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## Hosting a District Convention Guidelines

Enclosed you will find all the forms and information that you need to host a district convention. Send the national office your district meeting date, location, host/email address, and registration link. This information will be posted to the national office web page ([www.tribeta.org/district-conventions](http://www.tribeta.org/district-conventions)).

The national office will provide certificates and plaques for award winners. Plaques are to be retained at the local chapter. Certificates are given to the student winner. If a student would like a plaque, the plaque can be ordered from the national office.

Each paper or poster presenter must complete an Author Data Sheet before he/she can present his or her paper. You should have extras at registration time for those presenters who have not completed an Author Data Sheet.

After the convention, please send your completed report the national office and to the BIOS Editor, ([BIOS@tribeta.org](mailto:BIOS@tribeta.org)). The report will be published in BIOS. Please also submit photos with captions where appropriate. Please send the national office an electronic program, which lists all of the presenters for our national files.

Also, during the awards ceremony, stress that all 1<sup>st</sup> place Brooks and Johnson winners are invited to attend the next Biennial Convention and travel expenses up to \$900 can be reimbursed. The student must present receipts for travel expense reimbursement. All award winners must be regular members to receive the \$900 travel grant to the national convention.

Thank you for hosting the district convention.

Iris Daly  
Executive Director

**Beta Beta Beta Biological Honor Society**

University of North Alabama  
One Harrison Plaza, Box 5079  
Florence, AL 35632  
Phone: (256) 765-6220  
Email: [tribeta@una.edu](mailto:tribeta@una.edu)  
[www.tribeta.org](http://www.tribeta.org)



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## District Convention Information

- 1. The District Director selects the site of the next District Convention.** Dates for the convention are then chosen by the District Director and the host chapter. Either the district director or the host chapter will notify the national office the location, date and contact person for the District Convention so that the information can be put on the national web page.
- 2. The host chapter arranges the program.** Work field trips, guest speakers, and social events around the paper session(s) which should be the most important part of the convention. An award banquet or presentation ceremony can end the convention.
- 3. Invite other schools** in your area which do not have Tribeta chapters to participate in the convention. They may present papers but are not eligible for the Frank G. Brooks or John C. Johnson Awards. While they are at your convention, hand out materials about Tribeta to them. We will provide the materials if you let us know what you want.
- 4. Meet jointly with other biological groups.** These meetings can prove to be very successful especially if both groups attract the same participants. There is also strength in numbers, but try not to lose your Tribeta identity. Arrange for at least one meeting, i.e. field trip or talk, which involves only Tribeta members.
- 5. The host chapter will receive a grant of \$600.00** to help defray expenses incurred for the convention. The district director will decide if the check is sent to the host chapter or to him or herself.
- 6. The District Director presents the Brooks and Johnson Plaques and Certificates.** If there are special awards, i.e. Bertholf, Outstanding Chapter, etc. the director will also present them at the Award Ceremony.
7. Now that you have hosted and survived a District Convention, why not consider hosting a National Convention. It is just larger.



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## CHECK LIST FOR HOSTING A BETA BETA BETA DISTRICT CONVENTION

### PLANNING THE MEETING

- ✓ Don't plan the meeting on a holiday, or when most institutions in your area are on spring break, nor close in time to another meeting that many representatives might also attend, or when your campus is planning another big event.
- ✓ Select a keynote speaker, decide on an honorarium (if any), and get his /her talk title and short bibliography to put in the program.
- ✓ Discuss with your institution whether they will take credit cards, cash, or checks from attendees for the registration fee.

### SENDING OUT THE INVITATIONS

- ✓ Get the email list from the national office or district director to send out email invitations
- ✓ Get the instructions from the national office on the abstract length, oral presentation length, and other guidelines before sending out the invitation. Make sure these guidelines are in the meeting information that you email to everyone.
- ✓ With the invitation:
  - Send out the abstract instruction form with a sample abstract on it with the invitations. Ask for the abstracts as word documents so that you can cut and paste them into the program.
  - Send out the author data sheets with the invitations and ask them to be emailed back to you as pdfs.
  - Send out the attendee registration forms. These forms should ask for the person's name, gender, title (Mrs., Dr., etc.) and name they would like on their name tag, their institution, exact department name, and permanent home address. This information is needed if they win an award, so it is easier to get it before the meeting.
  - Instructions for when you want the oral presentation PowerPoint slides and how you want them to get to you.
  - Ask faculty to be judges.
  - Ask for the registration fees to be mailed to you in advance of the meeting so that you have the funds to cover any meals or snacks in case attendees cancel at the last minute.



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## SENDING OUT MEETING REMINDERS

- ✓ Remind the faculty that they said that they would be judges.
- ✓ Send out parking information
- ✓ Send out the draft program and ask both students and faculty to proof read their entries for mistakes.

