



HUMAN BIOLOGY
ASSOCIATION

**2018 Annual Meeting (Austin, TX)
First & Final Call for Abstracts/Proposals
and Submission Instructions**

Please direct questions to the Program Chair, Amanda Thompson (althomps@email.unc.edu)

Call for Abstracts:

Both members and non-members are invited to submit an abstract of a proposed presentation to be delivered at the 43rd Annual Meeting of the Human Biology Association, scheduled for Wednesday and Thursday, April 11th and 12th, 2018 (full instructions follow).

Submission Deadlines:

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| 1) Proposals for the Joint AAPA/HBA Symposium | August 15, 2017 |
| 2) Contributed Abstracts | October 15, 2017 |
| 3) E. E. Hunt, Jr. Award
(indicated at abstract submission) | October 15, 2017 |
| 4) Hilde Spielvogel Award
(indicated at abstract submission) | October 15, 2017 |
| 5) Proposals for Break-out Sessions | October 15, 2017 |
| 6) Application for Student Member Travel Grants | February 15, 2018 |
| 7) Application for International Member Travel Grants | February 15, 2018 |
- Abstracts must be submitted online at <http://www.humbio.org>. Please follow the required format and file type. Detailed instructions on abstract preparation are provided below.

Accommodations:

A substantial block of rooms has been reserved for this meeting at the JW Marriott Austin. To keep the cost of the meetings reasonable, everyone is encouraged to stay at the meeting hotel and to book early. Please book prior to the March 22, 2018 (5:00 p.m. EDT) cut-off date.

The AAPA has negotiated special conference rates at the meeting hotel as follows:
JW Marriott Austin: Starting at \$289.00 per room; local and state taxes are not included.

HBA local arrangements and Hotel Reservation information will be available at <http://www.humbio.org/annual-meeting>. Also, reservations may be made via the AAPA local arrangements website: <http://physanth.org/annual-meetings/annual-meeting-2018/>.

Joint AAPA/HBA Symposium:

In cooperation with the AAPA (American Association of Physical Anthropologists), the HBA will co-sponsor one symposium session, on Friday morning, April 13, 2018, during the AAPA Annual Meeting. HBA members are encouraged to contact the HBA Program Committee Chair Amanda Thompson (althomps@email.unc.edu) to discuss the development of a joint session proposal. The Proposal for the joint session follows the submission procedures outlined in the AAPA Call for papers (<http://www.physanth.org>). Proposals are **due August 15, 2017 and are to be submitted ONLINE through the AAPA web site**. Joint session proposals are first reviewed by the AAPA and only those accepted for inclusion in the AAPA program are eligible for co-sponsorship by the HBA. Acceptance of a proposal for co-sponsorship does not guarantee acceptance of individual abstracts. Individual abstracts for an accepted jointly sponsored symposium session must be submitted following the AAPA's procedures and deadline (October 15, 2017).

The AAPA/HBA Joint Symposium should appeal to a broad range of scholars within Human Biology and Physical Anthropology and highlight the outstanding research being done at the convergence of our two organizations. Recent topics have included: *Biocultural perspectives on family health within and across generations*; *Multi-generational perspectives on human biology and anthropological genetics: a symposium in honor of Michael H. Crawford*; *The high price of success: Costs of reproductive effort in male primates and humans*; and *Not by Bread Alone: Non-caloric Determinants of Life History Strategies*.

Break-Out Sessions:

Two Break-out Session(s) will be scheduled during the Wednesday lunch hour, April 11, 2018. The topics of the sessions are up to the interests of the organizers and methodological, professional development, and content-based proposals are all welcomed. The topic, organizers' names, and meeting room will be included in the HBA Program. Proposals for Break-out Sessions should be emailed by **October 15, 2017** to the Program Chair Amanda Thompson (althomps@email.unc.edu).

Please include the following information in the proposal:

1. Organizer(s) name(s) and email address(es).
2. Topic Title
3. A brief description of the specific suitability of this topic for a break-out session (e.g., rapid developments in technology that can enhance human biology research), and the planned activities during the session (e.g., brief presentation by organizer followed by open discussion).
4. Expected attendance (so we can arrange for an appropriate room size).

