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Headquarters Office Contacts

<table>
<thead>
<tr>
<th>Staff Representative</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wes Meixelsperger, Chief Financial Officer</td>
<td>Meetings budget</td>
</tr>
<tr>
<td>Phone: (608) 268-4958</td>
<td>Committee liaison</td>
</tr>
<tr>
<td>Email: <a href="mailto:wmeixelsperger@sciencesocieties.org">wmeixelsperger@sciencesocieties.org</a></td>
<td>Oversee all meetings activities</td>
</tr>
<tr>
<td>Jeanne Pluemer, Senior Meetings Manager</td>
<td>Specialized meetings and Exhibits</td>
</tr>
<tr>
<td>Phone: (608) 268-4962</td>
<td>Annual Meeting Manager</td>
</tr>
<tr>
<td>Email: <a href="mailto:jpluemer@sciencesocieties.org">jpluemer@sciencesocieties.org</a></td>
<td>Committee liaison</td>
</tr>
<tr>
<td>Stacey Giesen, Meetings Manager</td>
<td>Room assignments</td>
</tr>
<tr>
<td>Phone: (608) 268-3975</td>
<td>Tours and workshops</td>
</tr>
<tr>
<td>Email: <a href="mailto:sgiesen@sciencesocieties.org">sgiesen@sciencesocieties.org</a></td>
<td>Food and beverage functions</td>
</tr>
<tr>
<td>Nate Ehresman, Technical Program Manager</td>
<td>Abstract submissions</td>
</tr>
<tr>
<td>Phone: (608) 268-4942</td>
<td>Invited speakers</td>
</tr>
<tr>
<td>Email: <a href="mailto:nehresman@sciencesocieties.org">nehresman@sciencesocieties.org</a></td>
<td>Program enhancement funds</td>
</tr>
<tr>
<td>Eric Welsh, Program Manager–Marketing &amp; Business Relations</td>
<td>Advertising</td>
</tr>
<tr>
<td>Phone: (608) 268-4918</td>
<td>Sponsorships</td>
</tr>
<tr>
<td>Email: <a href="mailto:ewelsh@sciencesocieties.org">ewelsh@sciencesocieties.org</a></td>
<td></td>
</tr>
</tbody>
</table>

General Meetings Questions: acsmeetings@sciencesocieties.org

ASA, CSSA, and SSSA Headquarters Office Front Desk: 608-273-8080; Fax: (608) 273-2021
**Theme: “A Creative Economy for Sustainable Development”**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. &amp; Dec.</td>
<td>Leaders/Chairs solicit symposia/topical session ideas from membership.</td>
</tr>
<tr>
<td>December 15</td>
<td>Deadline for 2020 program enhancement fund expenses.</td>
</tr>
<tr>
<td>December 17</td>
<td>Symposia/topical session submission site opens.</td>
</tr>
<tr>
<td>December 17</td>
<td>Special session, tour, and workshop proposals open online.</td>
</tr>
<tr>
<td>January</td>
<td>2021 Annual Meeting website goes live.</td>
</tr>
<tr>
<td>February 12</td>
<td>Deadline for submitting symposia/topical sessions.</td>
</tr>
<tr>
<td>February 12</td>
<td>Deadline for submitting grad student competition descriptions.</td>
</tr>
<tr>
<td>February 26</td>
<td>Deadline for special session, tour, and workshop proposals.</td>
</tr>
<tr>
<td>March 16</td>
<td>Abstract submission opens online at <a href="http://www.acsmeetings.org">www.acsmeetings.org</a>.</td>
</tr>
<tr>
<td>March 16</td>
<td>Committee meetings submission open online.</td>
</tr>
<tr>
<td>March 16</td>
<td>Early registration &amp; housing opens online.</td>
</tr>
<tr>
<td>late April</td>
<td>Division Chairs check on submissions via Confex access link.</td>
</tr>
<tr>
<td>May 25</td>
<td>Early abstract deadline, 4:00 pm CDT.</td>
</tr>
<tr>
<td>June 8</td>
<td>Final abstract deadline, 4:00 pm CDT.</td>
</tr>
<tr>
<td>June 10</td>
<td>Scheduling webinar for Community Leaders, Section Chairs, and Division Chairs.</td>
</tr>
<tr>
<td>June 10</td>
<td>Begin scheduling sessions in Confex.</td>
</tr>
<tr>
<td>June 24</td>
<td><strong>Session scheduling deadline.</strong> Confex access closes for all Leaders and Chairs. Date, time, estimated attendance, invited speakers, and presiders must be submitted by this deadline. Audio visual, catering, &amp; room set requests must be submitted as well.</td>
</tr>
<tr>
<td>July - TBD</td>
<td>Annual Meeting Program Planning Meeting.</td>
</tr>
<tr>
<td>early August</td>
<td>Presenters are emailed presentation time, date, and format.</td>
</tr>
<tr>
<td>early August</td>
<td>Moderators notification email sent.</td>
</tr>
<tr>
<td>early August</td>
<td>Nonmember invited symposia speakers are emailed waived registration instructions.</td>
</tr>
<tr>
<td>late August</td>
<td>Presenters are emailed presentation location, as well as time and date reminder.</td>
</tr>
<tr>
<td>August 26</td>
<td><strong>Final abstract editing deadline.</strong></td>
</tr>
<tr>
<td>August 26</td>
<td>All catering must be finalized.</td>
</tr>
<tr>
<td>August 31</td>
<td>Export program book from Confex to create abstract USB and printed program.</td>
</tr>
<tr>
<td>September 30</td>
<td>Early registration rate deadline.</td>
</tr>
<tr>
<td>October 15</td>
<td>Standard registration rate deadline.</td>
</tr>
<tr>
<td>November 7-10</td>
<td>Annual Meeting begins in Salt Lake City, UT.</td>
</tr>
<tr>
<td>December 14</td>
<td>Deadline for 2021 program enhancement fund expense requests.</td>
</tr>
</tbody>
</table>
Planning the Meeting in Confex