## MEETING ARRANGEMENTS

- ✓ Schedule rooms for the talks, posters, and registration.
- ✓ Schedule any meals or snacks you would like to include, set the registration fee to cover the meals, taking into consideration the financial contribution from the Beta Beta Beta National Office and any other sources.
- ✓ Write up or request from the national office or the district director a judging sheet for the poster session and the oral presentation session. Divide up the work among the judges.
- ✓ Leave 45 minutes after the last presentation for the judges to add up the scores before the final session in which the awards are given. The keynote speaker or the snack could be during this time period so the other attendees are occupied while the scores are added up.
- ✓ Have signs made that will help attendees find the meeting location once they arrive on campus.
- ✓ Collect enough easels, boards, push pins or thesis clips for the posters
- ✓ Arrange for banquet tables for registration and table clothes.
- ✓ Buy plastic nametags and print name tags
- ✓ Assign someone to introduce the speaker.
- ✓ Arrange to have an audio-visual person at the meeting to run the projector and troubleshoot the microphone and projector. Decide whether that person is going to instruct the speakers on how to use the pointer/slide changer or assign someone to do that.
- ✓ Assign someone to moderate each session of oral presentations and give them a timer or ask them to use their phone.
- ✓ Make sure you have one person who can be a runner- to get a light bulb, who can sit at the registration desk after the sessions start to sign in attendees who come late.
- ✓ Make sure you have a pointer/slide changer.
- ✓ Our national partner, NMDP (formerly Be The Match), is eligible to attend any TriBeta organized district or regional convention. They are allotted a 15-minute speaking opportunity to address all convention attendees. They need to have space provided for them to set up a



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booth/table to provide information about joining the registry and collect swab samples. A member of NMDP will be in touch with the chapter host to make any arrangements prior to the convention. If an overnight convention, NMDP is responsible for their lodging, food, and any other accommodations. TriBeta is responsible for allowing them the opportunity to attend, speak to, and set up an informational table for their representative.

## DAY BEFORE THE MEETING

- ✓ Put the poster materials in the room(s) where posters will be held.
- ✓ Assign someone to host the speaker, take him/her to lunch.
- ✓ Assign someone to collect registration fees, someone to check off attendees, someone to direct folks where to set up posters and the auditorium for talks.

## DAY OF THE MEETING

- ✓ Put out the parking signs and put signs on the doors of the building indicating the meeting location
- ✓ Put out a basket to collect the name tags at the end of the day.
- ✓ Have extra author data sheets on hand
- ✓ Extra name tags on hand
- ✓ Have some small bills to make change if attendees need change when they pay registration fees, and an envelope to collect the money (keep the money in a secure place, particularly during oral presentation sessions and meals when you are away from the registration desk).
- ✓ The award certificates and plaques will have been mailed to you from the National Office, bring them with you to the meeting.



## DISTRICT CONVENTION FORMS

The following is a list of forms that are included in this packet.

### I. Author Data Sheet

It is recommended that the Author Data Sheet be completed by the student before they can present their paper or poster at your convention. It is also suggested that each student that is considered for the Brooks or Johnson Award submit proof of membership such as a copy of the certificate and/or membership card and/or advisors copy of membership receipt from the national office. It is a requirement of the Brooks or Johnson Awards that the student be a regular member.

If the student is a Brooks or Johnson Winner, a copy of the author data sheet and abstract may be submitted to the BIOS Editor ([BIOS@tribeta.org](mailto:BIOS@tribeta.org)) for publishing in BIOS.

### II. Frank G. Brooks Award List -- Paper winners

#### John C. Johnson Award List – Poster winners

#### Barebones District Convention Report

These forms are a suggested format for submitting your convention report to the BIOS editor for publishing in BIOS. Photographs with captions of your convention are also desirable. These reports should be submitted to BIOS by June 15 to be included in the September issue of BIOS.

### III. Judges Score Sheet

#### Judges Comment Sheet

#### Rules Governing the Frank G. Brooks Award

#### Rules Governing the John C. Johnson Award

These forms are for the judges. Inform the judges that they do not have to designate second or third place winners. NOTE: If there are less than four presenters in a session, only a first place award should be given. Encourage the judges to complete and distribute the comment sheets to the students after the paper session. This is a learning experience for the student.



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## IV. Instructions for submission of an abstract

### Presiding Officer's Instructions

### Guidelines for Chapter History Award – Scrapbook

### Guidelines for Chapter History Award --- Digital scrapbook or ebook

### Chapter activity report for the district business meeting

### Guidelines for District Outstanding Chapter Award

### Guidelines for District Outstanding Faculty Advisor Award

Instructions for submission of an abstract form is a suggestion only. The format is for the National Convention. Not all districts have a Chapter History Award (Scrapbook Award) or digital scrapbook award (ebook) award, but if you do the National Guidelines are included to be used if you desire.

