

# **American Society for Horticultural Science**

## **Professional Interest Group (Formerly Working Group) Manual**

**American Society for Horticultural Science  
1018 Duke Street  
Alexandria, VA 22314.2854  
Telephone 703.836.4606; Fax 703.836.2024  
e-mail [ashs@ashs.org](mailto:ashs@ashs.org)**

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## **PROFESSIONAL INTEREST GROUPS**

### **A. Formation and Organization of Professional Interest Groups**

*Professional Interest Groups*—Professional Interest Groups are comprised of members sharing interests in special horticultural science areas or activities. Each Professional Interest Group shall be headed by a chair and chair-elect, elected by its members. A Professional Interest Group shall consist of a minimum of 20 members, and may be created by petition of 20 or more Society Members to a vice president, or directly by a vice president on approval of the Board of Directors.” (ASHS Bylaws, Art. VI, Sect. 2)

The objectives of most ASHS Professional Interest Groups include the following:

- To promote interaction between and among the research, extension, teaching, and industry components of horticultural science;
- To provide a forum for the development, discussion, exchange, sharing, or dissemination of ideas, information, or materials via Workshops, Symposia, contributed paper sessions, discussion groups, business meetings, field trips, regional and national meetings;
- To educate the membership on important issues via articles, blogs, webinars, etc. (ASHS will assist in facilitating)
- To promote, encourage, facilitate, or coordinate basic and applied research and education by identifying critical needs, developing methods and procedures, or preparing proposals;
- To promote liaison or good working relationships with other organizations with similar interests;
- To educate the public
- To encourage recruitment of young scientists; and
- To recognize outstanding contributions.

The division vice presidents are urged to establish contacts with existing autonomous groups (such as various breeders groups) to invite them to hold some of their meetings in conjunction with annual or regional meetings of ASHS, thereby possibly leading to some form of affiliation with the Society under the Professional Interest Group concept, retaining the essentials of autonomy but resulting in an overall strengthening and unifying of horticulture and the Society.

Each Professional Interest Group shall elect a chair-elect to provide a succession to the chair position.

The chair of a Professional Interest Group may serve for more than one year at the discretion of the Professional Interest Group members.

### **B. Membership in Professional Interest Groups**

“Membership in Professional Interest Groups shall be largely voluntary, but may be supplemented by

appointees of the division vice president.” (ASHS Bylaws, Art. VI, Sect. 2)

### **C. Activities of Professional Interest Groups**

Professional Interest Groups shall provide the forums for discussion of mutual interests in horticultural science and shall be the chief focus for structuring workshops at annual or special meetings of the Society.” (ASHS Bylaws, Art. VI, Sect. 2)

The objectives of most Professional Interest Groups may include the following: 1) promote interaction between and among the research, extension, teaching, and industry components of horticultural science; 2) provide a forum for the development, discussion, exchange, sharing, or dissemination of ideas, information, or materials via the following presentation methods that are approved for presentation: workshops, symposia, contributed paper sessions, discussion groups, business meetings, field trips, or regional and national meetings; 3) promote, encourage, facilitate, or coordinate basic and applied research and education by identifying critical needs, developing methods and procedures, or preparing proposals; 4) promote liaison or good working relationships with other organizations with similar interests; 5) educate the public; 6) encourage recruitment of young scientists; and 7) recognize outstanding contributions.

Required activities of a Professional Interest Group include: select a Professional Interest Group name and chair; develop a brief statement of objectives; and be active and briefly report annually on activities and plans to the division vice president. Optional activities of a Professional Interest Group include: organize into subgroups; define responsibilities and decide on terms of office of officers; serve as a “think tank” in generating ideas for improving the Society’s effectiveness; prepare position papers, resolutions, and statements; organize proposals for symposia, workshops, and meetings in conjunction with regional and/or annual conferences (all proposals will be evaluated and must be accepted for presentation); periodically compile and distribute a newsletter; and foster a broader base of communication/collaboration among scientists (including those outside ASHS) with similar interests.

