



PHILIPPINE SOCIETY OF AGRICULTURAL ENGINEERS, (PSAE), INC.

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Guidelines for the Scientific/Technical Presentation

The scientific/technical paper presentations are intended to provide an avenue for professional Agricultural Engineers and related professions to share relevant research results, development projects, work experiences, and current trends and development in agricultural engineering that may enhance the effectiveness and efficiency in the delivery of agricultural engineering services for countryside development, food security, and climate change mitigation.

A. Technical Paper Submission and Acceptance

1. The Scientific/Technical paper that will be submitted should be classified into a) development and b) research categories.
2. There will be three (3) fields of specialization under each category: The following system is designed to help you find the topic areas of your paper. The topic areas listed below are general groupings. Some presentations may be of interest to people in other technical areas, so please review all of the session titles:
 - a. Agricultural mechanization, power, machinery and equipment and allied field;
 - b. Soil and water conservation, irrigation and drainage and allied field; and
 - c. Rural electrification, agricultural processing and agricultural structures and allied field.
3. Application to be submitted should consist of the scientific/technical paper abstract and the filled-up form 1. Application form should be filled up properly and completely. Application should be submitted on or before February 15, 2018.
4. An abstract is indicative of final paper quality; therefore, authors are urged to prepare quality abstracts. The abstract should contain NOT more than 250 words. It should be single spaced and must emphasize objectives and results. Inclusion of tentative or final conclusions will greatly strengthen paper proposals and abstracts. The format as stated in the guidelines for the preparation of the Scientific/Technical paper should be strictly followed. (please see attached guide/template)
5. There is no guarantee that your manuscript/paper will be accepted by the PSAE. If your paper is accepted, the Committee Chair will send notification by March 15, 2018 to the primary author.
6. Final and complete papers must be received by April 6, 2018. Guidelines for the preparation of the scientific/technical papers can be accessed at: psae.org.ph.
7. The conference proceedings chairperson will be contacting you with deadlines for submission of your full paper. You will need to follow this schedule so that your paper will be included in the book of proceedings for this convention.
8. Authors are also encouraged to submit their complete and properly prepared papers for possible publication in the *PSABE Journal*.
9. Paper number assignments will not be given and no presentation time will be assigned until author and/or a presenter has submitted the complete copy of the paper. Once PSAE has received the full and complete paper, PSAE will assign a specific paper number and schedule the presentation. No exceptions. If a co-author will be making the presentation, it is the responsibility of the author to notify the session moderator and PSAE.
10. **AUTHORS MUST REGISTER FOR THE ANNUAL CONVENTION AND PAY THE REGISTRATION FEE OR PRESENTATION WILL NOT BE INCLUDED IN THE PROGRAM.**
11. Funding is not available from PSAE or the Annual PSAE Convention for presenter participation. Presenters will be required to pay all their costs including the convention registration fee.

12. Presentations from authors who fail to register for the convention will be removed from the program or list of presentors. All changes to presentation titles, co-authors or cancellations must be made two weeks before the convention date. NO EXCEPTIONS. No further program changes will be made after April 15, 2018. The final individual numbering of the poster sessions will be completed.

B. Scientific/Technical Paper Presentations

1. Lecture presentations are the traditional, time-tested method of sharing information. The lecture presentation room is customarily in a conference configuration with the speaker in the front seats of the room. Available in each lecture room will be: screen, microphone, pointer, lectern, and power point projector Presentations are usually limited to 15 to 20 minutes and allow for minimal interaction with the audience
2. The quality of oral paper presentations at PSAE meetings is important. Whether we like it or not, the audience judges us by how well we condense a year's work into a 15-minute talk. And the judgement goes beyond the individual speaker.
3. Moderators and presenters can help ensure that the presentations are ready and go smoothly during the session by following these guidelines. The moderators will have the primary responsibility for ensuring that the presentations are ready to go. PSAE will be providing the projectors, but most likely the laptops will need to be supplied by the moderator or individual speakers.
 - a. Moderators should contact presenters at least two weeks (or appropriate deadline – check with PSAE) in advance to determine if a presenter will require use of a computer projector or special audio-visual equipment.
 - b. Presenters should use presentation software that is standard, preferably MS Powerpoint. Use of common fonts will help avoid font compatibility problems. If MS Powerpoint is used, use the "show" option.
 - c. A week before the conference, presenters should send an electronic version of their presentation to the moderator. The moderator will need to send a notice reminding presenters to do this. All presentation files must be loaded to a computer that can be readily connected to the computer projector prior to the start of the session.
 - d. Session moderators should coordinate among their own presenters to obtain a laptop and let the presenters know what mass storage devices will be available for the session.
 - e. Moderators should give a brief review of the presentations to check for compatibility problems.
4. The assigned Lecture Hall for each field of specialization will depend on the size of registered participants to a Technical Session category or field.
5. Each Technical Session shall be managed by a Session Chairman, an assistant, and a team of documenters who will record the proceedings for each session.
6. Each venue shall be provided with a laptop, LCD, sound system and other required facilities.
7. Before the start of each session, all presenters are required to occupy the front seats in the session hall so that they could be properly introduced by name and affiliation.
8. Each non competing presenter is given a total of 15minutes and 20 minutes for competing presenters for the oral presentation and 3-5 minutes question and answer. (only the PSAE can dictate the time of presentation)
9. The judges are given the priority to ask questions to clarify points raised in the presentation. If a presentation is completed before the time limit expires, the remaining time can be used to entertain additional questions from the audience.
10. Two (2) minutes before the end of the allotted time for the presenter, a timer will signal the presenter to wrap up his/her presentation. The timer will again give the signal to end the presentation. All presenters are advised to comply with the time allotted for presentation.