## V. Certificate Choice Form

You should consult with your district director as to which certificates you want to present. The number of Brooks and Johnson sets depends on how many paper or poster sessions you have. You can award 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. and Honorable Mention If there are more than 8 presentations in a session. Otherwise only award 1<sup>st</sup>, and 2<sup>nd</sup> place only or 1<sup>st</sup> place depending on the number of presenters. I will need to know how many paper sessions and poster session as soon as possible. The national office will mail plaques and certificates to either you or the district director. Some districts give additional certificates such as Travel Gavel Award for the chapter that traveled the most miles. And some districts give largest delegation to the chapter that brings the most members to the convention. You may have other awards you would like to present. Let the national office know your needs.



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## BETA BETA BETA AUTHOR DATA SHEET

This form, must be completed, signed and returned to the convention director before a paper can be presented at any TriBeta meeting. A copy must accompany abstracts sent to the National Office for publication in BIOS.

Author's Name(s): \_\_\_\_\_

Name(s) of supervising faculty: \_\_\_\_\_

Paper title: \_\_\_\_\_

Sponsoring TriBeta Chapter: \_\_\_\_\_

**Membership status at time of presentation (choose one for each author):**

Author #1: Active \_\_\_\_\_ Assoc. \_\_\_\_\_ Grad. \_\_\_\_\_ Year initiated: \_\_\_\_\_

Author #2: Active \_\_\_\_\_ Assoc. \_\_\_\_\_ Grad. \_\_\_\_\_ Year initiated: \_\_\_\_\_

Author #3: Active \_\_\_\_\_ Assoc. \_\_\_\_\_ Grad. \_\_\_\_\_ Year initiated: \_\_\_\_\_

Institution where work was completed: \_\_\_\_\_

Is this work part of a larger research program? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give name of program director: \_\_\_\_\_

If part of a research program, was permission given by program director or supervisor for report of this work? Yes \_\_\_\_\_ No \_\_\_\_\_

Address, phone number, and email at which you can be contacted:

\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

We state that the above information is accurate and truthful.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## Rules Governing the Presentation of papers and the Frank G. Brooks Award

1. For the award, the research must be completed by an active or associate TriBeta member(s) while the member(s) is an undergraduate. It is not required that all authors be TriBeta members, but the report must be presented by a member. Members whose work conforms to all other established criteria, but who have graduated may compete for the award provided the student received the baccalaureate degree no more than six months prior to the district convention.
2. Reports must be from bona-fide research to be eligible for the award. Literature reviews and library reports may be accepted for presentation, but are **NOT** eligible for the award.
3. Work that is co-authored with a faculty or graduate member may be presented, but is **NOT** eligible for the award. Faculty direction and support should be acknowledged in an acknowledgement section together with grants and other financial aid.
4. All other factors being equal, preference for the award will be given to the work of a single author rather than group research. Work conducted by the undergraduate member as part of an ongoing senior scientist's or research laboratory program may be reported, but will be eligible only at the discretion of the judges.
5. A research report, which has won a National F. G. Brooks Award, including second and third place for that award, may **NOT** be entered into competition a second time for any F. G. Brooks Award. All papers presented at District Conventions may be presented at the next following National Convention if otherwise eligible. No paper shall be disqualified from competition for the F. G. Brooks National Award because of presentation at a next preceding District Convention.
6. To assist the judges in establishing eligibility for this award, an Author Data Sheet **MUST** be completed before presentation of any research report.
7. If more than two papers are submitted from one chapter, **the papers are to be ranked in the order of preference.** It may be necessary, time wise, to limit the number of papers from each chapter to two or to schedule third or lower ranked papers into another session. These papers may or may not be eligible at the discretion of the District Director(s).



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8. All listed authors and the faculty advisor or Chapter Advisor must sign the “Call for Reports” form. Each “Call for Reports” form **MUST** be accompanied by a completed “Author Data Sheet” and **three double spaced typewritten copies of an abstract not to exceed 200 words.**
  9. All reports are limited to 15 minutes including the questioning.
  10. Judging criteria include: Degree of originality of the project, substantive content, organization of the report, clarity of presentation, evidence of background knowledge of the project, and ability to field questions.
  11. Abstracts of winning papers (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>) will be published in BIOS if space permits.