HBA Abstract & Pre-Registration Instructions

Reminder: Members in good standing are eligible for lower registration fees than non-members. Only members are eligible for awards and grants. Note that memberships are for calendar years! Information regarding abstract format and submission procedures, the E.E. Hunt and Phyllis Eveleth Student Prizes for graduate students, the Hilde Spielvogel Award for Outstanding Presentation by an Undergraduate Student, the International Members' Travel Grants, and Student Travel Awards are included below.

Questions: Please contact the Program Chair Amanda Thompson (althomps@email.unc.edu) for assistance with abstract or proposal preparation or on-line abstract submission difficulties. Please contact the Treasurer, Jason DeCaro (hbatreas@gmail.com) for assistance with pre-registration.

Pre-Registration

1. When made available, complete the on-line pre-registration form at <http://www.humbio.org>. Print and retain the confirmation page that appears at the completion of pre-registration.
2. At the bottom of the online pre-registration form, you will be directed to the PayPal payment site.
3. Pre-registration will be available until Tuesday, March 29, 2018
4. If you also plan to submit an abstract, please note abstracts will not be accepted for review without paid pre-registration by the first author.

Abstract Submission: All abstracts must be submitted online, as part of the pre-registration process, by October 15, 2017.

The submission form will be at <http://www.humbio.org>.

Format requirements for HBA abstracts. Use the following CHECKLIST.

1. 🍎 Times New Roman 12-point font.
2. 🍎 250 words maximum (word count does not include title, authors' names, affiliations, & funding).
3. 🍎 Capitalize only the first word and proper names in the title.
4. 🍎 Bold the entire title.
5. 🍎 An individual may be a first author on only 1 abstract.
6. 🍎 Authors' names: Include author initials (no periods, no spaces between initials) followed by full last name of all authors. Do **not** use all-caps, bold or italics.
7. 🍎 Include each author's departmental and institutional affiliation, city and state; do NOT give zip code or a full mailing address.
8. 🍎 In case of multiple authors from different departments or institutions, use a superscript numeral following each author name(s) and again preceding their institution to indicate each author's affiliation.
9. 🍎 No tables or figures.
10. 🍎 The **UPLOADED ABSTRACT FILE NAME** must be in the format: **AUTHORLASTNAME.doc** or **AUTHORLASTNAME.docx** or **AUTHORLASTNAME.txt**. Please do **NOT** submit pdf files.
11. 🍎 Print and retain the confirmation page that appears at the completion of submission.

Contributed Presentations: The 2018 Program will include up to 100 posters and ~24 podium presentations; authors should indicate a preference, if any, for either mode at abstract submission. The program committee will aim to accommodate requests, but no guarantee is possible. Posters will be presented during a 3-hour session on Wednesday morning, April 11, 2018; an author is expected to be present at the poster for ~1.5 hours to explain the work and answer questions. Podium presentations on Thursday, April 12, 2018, are typically 10-12 minutes plus 2-4 minutes for questions (15 minutes total for introduction by session chair, presentation, questions, and exiting the podium).

Review Procedures: Each abstract submitted for the contributed presentations will be reviewed independently by at least 2 members of the 2017 HBA Program Committee regarding whether to accept/ decline and whether to assign the abstract to a poster or podium session. Abstract acceptance is **not** based on membership status, prior participation, preferences for presentation mode, area of emphasis, or request for consideration for the special session. If accepted, an abstract will be published in the American Journal of Human Biology. The review decision will be sent to the first author via email by Dec. 15, 2017.

Some reasons for declining an abstract:

- a. It does not adhere to the required format, especially word count.
- b. It describes a study with little or no relationship to human biology; strictly biomedical studies, paleopathological case studies, or industry sponsored research may fall into this category.
- c. There is no evidence that results of the study are in hand at the time of abstract submission. An abstract must go beyond a statement of planned work and include evidence of analysis, results, and conclusions.
- d. It and another abstract describe essentially the same work (BOTH abstracts will be rejected) or it has been simultaneously submitted / previously presented at other professional meetings.

