targeted a certain area for an international conference.
2. WAS will solicit input from the Chapter when it is making the final decision on site and time.
3. Within six months after a site and time are decided, WAS will sign a written agreement with the Chapter containing:
 - A. The role of the Chapter in the conference.
 - B. Responsibilities of the Chapter in the conference.
 - C. Financial obligation of the Chapter
 - D. Financial compensation for participation that the Chapter will receive.
4. Appoint a Chapter representative to the Steering Committee who will represent the Chapter's interests and provide advice from that area to the conference planning.

CHAPTER CONFERENCE: Whenever and wherever a Chapter shall hold a conference within its territory, the Chapter shall decide upon where, with whom and when to hold the conference. The decision will be passed to the EXCOM of WAS for final approval and to verify that there are no international conflicts that need to be avoided. The Chapter agrees to abide by any international commitments made by WAS.

Process

1. The Chapter will make a written agreement with any co-sponsors of the event which will particularly outline financial liability and returns.
2. The Chapter will have the above agreement approved by WAS as to financial terms since WAS may have the ultimate financial liability for the chapters.
3. The Chapter will obtain agreement in advance of any sponsor agreements if the conference will require investment from WAS in addition to Chapter funds.
4. The Chapter will use the services of the WAS Director of Conferences to help ensure a successful meeting. The degree of utilization of these services will depend upon the meeting specifics, but at a minimum, consultation on the project is suggested.
5. If there is a major involvement by the parent society, WAS will be reimbursed for all expenses of the Home Office and Director of Conferences involved in their meetings. The policy on profit-sharing follows:

Policy on Sharing Meeting Profits with Chapters {Board action 2009}

Chapter Meetings

If WAS helps the Chapter to organize the Chapter's Annual Meeting, then any profits will be divided between the Chapter and WAS according to the following formula. Helping to organize the meeting includes Conference Director's involvement and financial startup support.

Profit Sharing Formula:

The first 20-50% of profits attributable to WAS and the Chapter will go to WAS as an organization fee (the percentage will depend upon the total profits available and WAS involvement and to be agreed in negotiations with the Chapter after the meeting). The remaining profit will be split 50% - 50% between WAS and the Chapter.

This formula exists since WAS takes the full financial liability for the meeting as well as providing conference management and office support and initial financial funding for the meeting. Separate arrangements may be made between the Chapter and WAS if both agree.

International Meetings

If the Chapter holds its annual meeting with the WAS international meeting, then a portion (a minimum of 10%) of the WAS profits will be shared with the Chapter. That amount of profit shared with the Chapter will depend on the amount of profit from the meeting. The amount to be shared will be determined by the EXCOM and approved by the Board after the meeting.

ATTACHMENT IV

GUIDELINES FOR JUDGING STUDENT AWARDS

WAS Pre-Conference Student Abstract Award (amended Sept 04)

The award program for best student abstract is intended to encourage greater numbers and diversity of students presenting at the WAS annual conference. To be eligible for an award, an abstract for either a paper or poster must meet the following requirements:

1. Must be presented by author or co-author (only the individual making the presentation can receive the award).
2. Presenter (author or co-author) must be a member of WAS by the deadline for submissions or other date as designated by WAS, and membership must be current at the time of the conference.
3. The presentation may not be a re-write of data published elsewhere, except as a portion of an annual report, federal or state assistance project, etc.
4. Author must have met established deadlines for submission.

Judges will be drawn from the WAS member pool and will represent a wide spectrum of workers such as culturists, fishery managers, administrators, researchers, and teachers. Judges are officially appointed by the Honors & Awards Committee Chair, the WAS Vice-President, or other member appointed by the President. The Honors & Awards Committee Chair will supply each judge with score sheets and titles of the abstracts to be judged. At least three judges will mark each presentation.

Each Abstract Award consists of:

- a letter from the Awards Chair
- a certificate of recognition
- a check for the amount of \$300 to the top three winners

An individual can receive only one Abstract Award from WAS for each meeting. The individual award winner must appear in person at the designated time to receive the award. An individual receiving an Abstract Award is still eligible for a Presentation Award.

WAS Best Student Presentation Awards

The award program for best student presentation is intended to encourage more effective presentations of high interest and value to members attending the annual conference. One award is

made for the best oral presentation and one for the best poster. To be eligible for an award, a paper or poster must meet the following requirements:

1. Must be presented by author or co-author (only the individual making the presentation can receive the award).
2. Presenter (author or co-author) must be a member of WAS by the deadline for submissions or other date as designated by WAS, and membership must be current at the time of the conference.
3. The presentation may not be a re-write of data published elsewhere, except as a portion of an annual report, federal or state assistance project, etc.
4. Author must have met established deadlines.