## JUDGES INSTRUCTIONS FOR THE FRANK G. BROOKS AWARD

1. Judges should meet before the paper presentations to review the rules for the award, clarify judging criteria and resolve any eligibility problems. Review the information from the **AUTHOR DATA SHEETS** and abstracts. Work performed as part of a research team or at a research laboratory should be examined carefully for eligibility. Judges may decline to make the award or to designate second or third place winners. **AVOID TIES**, especially for first place.
2. Judges should not sit together during a session nor discuss the reports before the session is completed and scores recorded.
3. Field and experimental reports are equally valid. Data (not anticipated results) should be presented. All reports should be directed toward answering some question or testing some hypothesis. Surveys of literature may be presented but are not adequate for the award unless supported by investigative work.
4. Following individual scoring of all reports in a session, judges should meet as a group to determine a final score for each report and to designate award winners.
5. Papers should be scored on the basis of 100 points as follows:



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- a. **Substantive Content – 35 points.** Are there data? Is the methodology adequate? Were controls or normal baselines needed and used? Is there a conclusion? Is it warranted by the data? If descriptive, is the report sufficiently detailed?
  - b. **Organization – 25 points.** Is the report placed in context? Are the methods clear? Are the data understandable? Are tables, graphs, etc. used if needed? Is the conclusion or summary clearly given?
  - c. **Presentation – 20 points.** Can the speaker be heard and understood? Does he/she understand the material? Are visual aids adequate in size and clarity? Does the speaker show an understanding of the relation of his/her topic to a larger area? Are questions answered adequately?
  - d. **Originality – 10 points.** Does the work show ingenuity on the part of the student or is it the continuation of research initiated by a graduate leaders? Are all materials provided through a large laboratory or must the student collect them?
  - e. **Judges Discretion – 10 points.** These points may be used for any factors not considered above. Any number may be awarded to recognize unusual quality or for any other factor which seems appropriate to the judge. For example, these points may be used to give preference to the work of individuals as compared to group work.



## THE JOHN C. JOHNSON AWARD

This award was established in June of 1992 for the purpose of recognizing the best poster presentation given at a district or national convention. It is named in honor of John C. Johnson, Sr., first Vice President of Beta Beta Beta and his son, John C. Johnson, Jr., President of Beta Beta Beta from 1977-1985.

### ELIGIBILITY

1. It is the purpose of this award to honor undergraduate achievement in biological research. To be eligible, research must be completed by active or associate TriBeta members while they are undergraduates.
2. Field and experimental reports are equally valid. Either should present data if possible and should be directed toward answering some question or testing some hypothesis. A review of the literature on a topic is not sufficient for the award. If the work has been published, it may be reported but is not eligible for the award.
3. It is not required that all authors be TriBeta members, but the report must be presented by a member, unless the presenter meets the conditions listed in paragraph six.
4. Work which is primarily that of faculty or graduate members or is an equal partnership between such persons and an undergraduate member may be reported but is not eligible for a John C. Johnson Award. Faculty direction and support should be acknowledged in an acknowledgments section together with grants or other financial aid.
5. All other factors being equal, preference for the award will be given to the work of a single author rather than group research. Work conducted by the undergraduate member as part of an ongoing senior scientist's or research laboratory program may be reported but will be eligible only at the discretion of the judges. In making this decision, the judges will consider the degree to which the student was an independent worker and has a full understanding of the material presented.
6. The poster report must be presented at the appropriate district or national meeting of the Society. Members whose work conforms to all other established criteria, but who have graduated, may compete for the award provided the student received the baccalaureate degree no more than fifteen months prior to a national biennial convention or six months prior to an annual district convention.



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7. A research poster report which won a national John C. Johnson Award, including second or third place for that ward, may not be entered into competition a second time for a John C. Johnson Award. All posters presented at district conventions may be presented at the next following national convention if otherwise eligible. No poster shall be disqualified from competition for the John C. Johnson national awards because of presentation at a preceding district convention.
  8. To assist the judges in establishing eligibility for this award, an author data sheet must be completed before presentation of any research poster report.
  9. Authors must be present at the site of their display during the time period specified on the program to answer questions concerning their research.
  10. Poster displays should be no larger than 4,000 square inches. 11. A 150 word abstract is required which includes a concise summary of content and conclusions.

## JUDGES INSTRUCTIONS FOR THE JOHN C. JOHNSON AWARD

Judging of posters will be by a panel of at least three professional scientists appointed by the District Director for district meetings and the Director of Paper Sessions for national meetings.

1. Judges should meet before the poster session is scheduled to review the rules for the award, clarify judging criteria, and resolve any eligibility problems. Review the information from the **AUTHOR DATA SHEETS** and **ABSTRACTS**. Judges may decline to make the award or to designate second or third place winners especially if there are less than four posters in the session. **AVOID TIES**, especially for first place.
2. During the poster session, judges should not review the posters together nor discuss the reports before all judges have reviewed all the posters and recorded their scores.
3. Field and experimental reports are equally valid. Either should present data if possible and should be directed toward answering some question or testing some hypothesis. A review of the literature on a topic is not sufficient for the award.
4. Following individual scoring of all reports in the session, judges should meet as a group to determine a final score for each report and to designate award winners.



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5. Posters should be scored on the basis of 100 points as follows:

**1. Evidence of knowledge of the project. (25%)**

Are there data? Is the methodology adequate? Were controls or normal baselines needed and used? Is there a conclusion? Is it warranted by the data?

**2. Organization of the presentation. (30%)**

Is the report placed in context? Are the methods clear? Are the data understandable?