Introduction
This manual is designed to guide Program and Division Chairs smoothly through the process of assembling your programs for the upcoming Annual Meeting. Take the time to read through the manual and become familiar with the various sections.
The Headquarters Office is available to assist you as questions arise. Please contact us with your questions. Our goal is to make this busy year an enjoyable one as well. Comments about this manual as well as the overall program planning process are always welcome.

Entering Sessions in Confex
You will receive an email in late December with a link to submit your sessions. The sessions you enter will be used for authors to submit their papers. To submit a session you will need to enter the following information:
- Title of session
- Symposia/topical session
- Oral/poster session
- Invited/contributed papers or both
- Does it include a graduate student competition?
- Section/Division cosponsor
- Community cosponsor
- Session description (this will show online)
- Organizer

It is a good idea to have “general” poster and oral sessions followed by your Division name for papers that don’t fit a specific session topic. If a session contains a graduate student competition, it is clearer for everyone if you include this in the session title. General oral, poster, rapid, and business meeting sessions will automatically be entered for every Division.

Symposia Sessions
A symposium is the major session of the week for a Division. It should focus on a key topic relevant to the Division and include invited speakers (at least one from outside the Societies). CSSA has a limit of two, two-hour symposia per Division. Because symposia include only invited speakers, a public call for volunteer papers will not be published online.

Invited Symposia Speakers
Invited symposia speakers (member and nonmember) do not have to pay the abstract submission fee. The Division Chairs will receive a link to a special website requiring no payment when abstract submission opens. They must pass this link along to their invited speakers only. It is the Chair’s responsibility to ensure that abstracts are submitted by the abstract submission deadline.

Nonmember Invited Speakers
Invited speakers who are not Society members will be emailed a “discount code” in August that will allow them complimentary registration. It is the speaker’s responsibility to complete their registration online in order for the fee to be waived.

Member Invited Speakers
Invited speakers who are Society members do not qualify for waived registration fees. They will receive an email in August reminding them to complete their registration form as normal with the fee. It is important to inform member speakers of this on the front end, as many individuals assume if invited, they will not have to pay registration.

Volunteer Abstract Submissions
Authors may submit their abstracts by internet only.
- Go to www.acsmeetings.org.
- Roll over “Submit” tab (centered in the top menu).
- Click on “Oral Presentations” or “Poster Presentations” from the drop down menu.
- Click on “Submit Abstract” and follow directions.
- All abstracts require payment by credit card.
- Speakers will automatically receive an email confirmation of the submission.