C. Scientific/Technical Paper/Poster Evaluation

1. The PSAE, from among the roster of qualified judges, shall appoint a Board of Judges for each field of specialization composed of a chair and at least two members. A separate Board of Judges for the Poster presentation shall also be formed composed of a Chair and at least two members. No author or co-author of a competing paper/poster shall be considered for the Board of judges.
2. Judges shall be coming from the host region. Papers coming from the host region will not be considered as competing papers but it will be allowed for presentation only.
3. In the event of dropping out of judges such that a minimum of three (3) judges is not met, the Chair of the Scientific Paper and Poster Committee shall choose replacement/s for the said judge/s.
4. Judges will be asked to evaluate competing paper/poster by scoring them individually using criteria for evaluation of paper/poster as basis.
5. All evaluation sheet shall be submitted to the Chairman of the Scientific/Technical Paper and Poster Committee immediately after evaluation.
6. At the end of the paper/poster presentation session, the Chair of the Scientific/Technical Paper and Poster Committee shall meet with the Board of Judges to determine the winner.
7. The scores will be added and the paper/poster with the highest score/rating will be declared as winner, provided that the total score/rating is 85% or better.
8. In case of identical total scores/ratings, the papers/posters shall be declared co-winners.
9. Details on the guidelines for the Best Paper Award will be announced during the convention.
10. The technical evaluators and judges will be selected by PSAE from among the members.....
11. Only those papers submitted on time and according to suggested format and completed projects will be considered under competing paper. Minimum requirements and evaluation criteria for the competing papers are the following:
 - a. Paper should be either development or research project/study.
 - b. Only completed projects are for competing
 - c. Only with defined output and significance (refer to form 1)
 - d. Main author/or presentor should be a regular member of the PSAE
 - e. Complied and submitted on time and full copy of the paper.
12. Criteria for the selection of best scientific/technical papers and posters for the judges.

Technical Paper:

- Relevance – 10%
- Organization – 20%
- Significance – 50%
- Presentation – 20%

Technical Poster:

- Technical = 60% (significance-20%, quality-20%, organization-20%)
- Presentation =40% (attractiveness-8%, appropriateness-8%, clarity-8%, logical order-8% and effectiveness use of graphics-8%)

D. Scientific/Technical Paper/Poster Awards

1. There will be one best paper for each field of specialization for both categories.
2. The Best paper will be given to the paper garnered the highest rating based on the evaluation of the judges. Only papers garnered a rating of 80% will be awarded as best paper. Even the paper garnered the highest ratings among contenders will not be awarded as best paper when the rating is below 80%. The same thing with the second and third best paper, should meet a minimum rating of 80%.
3. The number of papers/posters competing will not be used as a basis for not giving the award. A lone entry can win provided that the average score is 80% or better.
4. Best paper will be given a cash prize of Php5, 000.00 and plaque of appreciation and Php3,000.00 and Php2,000.00 for second and third place respectively plus certificate of

appreciation. For best poster papers will be given a cash prize of Php3, 000.00 and plaque of appreciation and Php2,000.00 and Php1,000.00 for second and third place respectively plus certificate of appreciation

5. In case where there is tie, the amount supposed to be given to the corresponding awards will be divided accordingly.

SCIENTIFIC-TECHNICAL PAPER/POSTER APPLICATION FORM

(Form 1)