**3. Clarity of the visual material. (25%)**

Are tables, graphs, etc., used if needed? Is the conclusion or summary clearly given?

**4. Degree of originality of the project. (10%)**

Does the work show ingenuity on the part of the student or is it the continuation of research initiated by a graduate leader? Are all materials provided through a large laboratory or must the student collect them him/herself from sources he/she discovers?

**5. Discretion of the judges. (10%)**

Includes recognition of unusual quality or for any other factor which seems appropriate to the judges.

## MANNER OF RECOGNITION

As with the Frank G. Brooks Award, a plaque for the first place undergraduate research poster will be presented to the presenter's chapter. The student author(s) of first, second, and third place papers will receive certificates, suitable inscribed. Presenters are encouraged to present their work to [BIOS](#) for publication.



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## FRANK G. BROOKS WINNERS

Complete a sheet for each paper session. If there are not 8 presenters in a session, you do not have to award 2<sup>nd</sup> and 3<sup>rd</sup> places if you do not want. Attach a copy of the Author Data Sheet for each winner and a copy of the abstract, so that we can publish the abstracts in BIOS. Please attach abstracts to an email to [tribeta@una.edu](mailto:tribeta@una.edu) and [Lori.Kelman@montgomerycollege.edu](mailto:Lori.Kelman@montgomerycollege.edu)

Session: \_\_\_\_\_

1<sup>st</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Honorable  
Mention Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

District: \_\_\_\_\_ Region: \_\_\_\_\_



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## JOHN C. JOHNSON WINNERS

Complete a sheet for each paper session. If there are not 8 presenters in a session, you do not have to award 2<sup>nd</sup> and 3<sup>rd</sup> places if you do not want. Attach a copy of the Author Data Sheet for each winner and a copy of the abstract, so that we can publish the abstracts in BIOS. Please attach abstracts to an email to [tribeta@una.edu](mailto:tribeta@una.edu) and [Lori.Kelman@montgomerycollege.edu](mailto:Lori.Kelman@montgomerycollege.edu).

Session: \_\_\_\_\_

1<sup>st</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Place: Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Honorable  
Mention Author(s): \_\_\_\_\_  
Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

District: \_\_\_\_\_ Region: \_\_\_\_\_





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## JUDGE'S SCORE SHEET - PAPERS

ROOM: \_\_\_\_\_

JUDGE: \_\_\_\_\_

Paper Number	Content 35	Organization 25	Presentation 20	Discretion 10	Originality 10	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



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## JUDGE'S SCORE SHEET - POSTERS

ROOM: \_\_\_\_\_

JUDGE: \_\_\_\_\_

Poster Number	Evidence 25	Organization 30	Clarity 25	Discretion 10	Originality 10	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



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## INSTRUCTIONS FOR SUBMITTING ABSTRACTS

Abstracts are to be submitted in the following manner.

For your district convention, submit the following information and your abstract via e-mail to your district director unless otherwise instructed. The abstract for the district convention should be submitted as an attachment to an e-mail. In the message section of the e-mail include the following: Your name, School, Chapter, Title of the presentation, and whether it is a poster or an oral presentation.

### DO NOT paste the abstract into the body of the e-mail!!!

- Your attachment should be prepared in Microsoft Word. Convert all Macintosh documents to Word before sending the attachment.
- Type the abstract in 9 point Arial (Times Roman if Arial is not available), with margins of 1 inch right and 2 1/2 inches left.
- Do not place hard returns at ends of lines; allow word wrapping.
- The abstract is not to exceed 200 words.
- Abstracts will be used as printed, so make sure to proof read them carefully; no corrections will be made. Each abstract from a chapter must be submitted in a separate e-mail.

For examples of the proper form, see below.

#### EXAMPLE I:

Geiman, Anna M. Mu Iota, Northern Kentucky University. Evaluation of methods to test common skin antiseptics.

Antiseptic hand sanitizers were tested for effectiveness using the Kirby-Bauer disk method. Previous studies have shown this method to be effective in the evaluation of microbial growth inhibition. However, the volatile nature....

#### EXAMPLE II:

Farris, Jason & Robert Tompkins. Tau Upsilon, Belmont Abbey College. An ecological study of Magnolia macrophylla Michaux (Big Leaf Magnolia) in Gaston County, NC.

Big Leaf Magnolia (Magnolia macrophylla Michaux) has the largest leaf of any North American tree species. Its range includes the southeastern United States. In North Carolina it is predominantly found in Gaston County located....



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## BAREBONES DISTRICT CONVENTION REPORT

DEADLINE JUNE 15

In your written report include speakers and their topics, fieldtrips, any workshops, social events and unusual happenings. List other awards given and district officers elected. Also, please send a copy of the program to the national Office with the Brooks and Johnson Award winners marked.