Confex Session Scheduling
Please keep in mind these important scheduling dates:
- June 8 Final abstract submission deadline
- June 10 Scheduling webinar
- June 24 Scheduling deadline
- August 26 Abstract editing deadline (for print)

Review sessions across all Societies. Look for similar content and themes that could be combined or should be scheduled on different days. In late July, the ACS732 Annual Meeting Planning Committee and Headquarters Office staff will meet for a final review of the program.

Scheduling in Confex
As Division Chairs, each of you will login to Confex with the email address and password you have on file with CSSA. Once logged in, you will be able to view all sessions you have created. Click on a session to view all the submitted abstracts it contains.
Planning the Meeting in Confex

Shortly after abstract submission closes, a webinar will be presented on how to schedule sessions in Confex. This will be recorded and available to reference.

Follow these six steps to schedule a session in Confex:

1. From your link, click on the title of the session you want to schedule. You will now see a list of the papers in that session.

2. Accept all papers by checking the boxes under the heading “Accept” (this is found just to the left of the abstract title). Click “Update” at the bottom to save.

3. Click “Non-paper Events” in the left control panel to add intro, breaks, discussions, adjourn, and freeform events (i.e., panel discussion).

4. Sort the abstracts and events with the numbering 1, 2, 3, etc. in the boxes under the “Order of Papers” heading.

5. Volunteer papers are 15 min. in length, so sessions will default to 15 min. Use the boxes under “Special duration” to enter times for other events (i.e., 5 min. intros or 60 min. business meetings).

6. Click “Schedule” in the left control panel to enter the date, time, and expected attendance for the session.

Papers in Sessions

The meeting space available is often limited. Volunteer oral sessions should be scheduled to fill a room for the whole part of a day (i.e., morning from 8 am–12 pm or afternoon from 1:30–4 pm). Be sure to include one 15-minute break in each part of the day. You may include two short sessions as long as you schedule them back to back so they fill a whole morning or afternoon. If a session does not have enough papers, either transfer papers to that session or transfer papers from that session to other sessions.

You may have a paper that does not fit into any of your sessions. If this happens, contact other Section or Division Chairs to see if they can accept it. If so, transfer the paper to the accepting Section/Division, and be sure to let the author know.

Transferring Sessions/Changing Formats

To transfer a paper to a different Section or Division in Confex, go into the session and choose “Transfer” on the left column and select the new Section/Division. To transfer a paper to a different session in the same Division, check the box under the “Transfer” header and select the new session from the drop down box on the bottom of the page.

You may change the format of presentations (oral/poster) if needed, but please contact those presenters to inform them of the shift.

Scheduling Business Meetings

A business meeting will be automatically included as a session in Confex for every Division. You will be responsible for scheduling the time and date of the business meeting during the scheduling period. It is best if it follows your symposium or another popular oral session within your program.

Allow enough time for the Board Representative to brief members about significant Board items. The Division Chair will preside at the business meeting. The Headquarters Office will email the Chair regarding the submission of business meeting minutes.

Scheduling Moderators

A moderator must be assigned to each oral session in order to help keep it running smoothly at the Annual Meeting. To add the moderator, enter the session and click on “People” in the left column. Then click “Add a Person” and indicate that they are “Moderator”. Moderators must be Society members. Some individuals may have schedule conflicts, so make sure they can make the session time. Selecting younger members and/or presenters already scheduled within the session as moderators is an excellent way to involve people in Society activities. Regional representation of moderators is strongly encouraged. Each moderator will receive an email with instructions before the meetings. Moderator support is also offered at the Annual Meeting.

Scheduling Advice

Poster sessions are generally scheduled on Monday and Tuesday from 4:00–6:00 pm and on Wednesday from 2:30–4:30 pm. If possible, do not schedule oral sessions during this time.

Balance your oral and poster sessions equally over all the days to minimize conflict for your colleagues. Divisions should also be aware of their Society’s awards ceremony and daily plenary while scheduling.

Miscellaneous Sessions

When planning an uncommon session, symposium, or evening program, include these sessions in your program. For any questions on miscellaneous session scheduling, contact Nate Ehresman. If a miscellaneous session will be organized by someone else, the Division Chair must make sure that person is informed of all deadlines and that constant communication is kept.

Tour and workshop proposals must be submitted online before the deadline. Information can be obtained from the website at www.acsmeetings.org/tours-and-workshops. Tours and workshops should not be entered as sessions in your Division program.
Applying for CEUs

Why apply for continuing education units (CEUs)?
Participants in ASA and SSSA Certification Programs maintain their certification through continuing education.