Title of the paper/project: _____

Main Author Information:

Name: _____ Company/Agency: _____

PSAE Member (Please Check): Yes () No () If yes Regular? () Other pls specify: _____

Submitted for: Paper Presentation() Poster paper() Both poster&paper presentation()

Date implemented (Duration include month and year): _____

Status (Check one): Ongoing() Completed()

Category (Check one): Development() Research()

Funding agency/ies: _____

Total Budget: _____

Competing? (Check one): Yes() No()

Paper/Project field of concentration (Choose only one):

- _____ Agricultural mechanization, power, machinery and equipment;
- _____ Soil and water conservation, irrigation and drainage; and
- _____ Rural electrification, agricultural processing and agricultural structures.

For completed project only: significant contribution/s of the project (country development and with agricultural engineering profession) explain not more than 100 words.

Agreement: (All authors must read and sign the following statement): *I have read and understand the qualification and rules governing the Scientific/Technical Presentation and agree to abide by those rules. I attest that the submitted presentation represents my own original research completed within the last three years/on-going project and has not been published in any scientific journal, book or magazine and has not been presented in any scientific meeting, seminar or convention. That my signature below represents and warrants that I created and am the exclusive owner of all rights, title and interest in the submitted scientific/technical paper, including the copyright therefore and that I have the full power and authority to enter into this Agreement.*

Printed name of Author(s) and signature(s)

_____ Signature _____ Date: _____
_____ Signature _____ Date: _____
_____ Signature _____ Date: _____
_____ Signature _____ Date: _____
_____ Signature _____ Date: _____

Date Submitted: _____

Received by: _____

GUIDE IN THE PREPARATION OF MANUSCRIPT FOR SCIENTIFIC/TECHNICAL PRESENTATION

a. Scientific Papers for Oral presentation

1. The manuscript should be in English, typewritten double space on one side of letter size (8.5"X11") bond paper, using 11 point Arial font and a margin of 1.5 inches on the left side and 1 inch on the top, bottom and right sides of bond paper. Pages should be numbered on the upper right hand corner of the page. The paper should not exceed 20 pages including Figures and Tables.
2. Sequence of contents of the manuscript – The manuscript should be organized in the following order:

Title Page: The title page contains the title, author names and addresses and institutions to which paper should be attributed. The title must accurately describe the contents of the research paper. It should be centered, typewritten in bold, all capital letters and arranged in inverted pyramid. The title should NOT contain abbreviations, proprietary names, chemical formulas, jargon and outdated terminology.

The author names are typewritten in bold, lower case except the first letter, and placed below the title. The authors should follow the following format: An asterisk should be affixed to the name of the author presenting the paper. A "+" sign should be affixed to the author for correspondence. The complete postal and email addresses, telephone and/or facsimile numbers of the author to whom correspondence should be addressed should be written below the author names. Use superscripts to indicate author and corresponding address.

Abstract: Typed as a single-paragraph, the ABSTRACT follows the title page. The abstract must represent the content of all the main sections of the paper. This section should briefly but clearly state the main objectives and scope of research work, describe the principal methodology and summarize the main findings and their significance. It should NOT contain figures, tables and references to the literature. It should be less than 250 words, i.e., half page. The title of the paper should appear above the ABSTRACT.

Key words: Written below the ABSTRACT are 3 to 5 key words or short words or short phrases that can be used for indexing your paper. Arrange these in alphabetical order.

Text. The text follows the ABSTRACT and presented sequentially with the main headings as follows: Introduction, Materials and Methods, Results and Discussion, Acknowledgements and References. Secondary headings, if any, should not be indented, set in bold letters with only the first letter of the first word capitalized. Tertiary headings, if any, should be indented, italicized with only the first letter of the first word capitalized.

Introduction: This section introduces the paper, hence should include: 1) a background that describes the nature and scope of the problem investigated or being solved and how important the problem is; 2) a statement on how the present study contributed to the solution of the research problem; 3) broad information that defines the nature and extent of the present work; 4) the significance of the study/project; and 5) study objectives.

Materials and Methods: The materials and procedures used should be adequately and concisely described in sufficient detail that other competent researchers can reproduce the study. This section identifies the type of study used (e.g. survey, case control, development, design, experiment), sources and materials employed and important characteristics, sampling procedures, data collection techniques/tools, time periods, study setting as well as procedures for assessment of data. Statistical tests used must be cited and should specify the data analyzed. For design and development study, the standards and parameters used should be specified. For experiments, the experimental design, intervention used and the number of replications should be mentioned. The used of generic names is preferred over trade names. However, if there are known critical differences among proprietary products, the trade name, plus the name of the manufacturer can be used. The trade name, if not avoided, must be used only in the Materials and Methods. Subheadings can be used when warranted. Authors should use the System Internationale for the units.