Judges will be drawn from the WAS member pool and will represent a wide spectrum of workers such as culturists, fishery managers, administrators, researchers, and teachers. Judges are officially appointed by the Honors & Awards Committee Chair, the WAS Vice-President, or other member appointed by the President. Each judge will be provided with score sheets, abstracts, and times of the papers/posters to be judged. WAS judging will be coordinated with that of the other Conference participating WAS Chapters.

Each Best Presentation Award consists of

- . • a letter from the president
- . • a certificate of recognition
- . • a check for the appropriate amount
- . - \$400 to the first place paper and first place poster presenters
- . - \$200 to the runner-up paper and poster presentation winners

An individual will be awarded the highest award for which they are eligible, but cannot receive more than one presentation award from WAS for each meeting.

WAS Pre-Conference Student Abstract Award Criteria

Format (15 points)

Is the abstract formatted properly and camera ready with 1" margins, proper font size & type, capitalization, paragraph separation (see attached sample)? Is the print quality of the abstract legible?

Abstract title (5 points)

Does the title accurately and concisely describe the subject?

Abstract content (15 points)

Is the abstract well organized and interesting? Does it provide a description of the *project*, the *results*, and a *discussion* of their relevance?

Scientific and research value (20 points)

How much effort was involved (2 weeks, 6 months, 2 years)? Is the study innovative? Is there evidence of careful planning and conduct of the study?

Application potential (20 points)

Do the results constitute new or original knowledge? Are the conclusions important? Can findings be applied to maintain or improve current production or harvest practices?

Scope (10 points)

Are findings of general interest to the broad aquaculture community as opposed to findings relating to a special situation and relevant only to a limited locality?

Clarity (10 points)

Can the abstract be understood by those not engaged in the particular specialty and by those without competence in narrow fields such as genetics, physiology, or higher mathematics?

Other (5 points)

This criterion is extra and should not be automatically awarded. Is there a unique feature of the article that does not fit the other criteria but which warrants consideration (e.g., utility of figures and tables)?

ATTACHMENT V

WAS FELLOWS SELECTION PROCESS

1. **Fellows of the World Aquaculture Society Program**

This Fellows of the World Aquaculture Society Award seeks to distinguish itself from other WAS awards by creating a category of recognition to the many aquaculture professionals spread throughout the world who have contributed to developing aquaculture as members of the World Aquaculture Society. A Fellow of the World Aquaculture Society is defined as "a member who has made outstanding achievements in aquaculture science, industry, outreach or extension as recognized by his/her peers." Examples of outstanding advancement can be in research, education, technology, service to professional societies, administration in academia, industry or government, or on abilities in communicating and interpreting aquaculture science to the public.

2. **Procedures for Selection of Fellow of the World Aquaculture Society**

Election as a Fellow of the World Aquaculture Society is an honor bestowed upon members of the World Aquaculture Society by their peers on behalf of their meritorious efforts to advance aquaculture. Nominations as a Fellow of the World Aquaculture Society may be proposed by any of the following:

- Members of the World Aquaculture Society Board of Directors
- Members of the World Aquaculture Society with a minimum of 5 years of continuous membership
- Members of the Board of Directors of any of World Aquaculture Society chapters or affiliates
- Honorary Life Members of World Aquaculture Society
- Elected Fellows of the World Aquaculture Society

Nomination materials must include:

- Cover letter signed by the primary nominator and supported by two other proposers, with the cover letter summarizing the nominee's work and stating why election as a Fellow of the World Aquaculture Society is justified. The nominator and proposers should not be from the same institution where the nominated person is working.
- Full Name
- Professional Affiliation and Address (attach a current CV not to exceed 5 pages; all pages must be numbered – any pages after 5 will be discarded)
- Short Description of Major Involvement with the Society (not to exceed 2 single spaced pages)
- Short Description of Major Accomplishments in Aquaculture Science or Industry or Education or Outreach/Extension (not to exceed 2 single spaced pages)

All nominees must be current members of the World Aquaculture Society with:

- A minimum of 10 years of demonstrable involvement with the organization (member, presenting papers, holding workshops, moderating sessions, developing special sessions)
- A distinguished professional record that includes significant contributions to aquaculture and the profession
- Active engagement in the aquaculture profession