Who are Certification participants?
Participants include Certified Professional Agronomists, Certified Professional Soil Scientists, Certified Professional Soil Classifiers, and Certified Crop Advisers (CCA).

How do people apply for CCA Board Approved CEUs? There are three steps you must follow:
2. Relate each talk to a CCA CEU Standard. The CCA CEU Standards Booklet PDF is located on the same website listed above.
3. Include the session agenda and provide a list of speaker names and biographies.

Your application will be reviewed by the Utah CCA Board.

Program Enhancement Funds

Program enhancement funds (PEFs) are provided for each Division to enhance the quality of their program, encourage the involvement of meetings participants, and recognize excellence during the current or previous Annual Meeting programs. Each Division Chair will receive an email in early-February indicating available funds for 2021.

Division PEFs

These funds are generally requested by symposia or topical session organizers. It is at the Division Chair’s discretion to approve the use of funds. Please remember to track your funding promises so that you do not exceed your PEF budget.

Appropriate Uses for PEFs

Appropriate uses for PEFs include, but are not limited to:
- Paying expenses/awarding stipends to invited speakers (member and nonmember) of symposia.
- Monetary awards for outstanding accomplishments or graduate student awards.
- Funding food and drink events.
- Supporting professional tours or workshops.

Division Donation Links

“Donate” links are posted on the Division website (https://www.crops.org/membership/divisions) so sponsors can donate to program enhancement funds online. Chairs can also post the URL to their discussion boards to encourage donations.

Additional Funding

If a Division Chair has exhausted their funds, they can contact cosponsoring Communities/Sections/Divisions for financial assistance. They may also want to call on other societies, organizations, and companies that share a common interest in the program. Before contacting anyone about a financial contribution to your session, discuss your needs with Eric Welsh.

If the Division has a grant for the session, Headquarters will process the grant and distribute the funds according to the Chair’s directions. The Societies will retain up to 10% of the grant to cover administrative fees.

PEF Reimbursements

Please inform Nate Ehresman as you promise the use of funds to individuals. He will assist in managing PEF budgets throughout the year.

After the Annual Meeting, the Division Chair must submit all payment requests with original receipts to Nate Ehresman. Please submit all of your requests together and include a final amount to be paid to each speaker. Requests must be received no later than December 14. Payments will not be made after this date.
Food Functions & Tours

Food Functions
All catering requests are submitted while scheduling sessions. Requests must be entered into their appropriate sessions by June 24; to be finalized by August 26. This includes receptions, social hours, cash bars, etc. When submitting a food function, be sure to include session title, date, time, budget, number of people, and a description of what is envisioned. Entering a food function online does not ensure the function has been officially scheduled.

Tour Policies and Procedures
All tour proposals must be submitted online by the February 26 deadline. The tour organizer is responsible for planning, submitting, and organizing the tour.

Tour Organizer Responsibilities:
• Make arrangements for the tour program, tour guides, meals, snacks, or other activities during the tour. One complimentary tour guide per bus will be provided. Additional space must be submitted with costs.
• Inform Headquarters of the expected costs with all aspects of the tour (meals, handouts, entrance fees, etc.). Include arrangements the organizers make with outside groups and businesses.
• Prepare a promotional description of the tour. Headquarters will put this in CSA News, News Flash, the website, and the program.

Headquarters Responsibilities:
• Arrange transportation and housing (if applicable).
• Determine ticket price based on expected tour costs provided by tour organizer.
• Sell and distribute tickets and receipts.
• Provide advance payment or reimbursement of tour costs (invoices/original receipts required).

Refund requests must be submitted in writing to the Headquarters Office. Pending approval, refunds are processed after the Annual Meeting.
Session Formats: Regular, Rapid, and Innovative

https://www.acsmeetings.org/planning

Oral Session:
The “normal” oral session format is comprised of contributed submissions. 15-minute presentations are scheduled back to back with a 15-minute break for attendees every 90 minutes.

Poster Session:
This is the “normal” poster session format. Posters are posted all day by the presenter, however the “session” is scheduled for two hours (generally 4-6pm on Monday and Tuesday/2:30-4:30pm on Wednesday). During this time, the presenter will stand by the research to explain/interact with attendees.

