

## AAG Geomorphology Specialty Group Awards Committee Activities

	<b>Student Paper Competition</b>	<b>G.K. Gilbert Publication Award</b>	<b>Melvin Marcus Distinguished Career</b>	<b>Reds Wolman Student Research</b>
July	Determine competition entrant deadlines based on the AAG meeting registration deadline.	<ul style="list-style-type: none"> <li>• At the 2007 business meeting the deadlines were revised in the bylaws to now be January 1st.</li> <li>• The Awards Committee chair also has discretion to establish another date if it is necessary because of an unusually early date for the AAG Annual Meeting.</li> </ul>		
July	<ul style="list-style-type: none"> <li>• Coordinate with GSG webmaster to get awards pages up to date (committee members, award deadlines, submittal addresses).</li> <li>• Send announcement of student paper competition and other award deadlines to <i>Geomorphorum</i>.</li> </ul>			
July	Send announcement of student paper competition to AAG to be in the September newsletter.			
August	Send E-mail notice of student paper competition via AAG GSG list and via Geomorph-L.			
September	Send E-mail reminders of student paper competition.	Send announcements of awards deadlines to AAG for inclusion in the November newsletter (the December newsletter is too late if the deadline is January 1st).		
~October	Organize student paper sessions before the AAG conference registration deadline.	Send E-mail notice of nomination and proposal deadlines via AAG GSG list and via Geomorph-L.		
November		Send E-mail reminder of awards deadlines via AAG GSG list and via Geomorph-L.		
December		Send E-mail reminder of awards deadlines via AAG GSG list and via Geomorph-L.		
~January	Send any date-appropriate announcements to the editor for inclusion in the new issue of <i>Geomorphorum</i> .			
~January	<ul style="list-style-type: none"> <li>• Check the preliminary conference schedule so that you can resolve any surprises with the GSG student paper sessions.</li> <li>• Even if you think the AAG office is aware of any problems, you really need to follow-up to see that they are resolved.</li> </ul>			