- e. The 1st author appears as a 1st author on another abstract (BOTH abstracts will be rejected).

Some reasons to assign to Poster Session when Podium is requested:

- a. There are more requests than can be accommodated
- b. The presenting author has given a podium presentation within the previous 3 years when others have less recently or never had a podium opportunity
- c. The subject is unique and does not fit well within session themes.

Presentation Guidelines: Whether poster or podium, all presentations benefit by having a clear, focused message to communicate to the audience. Presenters should address the following:

1. *What is the question?* Succinctly but adequately define the hypothesis or problem.
2. *Why does it matter?* Explain the significance of answering this question.
3. *How was the work done?* Briefly describe the methods and analytical procedures.
4. *What did you learn?* Clearly explain the results of your inquiry.
5. *Now what?* Relate these findings to a larger context as well as to the original question.

Projection Equipment: IBM-compatible PCs will be at the podium for projection of PowerPoint or Adobe Acrobat files. You may **not** use your own PC. You must bring your file on a USB drive. Save files such that they can be read by a variety of PCs, in both .ppt and .pptx formats. Mac-users must add the .ppt or .pptx extension to the filename. Under Page Setup, the presentation should be set to "On-screen show." If you use PowerPoint's "Pack and Go" feature, have the original .ppt file available on USB device just in case. To detect compatibility "issues" and avoid podium panic, virus check your entire USB device, and check your presentation on an IBM-compatible PC other than the one used to prepare the presentation. Many people also save a .pdf copy of their presentation although animations will not work in this format. *Please arrive 15 minutes before the start of the Podium Session to upload your presentation.*

Poster Dimensions & Type Size: The **maximum allowable poster size is 3ft 10in wide x 4ft high** (116 cm x 120 cm) since two posters will be sharing an 8ft x 4ft board. Please adhere to the size restriction and be mindful of your neighbor's space. The title should be legible from 8 feet (2.5 meters), and the rest should be easily readable from 5 feet (1.5 meters), i.e., text font size ≥ 18 point and heading font size ≥ 30 point. Use consistent fonts and letter sizes throughout. Use short, informative ("headline" style) captions to convey the key point of each figure. Avoid abbreviations, acronyms, or jargon. Figures and tables should occupy ~half of the poster. As most people read technical text at a rate of ≤ 250 words per minute, limit the text to 1500–2000 words (< 10 minutes reading time). "Go Green" and skip lamination. Bring push pins to hang your poster.

How to Apply for International Travel Grants, Student Travel Grants, and Student Presentation Awards

HBA International Members' Travel Grant:

In 2017, the Human Biology Association will distribute up to three (3) travel grants of \$1,000 US dollars each to International (non-North American) members to be used in support of their travel to the annual meeting. The applicants must be members in good standing of the HBA when submitting their applications and when they present their work. The grants are made to HBA members from outside North America who have an abstract accepted for the meeting and who make an appropriate case for support. If you are not currently a member of HBA please visit: <http://humbio.allenpress.com/humbio/MEMBERSHIP.aspx> to join.

International members (students and professionals, including new members) who wish to apply for a travel grant should check the appropriate box when submitting their abstract and email an application by **February 15, 2017** to Dr. Pablo Nepomnaschy (Chair, International Committee) at: pablo_nepomnaschy@sfu.ca.

Application for the Award/Grant must include:

1. A copy of the accepted abstract in which the candidate is the first author.
2. A justification of need and importance of the travel grant in no more than 250 words (one page, A4 or 8.5 inches x11 inches).
3. Details of their expected travel costs (e.g., air fares and hotel costs).

HBA Student Members' Travel Award:

Each year the Human Biology Association will distribute up to five (5) travel awards of \$500 each to student members to be used in support of their travel to the annual meeting. Applications will be evaluated on the basis of the quality of the essay and the advisor's letter of support. The award is open to all student members residing in North America; priority will be given to those presenting a paper or poster at the HBA meetings and to those who have not yet received a Student Member Travel Award.