Symposia Session:
Two hour sessions containing presentations by invited speakers. Often comprised of three speakers at 40 minutes each or four speakers at 30 minutes each, no scheduled breaks for attendees are required. Divisions can each hold two per year/Sections and Communities can each hold one per year. Invited speakers of these symposia receive special benefits.

5-Minute Rapid Oral Session:
Comprised of only oral submissions for authors who wish to present their research/material in a quick five minute oral format. Ten presentations are scheduled back to back with a 10-minute buffer/Q&A period following.

Poster and 5-Minute Rapid Oral Session:
Although scheduled as a rapid oral session, this session is comprised of presentations both oral and poster in format. This is more for authors who would like to give a quick oral commercial/teaser for the poster format they will be presenting in a later poster session.

Roundtable Session:
This format includes an invited speaker who presents a hot topic for the session attendees. After giving the presentation (anywhere from 20-30 minutes), the speaker turns the floor over to the participants for discussion.
The C-6 Division has used this format effectively within their symposia the past few years.

Panel Discussion Session:
Similar to the Roundtable format, the Panel Discussion format uses several experts to present a topic to attendees instead of just one. Each expert is given approximately 10 minutes to present their contributing information. Once all experts have contributed, the floor is turned over to the participants for questions/discussion.

Debate Session:
This format is generally comprised of a moderator and two invited two-presenter teams. The moderator states the positions and then allows the teams to each persuade the attendees. Each speaker receives approximately 10 minutes (20 minutes per team). The moderator then recaps the major points and opens the floor for questions/discussions.
Session FAQs

What is the difference between a General/Topical Session and a Symposium?

**General/Topical Sessions:**
- No limits on how many general/topical sessions a program can have
- No time limit on how long the session can be
- Accepts contributed and invited presentations
- Can contain any combination of member and non-member presenters
- Can be oral or poster in format
- Can contain 5-minute rapid presentations
- No complimentary benefits for presenters

**Symposia:**
- Each Section and each Community can only have one symposium session in their program.
- Each Division can only have two symposia.
- The session can last no longer that two hours.
- Invited presentations only
- Should contain at least one non-member presenter
- The sessions are oral in format.
- Does not contain 5-minute rapid presentations
- Both member and non-member presenters receive waived abstract fees.
- Only non-member presenters receive waived registration fees.

How many symposia can I create for my program?
CSSA and SSSA Divisions are each allotted **two** 2-hour symposia. ASA Sections and Communities are each allotted **one** 2-hour symposium. If you would like to have additional symposia, consider "cosponsoring" with another Division/Section/Community that has not used up their allotted number of symposia.

How many symposia can I cosponsor?
You can cosponsor as many symposia as makes sense for your group’s interests. *Please ensure that Chairs/Leaders agree to a session’s cosponsorship before listing their group as a cosponsor for your session.*

There is no financial obligation to split costs on a cosponsored session. Generally, it just means the topic interests more than one group, and this is a way to boost attendance for the session.

That being said, Communities/Sections/Divisions will sometimes share costs if trying to make the session a bigger event than they normally can afford on their own. They can also share the work load if unable to financially assist. These details are left to the Chairs/Leaders to work out.
# 2021 International Annual Meeting Contacts

**American Society of Agronomy**

**Program Planning Officer, Chair**
Jim Ippolito, Colorado State University
970-491-8028; jim.ippolito@colostate.edu

**Program Chair**
David Clay, South Dakota State University
605-688-5081; david.clay@sdstate.edu

**ASA Section Chairs:**
- **Agronomic Production Systems**
  D. Brian Arnall, Oklahoma State University
  405-744-1722; b.armall@okstate.edu

- **Biometry and Statistical Computing**
  Avjinder Kaler, University of Arkansas
  352-871-1744; askaler@email.uark.edu

- **Climatology and Modeling**
  Gary Feng, USDA-ARS
  662-320-7449; gary.feng@usda.gov

- **Education and Extension**
  Melanie Bayles, Oklahoma State University
  405-762-1994; melanie.bayles@okstate.edu

- **Environmental Quality**
  Laura Christianson, University of Illinois-Urbana-Champaign
  217-244-6173; laurachristianson@gmail.com

- **Global Agronomy**
  Kerry Clark, University of Missouri-Columbia
  660-351-4696; clarkk@missouri.edu