Please attach your report to an email to [tribeta@una.edu](mailto:tribeta@una.edu) and [BIOS@tribeta.org](mailto:BIOS@tribeta.org).

REGION: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_

HOST CHAPTER: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

# of Chapters attending \_\_\_\_\_ # of delegates \_\_\_\_\_ # of faculty/guests \_\_\_\_\_

# of oral presentations \_\_\_\_\_ # of posters presentations \_\_\_\_\_

# of oral sessions \_\_\_\_\_ # of poster sessions \_\_\_\_\_



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**JUDGING COMMENT SHEET**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Judge:** \_\_\_\_\_

**Positive Points About The Presentation:**

**Suggestions For Improvement:**

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**JUDGING COMMENT SHEET**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Judge:** \_\_\_\_\_

**Positive Points About The Presentation:**

**Suggestions For Improvement:**



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## BETA BETA BETA BIOLOGICAL HONOR SOCIETY

### PRESIDING OFFICER'S INSTRUCTIONS

1. **Check computer and projector.** Be sure all equipment is working properly and that all presentations or other materials have been loaded or otherwise prepared in advance. If speakers are operating equipment themselves, be sure they know how to do so.
2. **Start on time.**
3. **Introduce each speaker** by name, chapter, school, and title of report. Indicate status of report: undergraduate, graduate or faculty; member or non-member. For example, "The following presentation by Joy Jones and Susie Smith of Nu Chapter, Anywhere College is entitled 'xxxxx'. The presentation will be given by Mr. Jones. Mr. Jones and Ms. Smith are undergraduate members of Tribeta."
4. **Be tough about time.** Allow 12-13 minutes per report and 2-3 minutes for questions. Give a two minute warning and never allow more than a total of 15 minutes. If the report does not use the allotted 15 minutes, DO NOT MOVE ON to the next one unless only one paper session is being held. People may need to move from one room to another when there are concurrent sessions.
5. **Encourage questions.** Ask the first one yourself if need be. Do not let one questioner monopolize the time unless there are no other questions.



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## CHAPTER HISTORY AWARD

### **The Chapter History Award's purpose is three-fold:**

To encourage all chapters to keep an accurate record of programs and activities;  
to encourage all chapters to receive publicity for their work;  
to encourage all chapters to develop a continuous historical record.

Any TriBeta Chapter historian may submit a chapter history book to either a district convention or a biennial national convention. Materials may be purchased, but the completed book must be the work of chapter members. For the district convention, the record of activities usually covers the period of one year since the last district convention but, the record of activities for the biennial convention the chapter should cover the period of two years since the last biennial convention, however highlights of chapter history and special events may go back to the chapter beginning. Photographs, programs, newspaper clippings, written material and sketches may also be included. Judging shall be by a committee selected by the Executive Committee.

### **The history must contain the following:**

1. Greek name, college or university affiliation, region and location of the chapter.
2. A table of contents.
3. A list of all members, divided by membership category, for the current year.
4. A list of charter members.

### **Judging shall be based on the following points:**

1. Content (40 Points)
  1. Completeness of program presented
  2. Significance of program presented
  3. Relevance of contents to Beta Beta Beta
2. Effectiveness (30 Points)
  1. Clarity of organization
  2. Identification of the material included
  3. Extent of coverage by "media"
  4. Ease of comprehension
3. Artistic merit (30 Points)
  1. Overall appearance and neatness including cover
  2. Durability
  3. Placement of items on page
  4. Ease of access to book



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## SCRAPBOOK WINNERS

**First Place:**

**Chapter:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Second Place:**

**Chapter:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Third Place:**

**Chapter:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Honorable Mention:**

**Chapter:** \_\_\_\_\_ **School:** \_\_\_\_\_





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## JUDGING SHEET: CHAPTER HISTORY AWARD

Date: \_\_\_\_\_ Chapter: \_\_\_\_\_ School: \_\_\_\_\_

Judge: \_\_\_\_\_

### 1. Content (40 Points)

- a. Completeness of program presented
  
- b. Significance of program presented
  
- c. Relevance of contents to Beta Beta Beta

### 2. Effectiveness (30 Points)

- a. Clarity of organization
  
- b. Identification of the material included
  
- c. Extent of coverage by "media"
  
- d. Ease of comprehension

### 3. Artistic merit (30 Points)

- a. Overall appearance and neatness including cover
  
- b. Durability
  
- c. Placement of items on page
  
- d. Ease of access to book



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**JUDGING COMMENT SHEET**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Judge:** \_\_\_\_\_

**Positive Points About The Presentation:**

**Suggestions For Improvement:**

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**JUDGING COMMENT SHEET**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Judge:** \_\_\_\_\_

**Positive Points About The Presentation:**

**Suggestions For Improvement:**



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## DISTRICT CONVENTION PLAQUES & CERTIFICATES

To: District Director and Host Chapter Advisor of \_\_\_\_\_

Below is a list of the various plaques and certificates which can be ordered for your district convention. I will need a couple of weeks to prepare and ship the Brooks and Johnson plaques and certificates. Consult with each other before selecting which of the certificates you would like to have.