~January After the nominations close	<ul style="list-style-type: none"> <li>Send students' abstracts to other committee members.</li> </ul>	Assemble Wolman proposals, and Gilbert and Marcus nominations and send to other committee members for evaluation.																						
~January At least one month before meeting	Committee reaches consensus on Gilbert, Marcus, and Wolman award winners (this involves reading various nominated publications, a few career compendiums, and several research proposals).																							
~January At least one month before meeting	<ul style="list-style-type: none"> <li>Notify Gilbert and Marcus winners; there may be multiple Gilbert winners for co-authored works.</li> <li>Invite winners (and Marcus guest) to the awards lunch.</li> <li>Inform Gilbert and Marcus winners that they should be prepared to make some acceptance remarks at the GSG business meeting, and that those remarks are reprinted in <i>Geomorphorum</i>.</li> <li>Notify winners' nominators and invite them to speak in the awards section of the GSG business meeting.</li> </ul>																							
Before meeting ?	<ul style="list-style-type: none"> <li>Arrange to purchase a table (seats 10) for the awards lunch at the annual meeting. This is done by faxing/ mailing an order form (which usually appears in the AAG Newsletter) to the AAG office.</li> </ul> <table data-bbox="415 915 1129 1146"> <tr> <td></td> <td>Marcus Winner + guest</td> <td>2 seats</td> </tr> <tr> <td></td> <td>Gilbert Winner(s)</td> <td>1+</td> </tr> <tr> <td>A hypothetical</td> <td>Student Paper</td> <td>2</td> </tr> <tr> <td>10-person table</td> <td>Student Research</td> <td>2</td> </tr> <tr> <td></td> <td>GSG chair</td> <td>1</td> </tr> <tr> <td></td> <td>Awards Committee chair</td> <td>1</td> </tr> <tr> <td></td> <td>T.B.D.</td> <td>1</td> </tr> </table> <ul style="list-style-type: none"> <li>The AAG Awards Lunch is traditionally on Saturday, and often many of the awardees (esp. students) will not attend. You might want to consider purchasing individual seats instead of a full table. Seats for the banquet can be purchased at the meeting, they do not need to be purchased in advance.</li> <li>If the Gilbert Award publication has multiple authors, more seats may be needed.</li> <li>It is unlikely that all four student winners will attend the lunch; you won't know until the night of the business meeting.</li> <li>In the past, empty seats at the table have been offered to the Marcus and Gilbert nominators.</li> </ul>				Marcus Winner + guest	2 seats		Gilbert Winner(s)	1+	A hypothetical	Student Paper	2	10-person table	Student Research	2		GSG chair	1		Awards Committee chair	1		T.B.D.	1
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Before meeting	<p>Communicate (E-mail) with competition entrants to head off any problems at the meeting.</p> <ul style="list-style-type: none"> <li>- Procedure for showing .ppt's</li> <li>- Circumstances for which they should bring their own laptops</li> <li>- The length that you will time down their talks (e.g. 17 mins)</li> <li>- Generally inform winners to plan to attend the awards lunch</li> <li>- etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange to get the Gilbert plaque engraved and to the business meeting (ask last year's winner do this, or else have last year's winner return the plaque so you can do it).</li> <li>• Print winner's name and year on the blank Gilbert award certificate that is in the Awards Committee Box, see the .ppt template on the CD.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for last year's winner to either return the Marcus plaque or bring it to the business meeting. The plaque does not need to be engraved, it just needs to be on hand.</li> <li>• Print a Marcus certificate on nice paper, there's a .ppt template on the CD in the Awards Committee Box.</li> </ul>	<ul style="list-style-type: none"> <li>• Get certificates made up for the Student Research award winners, there's a .ppt template on the CD in the Awards Committee Box.</li> <li>• <u>Coordinate with GSG officers to get checks made.</u></li> </ul>
At AAG Meeting	<ul style="list-style-type: none"> <li>• Judge student paper competition at scheduled.</li> <li>• Awards committee selects winners before GSG business meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Get AAG President to sign award certificates for Marcus and Gilbert winners. The SG Chairs Meeting might be an opportunity to do this. Before or after plenary sessions is another chance.</li> </ul>		
At AAG Meeting	<ul style="list-style-type: none"> <li>• Attend GSG business meeting and preside over awards section of the agenda.</li> <li>• Arrange for photographs to be taken for <i>Geomorphorum</i> and the web site.</li> <li>• Invite Student Paper winners to the awards lunch.</li> </ul>			
At AAG Meeting	<ul style="list-style-type: none"> <li>• The AAG staff needs to be notified of all winners. They have a form, which was available to the SG chair before the meeting, and it is also supposed to be available at the meeting. The AAG staff needs to have forms well in advance of the awards lunch.</li> <li>• On the form you will need to check whether each winner [will/will not] attend the awards lunch. Only the names of people who are present are read aloud at the lunch.</li> <li>• You will be asked to write the formal name and purpose of each award. You might want to bring this information with you.</li> <li>• Attend awards lunch.</li> </ul>			
Post-meeting	<p>Get a certificate made up for the student paper award winner(s) and <u>coordinate with GSG officers to get a check(s) made.</u></p>	<p><u>Arrange for engraving costs to be reimbursed.</u></p>		
Post-meeting	<ul style="list-style-type: none"> <li>• Send announcement of winners to the AAG newsletter (this may or may not be accomplished by the forms you submitted to the AAG staff at the meeting, you will need to confirm this).</li> <li>• Send awards results and pictures to the GSG webmaster.</li> <li>• Send awards results and pictures to the <i>Geomorphorum</i> editor.</li> </ul>			

FURTHER INFORMATION:

1. The AAG central office currently handles the GSG bank account. The GSG treasurer can request that the AAG office mail a check directly to the winners (postal mailing addresses will be needed).
2. Dates may have to change slightly based on the actual dates of the conference, things will need be compressed for a February meeting, they can slide for an April one.
3. The deadline for submitting items to the AAG newsletter is the end of the month that is two months before the publication date (e.g. August 31 for the October newsletter).
4. Students will wait until the last minute to enter the paper competition, and ask for extensions if the AAG extends the conference registration deadline.
5. There have been problems with students thinking they entered the competition, but who didn't. These issues will not be known until students check the preliminary schedule and discover that their names are not listed in the competition sessions. You may want to set up some kind of entrant confirmation system. You can always claim a paper later if the student did register for the conference.
6. If you need multiple sessions for student papers, I recommend that (if you can) you should have fewer than 5 speakers in any session that precedes another. Obviously you can't do this if you have say 10 or 15 entrants. But arranging two sessions as 4-5 instead of 5-4 gives you an extra twenty minutes between them that can prove useful. Likewise if there are 12 entrants, 4-4-4 will probably run more smoothly than 5-5-2, and I would run a competition with 13 entrants in sessions of 4-4-5.
7. Award winners are generally not revealed until the business meeting, except for people who need to know ahead of time, i.e. the Marcus and Gilbert winners, GSG president, and the Marcus and Gilbert nominators.