Applicants must be Student Members during the year the meetings are held and membership must be paid in full prior to submitting the application for the Award. If you are not currently a student member of HBA please join online at: <https://www.humbio.org/membership/>. Note that student members will need their advisor's signature on the application form certifying their student status when they first join the HBA.

Student members who wish to apply for the travel grant should check the appropriate box when submitting their abstract and/or registering. All students attending the meetings are eligible for the award, regardless of whether they have an accepted abstract (but see statement of evaluation priorities above). Application materials must be sent as a single PDF to the Membership Representative to the Executive Committee, Susan Johnston at sjohnston@wcupa.edu, by **February 15, 2017**.

Application for the Award/Grant must include:

1. A brief essay (not to exceed 1000 words + references), on "Human Biology: What issue(s) should drive research over the next 5 years?"
2. A one-page advisor letter of support evaluating student's current and/or potential contributions to the field of human biology, and verifying student membership status.
3. If presenting at the meetings, a copy of the email indicating acceptance of the abstract. (yes or no)

Edward E. Hunt, Jr. and Phyllis Eveleth Student Awards:

Two awards of \$500 each are given to graduate student members each year. Papers/posters submitted for this award should be based on novel analysis and interpretation of primary or secondary data. The graduate student should be the sole or first author on the submission, and if the poster/paper is multi-authored, the student should be responsible for at least 80% of the data analysis and writing. Students will be contacted by a member of the Publications Committee to verify that their poster/paper meets these requirements prior to the meeting. At the annual meeting, the paper/poster presentations will be judged by members of the Publications Committee. Winners of the student prizes will be announced at the **HBA Annual Awards Luncheon** on Thursday, April 20, 2017.

Self-nomination for the Hunt Award is made at the time of on-line Pre-registration and Abstract Submission (**deadline is October 15**). Self-nomination requires clicking the appropriate box on the on-line form for abstract submission/pre-registration. The candidate must be a Student Member of the HBA in good standing when submitting the abstract and when presenting the work. Pre-registration fees for student members are less than for non-members. If you are not currently a student member of HBA please go to: <http://humbio.allenpress.com/humbio/MEMBERSHIP.aspx> and join. Note that student members will need their advisor's signature on the application form certifying their student status when they first join the HBA.

For questions about the Hunt Award please contact David Himmelgreen, Chair of the Publications Committee, at dhimmelg@usf.edu.

The Hilde Spielvogel Award for Outstanding Presentation by an Undergraduate Student:

The Hilde Spielvogel Award comprises an award of \$250 and a Certificate given to an undergraduate student member. The undergraduate student should be the sole or first author of a presentation that is based on novel analysis and interpretation of primary data (collected by the student and/or a co-author) and/or secondary data (published or unpublished data collected by someone other than the author[s]). In addition to delivering the presentation at the Annual Meeting, the candidate is expected to have made a major contribution to the work (e.g, at least 50% of the data collection and/or analysis and/or writing). Candidates' presentations at the Annual Meetings will be judged by a subcommittee of the HBA Executive Committee (co-authors or advisors of nominated candidates will be recused). The Hilde Spielvogel Award will be presented to the recipient at the **HBA Annual Awards Luncheon** on Thursday, April 20, 2017.

Self-nomination for The Hilde Spielvogel Award is made at the time of on-line Abstract Submission and Pre-registration (**deadline is October 15**). Self-nomination requires clicking the appropriate box on the on-line form for abstract submission/pre-registration. The candidate must be a Student Member of the HBA in good standing when submitting the abstract and when presenting the work. Pre-registration fees for student members are less than for non-members. If you are not currently a student member of HBA please go to: <http://humbio.allenpress.com/humbio/MEMBERSHIP.aspx> and join. Note that student members will need their advisor's signature on the application form certifying their student status when they first join the HBA.

In addition, shortly before each Annual Meeting, each nominated candidate will be asked to submit a description of her/his contribution to the planned presentation.

For questions about The Hilde Spielvogel Award, please contact the Membership Representative to the Executive Committee, Susan Johnston at sjohnston@wcupa.edu