\_\_\_\_\_ Number of Frank G. Brooks plaques (one for each paper session)

\_\_\_\_\_ Number of John C. Johnson plaques (one for each paper session)

The corresponding sets of Brooks and Johnson certificates will be sent along with the plaques. A set is 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places. If you want Honor Mentions, note on the bottom of the form.

\_\_\_\_\_ Chapter History Award (also known as the Scrapbook Award)

\_\_\_\_\_ Travel Gavel Award (based on number of delegates X miles traveled)

\_\_\_\_\_ Appreciation certificate to chapter hosting convention

\_\_\_\_\_ Largest Number of Delegates Award (for the chapter with the most delegates)

\_\_\_\_\_ Outstanding Chapter in your District

\_\_\_\_\_ Outstanding \_\_\_\_\_ in your District

\_\_\_\_\_ TriBeta Spirit Award (for delegates showing the most enthusiasm)

\_\_\_\_\_ Other, please describe below.

Do you want the plaques and certificates shipped to \_\_\_\_\_ District Director or to \_\_\_\_\_ Host Chapter Advisor?

Do you want the Host Chapter Grant sent to \_\_\_\_\_ District Director or to \_\_\_\_\_ Host Chapter Advisor?

Date of Convention: \_\_\_\_\_ Location of Convention: \_\_\_\_\_



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## TEN CONVENTION FACTS YOU MIGHT BE INTERESTED IN KNOWING

1. District Conventions are held every spring throughout the United States and Puerto Rico. Although each chapter is placed in a particular district, it may, if it chooses, attend another district convention if it is closer or more convenient.
2. The main purpose of a district convention is the presentation of student research papers, and the convention is run along the lines of any scientific meeting. District Conventions are listed on the web page [www.tribeta.org](http://www.tribeta.org)
3. All eligible student papers and posters are judged by a panel of faculty, and non-monetary awards are given for the best research papers and posters. Although competition is not encouraged, there should be some recognition for outstanding work.
4. A National Biennial Convention is held every two years. In the past, the Biennial National Conventions are usually held on college campus sites during the beginning of June.
5. Individual chapters host both the district and biennial national conventions. Grants are given to the district host chapters to help defer the cost of hosting the convention. Costs of the Biennial Convention are paid by the National Office.
6. Limited support in the form of Travel Grants is available for chapter members to attend the Biennial National Convention.
7. The main purpose of the Biennial Convention is the same as the District Conventions: the presentation of student research papers.
8. Any TriBeta student may present a paper or poster at either a District or Biennial Convention. Non-TriBeta members may also present papers or posters, but they are not eligible for any awards.
9. Our quarterly journal, BIOS, provides a forum for students to publish research results. Any student may submit a paper to BIOS for publication.
10. BIOS is sent to college and university libraries in the United States, Puerto Rico and several foreign countries.



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## DISTRICT SUGGESTED CHAPTER REPORT FOR BUSINESS MEETING

Submit Report to the District Director

Chapter Name: \_\_\_\_\_ School: \_\_\_\_\_

**MEMBERSHIP:** Total new members enrolled this year. Include fall and spring.

Regular: \_\_\_\_\_

Associate: \_\_\_\_\_

Promoted: \_\_\_\_\_

Graduate: \_\_\_\_\_

Honorary: \_\_\_\_\_

**RESEARCH CONDUCTED AND PUBLISHED** (this year)

**GRANTS RECEIVED** (this year)

### ATTENDANCE AT CONVENTIONS

	Date	# Delegates
District Convention (this year)		
District Officers (this year)		
Miles traveled to District Convention (this year)		



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## CHAPTER PROGRAMS: Meetings (Do not count social events)

Total Number of Meetings: \_\_\_\_\_

Business Meetings (number): \_\_\_\_\_ Average no. of members attending: \_\_\_\_\_

Scientific Meetings (number): \_\_\_\_\_ Average no. of members attending: \_\_\_\_\_

Include here speakers, field trips, symposia, seminars. Identify the meeting (speaker name & title, trip location, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## SOCIAL EVENTS

Total number of events: \_\_\_\_\_ List events & number attending

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



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## COMMUNITY AND ACADEMIC SERVICE

To the school or department include -- Museum collection, maintenance, open house, career nights, and tutoring, etc.

- 1.
- 2.
- 3.
- 4.
- 5.

To the community -- Include lectures, blood drives, recycling centers, parks, high school science fairs here.

- 1.
- 2.
- 3.
- 4.
- 5.