Results and Discussion: The results comprise the answers to the research question posed in the introduction. The data must be presented clearly, concisely and logically. In discussing the findings, do not repeat but only interpret the study results and observations, show how the results and interpretations agree or contrast with previously published works. If necessary, inconsistency between the present work and that of the others must be explained. The shortcomings of the methods used and the implications of the findings should be discussed. This section may be divided into subheadings in the order of citation in the Materials and Methods section, for easier reading or to avoid confusion. This section can also be divided into Results section and Discussion section.

Conclusion: Conclusions must be based solely on the study results. Before concluding, the authors may indicate any principal limitations of the study, any restrictions in generalization of the findings to the population, the accuracy and precision of analytical methods and the effect of uncontrolled variables. This section may include recommendations arising from the results of the study.

Acknowledgements: This section acknowledges significant help to the work or to the interpretation of the work received from any individual, and any outside financial assistance.

References: References should be confined to papers with direct bearing on the author's research work but should exclude mimeographed references, terminal reports and annual reports. References cited in the texts in the text of the paper should be written by last name of the first author or authors (for 1 or 2 authors) followed by the year. If there are three or more authors, then the last name of the first author should be cited, followed by et.al., and year. All citations in the text should have entries in the References section. The entries should be listed in alphabetical order. Each reference should contain the last name followed by the initials of the first name and middle initial (where available) of the author/s (capital letters), year, title of article/chapter, name of journal/book/thesis/dissertation, volume number, section number (where applicable) and inclusive pages preceded by a colon. Abbreviate the titles of periodicals mentioned in the list of references in accordance with BIOSIS Serial Sources. For books, editor (where applicable), place of publication and publisher must also be mentioned. The author is wholly responsible for the accuracy of the references.

Tables: must be typed on separate sheets of paper. Each table should carry a table number and a brief descriptive title that is no longer than 15 words, placed on top.

Tables should be numbered in the order of their citation (appearance) in the text and must replace lengthy explanations in the text that may not suffice without a table. Tables must be strictly limited in numbers and should contain only the essential data. Acronyms and unusual abbreviations included in the tables must be properly identified using table footnotes. A table should stand alone. i.e, it can be fully understood even without referring to the text. Use vertical and horizontal lines in both inside and outside borders of the Table. The size of the Table must not exceed 7in (18cm) long and 5 in (12.5cm) wide with font size not smaller than 11-point Arial.

Figures: (e.g., illustrations, diagrams, photographs, plates) should be few, camera ready (No photocopies allowed) and placed in separate sheets of paper. These should be numbered in the order in which they appear in the body of the paper and provided with concise titles placed at the bottom, including a brief description of the figures. Figures should be prepared at final size of 8points. Illustrations, photographs or plates should be prepared in such a way that it can be fully understood even without referring to the body of the manuscript. All figures should be cited in the text. Illustrations should be attached to or drawn on separate sheets with legends. Photographs intended for half-tone reproduction should be in glossy paper. Where necessary, magnification should be shown by a scale marker drawn on the photograph. As much as possible, only one-half tone plate should be included in the article. Color plates will not be accepted except for very special cases and that authors agree to shoulder cost of color printing. The original source must be acknowledged if any illustrations, photographs, graphs, etc., used in the manuscript have been published. Written permission from the copyright holder to reproduce the material must be submitted with the paper. Permission is required except if the material is in the public domain. The figures must be submitted in separate jpeg files.

b. Poster Presentation

All Scientific/Technical Posters, both competing and non-competing will be classified under one category.

Preparing your poster:

- 1) Size of poster panel per paper should be 150cm (height), 90cm (width).
- 2) The contents of the poster could be subdivided into topics but should fit within the specified size of the panel.
- 3) Poster should include the Title and names of the authors (letter size: 25-30mm). Display letters clearly so that they can be read easily from a distance of 2 to 3 meters.
- 4) The letter size for the text should be 7-10mm. The main text should be in a distinct and concise style.
- 5) Make headings (letter size: 15-20mm) for an INTRODUCTION, OBJECTIVES of the study, MATERIALS AND METHOS, RESULTS AND DISCUSSION and CONCLUSION.
- 6) Figures and tables should be used effectively.
- 7) The format for the poster display is similar to that for the full paper.