- **Land Management and Conservation**
  Robert Myers, University of Missouri-Columbia
  573-882-1547; myersrob@missouri.edu

**Crop Science Society of America**

**Program Planning Officer**
Mike Grusak, USDA-ARS
701-239-1371; Mike.Grusak@ars.usda.gov

**Program Chair**
Marilyn Warburton, USDA-ARS
662-325-7996; marilyn.warburton@usda.gov

**CSSA Division Chairs:**
- **Div. C-1, Crop Breeding and Genetics**
  Lucia Gutierrez, University of Wisconsin-Madison
  608-890-4348; gutierrezcha@wisc.edu

- **Div. C-2, Crop Physiology and Metabolism**
  Krishna Jagadish, KS State University
  kjagadish@ksu.edu

- **Div. C-3, Crop Ecology, Management, and Quality**
  Alexander Lindsey, Ohio State Univ.
  614-292-3864; lindsey.227@osu.edu

- **Div. C-4, Seed Physiology, Production, and Technology**
  Rosalyn Shim, Texas Tech University
  rosalyn.shim@ttu.edu

- **Div. C-5, Turfgrass Science**
  Kevin Frank, Michigan State University
  517-353-0147; frankk@msu.edu

- **Div. C-6, Forage and Grazinglands**
  Vanessa Corriher-Olson, Texas A&M AgriLife Extension Service
  903-834-6191; vacorriher@ag.tamu.edu

- **Div. C-7, Genomics, Molecular Genetics, and Biotechnology**
  Vasu Kuraparthi, NC State University
  919-515-4063; vasu_kuraparthi@ncsu.edu

- **Div. C-8, Plant Genetic Resources**
  Shuyu Liu, Texas A&M AgriLife Research
  806-677-5607; sliu@ag.tamu.edu

- **Div. C-9, Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants**
  Dipak Santra, University of NE-Lincoln
  308-632-1244; dsantra2@unl.edu

**Soil Science Society of America**

**Program Planning Officer**
Aaron Daugh, North Dakota State University
701-231-8354; aaron.daugh@ndsu.edu

**Program Chair**
Ronald Turco, Purdue University
765-494-8077; rturco@purdue.edu

**SSSA Division Chairs:**
- **Forest, Range, and Wildland Soils**
  Jessica Miesel, Michigan State University
  517-353-0485; mieleje@msu.edu

- **Nutrient Management & Soil & Plant Analysis**
  Matthew Baark, University of WI-Madison
  608-263-2889; mbaark@wisc.edu

- **Pedology**
  Daniel Hirmas, University of CA-Riverside
  951-827-2019; daniel.hirmas@ucr.edu

- **Practicing Professional Soil Scientists**
  James Fincham, Fincham Soil Investigations
  440-479-5654; jrfinchamsoil@yahoo.com

- **Soil & Water Management & Conservation**
  Upendra Sainju, USDA-ARS
  406-433-9408; upendra.sainju@usda.gov

- **Soil Biology and Biochemistry**
  Vanessa Bailey, Pacific Northwest National Lab.
  509-371-6965; vanessa.bailey@pnnl.gov

- **Soil Chemistry**
  Ganga Hettiarachchi, Kansas State University
  785-532-7209; ghettia@kstate.edu

- **Soil Education and Outreach**
  Gordon Rees, CA Polytechnic State University
  grees@calpoly.edu

- **Soil Fertility and Plant Nutrition**
  Nathan Nelson, Kansas State University
  785-532-5115; nonelson@ksu.edu

- **Soil Mineralogy**
  Christopher Shepard, University of Kentucky
  859-257-3214; christopher.shepard@uky.edu

- **Soil Physics and Hydrology**
  John Nieder, University of Minnesota-Twin Cities
  612-625-6724; nieder@umn.edu

- **Soils and Environmental Quality**
  Yucheng Feng, Auburn University
  334-844-3967; yfeng@auburn.edu

- **Urban and Anthropogenic Soils**
  Thorsten Knappenberger, Auburn University
  334-844-3997; knappi@auburn.edu

- **Wetland Soils**
  Lisa Chambers, University of Central FL
  lisa.chambers@ucf.edu
ASA Program Planning Officer, Jim Ippolito, Jim.Ippolito@colostate.edu
ASA Program Chair, David Clay, david.clay@sdstate.edu