Signatures (two are required)

Chapter President: \_\_\_\_\_

Chapter Secretary: \_\_\_\_\_

Advisor: \_\_\_\_\_

Chapter: \_\_\_\_\_

School: \_\_\_\_\_



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## DISTRICT OUTSTANDING CHAPTER AWARD SCORE SHEET

CHAPTER: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

### PART I Research Conducted

- A. Presentations at district convention (20 points each) \_\_\_\_\_
- B. Research Grants (this year)( 20 points each) \_\_\_\_\_
- C. Johnson (last year)
  - 1<sup>st</sup> place (100 points) \_\_\_\_\_
  - 2<sup>nd</sup> place (75 points) \_\_\_\_\_
  - 3<sup>rd</sup> place (50 points) \_\_\_\_\_
  - Honorable Mention (25 Points) \_\_\_\_\_

#### Brooks winners (last year)

- 1<sup>st</sup> place (100 points) \_\_\_\_\_
- 2<sup>nd</sup> place (75 points) \_\_\_\_\_
- 3<sup>rd</sup> place (50 points) \_\_\_\_\_
- Honorable Mention (25 points) \_\_\_\_\_

\_\_\_\_\_ **Total** \_\_\_\_\_

### PART II Attendance and participation at Convention

- A. District Convention ( 10 points per student attending ) \_\_\_\_\_
- B. District Officer Last Year (Did perform Duties this year) (50 points) \_\_\_\_\_
- C. Elected District Officer this year. (20 points) \_\_\_\_\_
- D. Hosted District Convention (25 points co host; 50 points Host) \_\_\_\_\_

\_\_\_\_\_ **Total** \_\_\_\_\_

### PART III Scrapbook and submitted chapter report

- A. Entered Scrapbook Competition (15 points) \_\_\_\_\_
- B. Chapter Award 3<sup>rd</sup> place for scrapbook (20 points) \_\_\_\_\_
- C. Chapter Award 2<sup>nd</sup> place for scrapbook (30 points) \_\_\_\_\_
- D. Chapter Award 1<sup>st</sup> place for scrapbook (50 points) \_\_\_\_\_
- E. Attended and Submitted chapter report at district business meeting (20points)

\_\_\_\_\_ **Total** \_\_\_\_\_

F. **GRAND TOTAL NUMBER OF POINTS** \_\_\_\_\_





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## DISTRICT OUTSTANDING CHAPTER AWARD

**PURPOSE**—to provide national and local recognition to chapters having outstanding programs in their district.

**METHOD OF RECOGNITION**—First Place— District Outstanding Chapter Award Plaque, Second and Third Places (optional) certificate— Honorable Mention (optional) certificate.

**OPERATING RULES**— Return completed forms to the District Director by the date designated by the district director.

Submit application at district convention.

**POINT SYSTEM**—Three activity categories are evaluated by a point system as follows:

- I. Research conducted
- II. Active participation in district
- III. Submitted Scrapbook and Chapter Report

**ANNOUNCEMENT OF RECIPIENTS**—District Convention and/or BIOS.

**Chapter Name:**

**School:**

**Membership.** Include fall and spring of current year.

Total new members enrolled in current year.

Regular:  
Associate:  
Promoted:

Graduate:  
Honorary:

### **PART I. RESEARCH CONDUCTED**

- A.** Presentations at District Convention. List all oral and/or poster presentations presented at the district convention.**(this year)( 20 points each)**



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**B. Grants.** List recipients, grant titles (NOT title of work) and amounts of any awards made to students in support of research. **(this year)( 20 points each)**

	Name(s)	Title	Amount
1.			
2.			
3.			

**C. TriBeta District Convention.** List all the oral and/or poster presentation awards received at the district convention authors names, research titles and award given at the **last meeting**. Title should be listed on 2<sup>nd</sup> line. **1<sup>st</sup> place 100 points, 2<sup>nd</sup> place 75 points, 3<sup>rd</sup> place 50 points, Honorable Mention 25 points**

- 1.
- 2.
- 3.

## PART II. ATTENDANCE AT CONVENTIONS

	Date	# Delegates
A. Attended District Convention <b>(this year)(10 points per student):</b>		
B. Hosting District Convention <b>(this year)( 25 points co-host; 50 points Host)</b>		
C. District Officers last year <b>(Did preform duties this year) (50 points)</b>		
D. Elected District Officer this year. <b>(20 points)</b>		



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## **PART III. Scrapbook submitted and Chapter Report Submitted (this year)**

- A. Entered a Scrapbook into competition **(15 points)**
- B. Chapter Award 3<sup>rd</sup> Place for scrapbook **(20 points)**
- C. Chapter Awarded 2<sup>nd</sup> Place for scrapbook **(30 points)**
- D. Chapter Awarded 1<sup>st</sup> Place for scrap book **(50 points)**
- E. Attended and submitted chapter report at district business meeting. **(20 points)**

### **Signatures (two are required)**

Chapter President: \_\_\_\_\_

Chapter Secretary: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

Chapter: \_\_\_\_\_

School: \_\_\_\_\_