3. Reviews and Elections

The World Aquaculture Society Honors and Awards Committee will receive, screen, and review applications, develop a short list the candidates, and seek the votes for the short-listed candidates from the Honorary Life Members of the Society and the Past Presidents of the World Aquaculture Society. The short-listed candidates along with these votes will be placed before the Board of Directors and selected if they receive an affirmative vote of at least 2/3 of the World Aquaculture Society Board of Directors. Proposers of a rejected nomination may resubmit an application for consideration. Nominations can also be challenged by any member of the World Aquaculture Society Board of Directors. A challenge will be reviewed by the World Aquaculture Society Honors and Awards Committee and recommendations made to the Board of Directors. New Fellows of the World Aquaculture Society will receive a plaque and lapel pin, and their name will also appear on a list of Fellows that will be published regularly in an issue of the World Aquaculture Society magazine and on a special Fellows portion of the World Aquaculture Society web site. Elected Fellows are eligible to use their status in the Society along with their educational qualifications as “Fellow, The World Aquaculture Society”. To initiate the Fellows of the World Aquaculture Society, a charter group of five Fellows will be selected in the first year. In subsequent years, the number of elected Fellows may not exceed 3 persons per year.

4. Professional Code of Conduct for Fellows of the World Aquaculture Society

Fellows of the World Aquaculture Society are appointed for life, and are encouraged to engage with the WAS leadership (current Officers, members of the Board of Directors and Past Presidents) in development and outreach activities that will benefit and promote the World Aquaculture Society and to enhance the aquaculture profession. Fellows agree to conduct themselves in a transparent, ethical manner with all persons, and especially with all aquaculture professional associates.

All Fellows selected by the World Aquaculture Society thereby agree to adhere to this Professional Code of Conduct to:

- Use the Fellow position to enhance constructive interactions between the World Aquaculture Society leadership, past-presidents and its members and other with professional societies, journalists, and government bodies;
- Make professional recommendations as a Fellow on the best available science and give clear, balanced, and non-advocacy explanations;
- Restrict public criticisms of the Society, its members, and their results and conclusions, leaving these to professional forums such as meetings and technical journals;
- Advertise all professional qualifications truthfully, without exaggeration, and without denigration of others;

- Express opinions on aquaculture topics only if qualified to do so by training, experience, or study; and to clearly separate professional opinion from accepted knowledge or fact in all communications as a Fellow;
- Exercise professional judgment without regard to personal gain;
- Avoid actual or apparent dishonesty or misrepresentation, especially not to speak for, represent, or imply in any way that he/she represents the Society without the approval of the World Aquaculture Society President or the World Aquaculture Society Executive Committee;

Failure to adhere to this Professional Code of Conduct for Fellows of the World Aquaculture Society may result in a revocation of the appointment as a Fellow by the Board of Directors.

ATTACHMENT VI

WAS Standardized Procedures for Press Releases and Published Information

As an organization whose primary purpose is the dissemination of science based information and technology, it is essential that WAS have in place procedures that timely and accurate reports on society activities and developments be shared with the public. To accomplish this it is essential that the procedures for this process be clearly stated and formally recognized.

Initial responsibility for approval of press releases will rest with the Promotions and Membership (P & M) Committee and ultimate responsibility will rest with the Board.

1. Submission of Potential Press Releases
 - A Information to be considered for release can be initiated by the P&M Committee, the Officers, Board, Home Office Director, Conference Director, or any WAS member.
 - B A draft release is submitted directly to the P&M Chair or transferred through a Board member to the P&M Chair.
 - C At this point the Committee takes responsibility for the submission and is given editorial license over length, style, and format.
 - D Edited copy may be returned to the original submitter for review.
2. Approval
 - A Once a final draft of the release is approved by the P&M Chair (or Co-chair), it is circulated by e-mail to the full Board for potential input and comment.
 - B The P&M Chair (or Co-chair) will incorporate comments and forward them to the President for final approval.
 - C Once received the approved version is forwarded to the proper outlet for release:
 - i) Editor for inclusion in the World Aquaculture Magazine, or
 - ii) Executive Director for release through popular media channels.

3. Reportable Items and Responsible Parties

- A Each major meeting should routinely and automatically have a short press release (200-4000 words) generated ASAP after the meeting for publication in the World Aquaculture Magazine.
 - i) The WAS Director of Conferences will submit a press release containing relevant statistics on the meeting (i.e. attendance, booths, etc.) to the P&M Chair as soon as available.
 - ii) The P&M Chair or his/her designee will then circulate the press release for approval as previously described in Section 2.

- B Major activities of Committees should have press releases generated by their committee chairs after meetings, major accomplishments, or as requested by the Officers or Board. This is especially true of:
 - i) The Outreach Committee
 - ii) Student Activities Committee
 - iii) Honors and Awards Committee
 - iv) Election Committee

- C These press releases will follow the procedure as outlined above.