Agronomic Production Systems, D. Brian Arnall, barnall@okstate.edu
Applied Soybean Research, Rachel Atwell Vann, raatwell@ncsu.edu
Bioenergy Systems, Mir Zaman Hussain, mhussai@msu.edu
Cotton and Other Fiber Crops, Brendan Kelly, brendan.kelly@ttu.edu
Crop Irrigation Strategies and Management, Drew Gholson, drew.gholson@msstate.edu
Crop Management Professionals,
Integrated Pest Management Professionals,
Nutrient Management Professionals, Lakesh Sharma, lakesh.sharma@ufl.edu
Organic Management Systems, Charles White, cmw29@psu.edu
Precision Agriculture Systems, Luciano Shiratsuchi, lshiratsuchi@agcenter.lsu.edu
Professional Applied Agronomists,
Semi-arid Dryland Cropping Systems, Lucas Haag, lhaag@ksu.edu
Sensor-Based Nutrient Management, Lakesh Sharma, lakesh.sharma@ufl.edu
Soil and Water Management Professionals, Jing Hu, hjing@ufl.edu
Solar Corridor Crop System, Gurpreet Kaur, gk340@msstate.edu
Weedy and Invasive Plant Species,

Biometry and Statistical Computing, Avjinder Kaler, askaler@email.uark.edu
Bioinformatics in Crops and Soils, Reka Howard, rekahoward@gmail.com
Spatial Statistics and On-Farm Research,
Statistical Education/Training for Researchers, Julia Piaskowski, julia.piask@gmail.com

Climatology and Modeling, Gary Feng, gary.feng@usda.gov
Agroclimatology and Agronomic Modeling, Gary Feng, gary.feng@usda.gov
Airborne and Satellite Remote Sensing, Elia Scudiero, elia.scudiero@ucr.edu
Biophysical Measurements and Sensors, Ben Conrad, bconrad@campbellssci.com
Evapotranspiration Measurement and Modeling, Kelly Thorp, kelly.thorp@usda.gov
Global Climate Change, Gurbir Singh, gurbir.singh@msstate.edu
Model Applications in Field Research, Zhiming Qi, zhiming.qi@mccill.ca
Sensor-based Water Management, Wenxuan Guo, wenxuan.guo@ttu.edu

Education and Extension, Melanie Bayles, melanie.bayles@okstate.edu
Advancing Agronomy via Public-Private Collaboration, Luke Samuel, luke.samuel@agrithority.com
Extension Education, Brenda Ortiz, bvo0001@auburn.edu
K-16 Education and Outreach,
Social Media in Education/Extension, Jason de Koff, jdekoff@tnstate.edu

Environmental Quality, Laura Christianson, lauraechristianson@gmail.com
Animal Agriculture and the Environment, Hui Li, lihui@msu.edu
Biochar: Agronomic and Environmental Uses, Wei Zheng, weizheng@illinois.edu
By-product Gypsum Uses in Agriculture, Thomas DesSutter, thomas.dessutter@ndsu.edu
Managing Denitrification in Agronomic Systems, Tyler Groh, tag5611@psu.edu
Nutrients and Environmental Quality, Julie Howe, j-howe@tamu.edu
Soil Carbon and Greenhouse Gas Emissions, Rajan Ghimire, rghimire@nmsu.edu
Sustainable Intensification, Amelie Gaudin, agaudin@ucdavis.edu
Global Agronomy, Kerry Clark, clarkk@missouri.edu
Agronomic Solutions for Smallholders, Abdullah Jaradat, abdullah.jaradat@usda.gov
Agronomy in Africa, Philip Hinson, philison2@gmail.com
Gaining Access to Agronomic Inputs,
Perennial Grain Development, Kelsey Peterson, pet02786@umn.edu
US-Sino Agricultural Research Forum, Fenli Zheng, flzh@ms.iswc.ac.cn
Wheat Initiative Agronomists, Angela Post, angela_post@ncsu.edu

Land Management and Conservation, Robert Myers, myersrob@missouri.edu
Agricultural Experiment Station Management, Glen Aiken, gaiken@ufl.edu
Cover Crop Management, Jourdan Bell, jourdan.bell@ag.tamu.edu
Soil Health, Xi Zhang, xi.zhang@oregonstate.edu