Each Professional Interest Group will either hold a business meeting at the annual conference or a Professional Interest Group may elect to conduct their business via the online group pages accessible through the ASHS website. If a workshop proposal is submitted by a Professional Interest Group and is approved for presentation, the total time allotted for the workshop and the Professional Interest Group business meeting shall not exceed two hours. Professional Interest Groups will have the last 30 minutes of the workshop slot scheduled for the annual business meeting.

Voluntary contributions to support Professional Interest Group activities shall be permitted in accordance with ASHS “Solicitations and Acceptance of Outside Funds” policy (BOD action, 12/15/92)

### **D. Reports from Professional Interest Groups**

A written report from Professional Interest Groups are required annually. The report must be

submitted via the online group site accessible on the ASHS website. Elected officers and specific concerns of Professional Interest Groups shall be conveyed to the Board of Directors in the annual reports.

## **E. Termination of Professional Interest Groups**

“Professional Interest Groups that fail to serve a meaningful purpose may be discontinued by the division vice president with the approval of the Board of Directors.” (ASHS Bylaws, Art. VI, Sect. 2)

A Professional Interest Group will be terminated by the division vice president with approval of the Board of Directors for any one of the following reasons: a) recommendation of the Professional Interest Group; b) lack of significant activity by the Professional Interest Group; c) failure to submit the required annual report; and d) fewer than 20 active participants.

## **Professional Interest Groups—Statements of Purpose**

Administrators (ADM) - To provide a forum for department and government administrators to meet to consider and discuss common problems and responsibilities and to share ideas that may enhance administrative abilities.

Association of Horticulturists of Indian Origin (AHIO) - To promote fellowship among the horticultural scientists of Indian origin and increase professional opportunities through increased interaction among them and with other American scientists; promote awareness of ASHS membership benefits and encourage membership pool from India; facilitate and support ASHS ad-hoc membership to attract Indian Horticulturists; to act as scientific ambassadors to facilitate an exchange of scientific information and cultural ideas between India and countries in North America; help share and transfer results of scientific research to India to improve agricultural productivity and quality.

BioEnergy (BioE) - To provide a platform for promoting and expanding the opportunities to apply expertise and technologies of horticulture to bioenergy crops and for sharing and disseminating information related to bioenergy research and expanded funding potential.

Citrus Crops (CITR) - To provide a forum for exchange of ideas between the various specialists in citrus research and citrus extension personnel.

Commercial Horticulture (CHEX)—To increase ASHS membership and meeting participation of horticultural extension specialists working with industry and/or community groups, to foster communications between such specialists, and to share ideas and methods for working with growers and commodity groups.

Computer Applications in Horticulture (COMP) - To study the application of computers in research, extension, and teaching of horticulture.

Consumer Horticulture and Master Gardeners (CHMG)—To become familiar with cooperative extension home horticulture programs within the United States, to identify and develop the ability to respond to home horticulture information needs, and to improve methods of information delivery to home horticulture audiences.

Ecological Physiology (formerly Crop Physiology and Environmental Stress Physiology) - To provide a cross commodity forum for discussions of the integrative physiology of horticultural crop growth, development, and cropping. Areas of interest include (but are not limited to): patterns of vegetative and reproductive development; crop radiation interception and microclimate; dry matter production and partitioning; cultural and environmental influences on crop physiology and productivity; integration of carbon, water and nutrient physiology; modeling of physiological processes. To promote basic and applied research on the physiology of horticultural crops with primary emphasis on crop physiological responses to environmental stresses, specifically including temperature, water, and air pollution stresses.

Emeriti (EMER) - To provide a forum for retired horticulturists where some issues of concern to ASHS can be defined, analyzed, and acted on; to establish a registry of retired horticulturists; and to identify an accessible reservoir of research, extension, and teaching talent that may be called on for help and guidance.

eXtension (EEXT)—To identify those individuals who are involved in eXtension Communities of Practice (CoP) and provide opportunities for collaboration and sharing of ideas and methods among CoP participants through ASHS publications and meetings. **Disbanded June 30, 2017 per ASHS Board of Directors.**

Federal Partners Professional Interest Group (FP) - To provide a network for horticultural professionals who work for national, federal, state, and local governments. To provide linkages to university and industry colleagues to promote exchange of ideas, common research goals, and multilevel approaches to large and/or complex issues affecting horticulture and food security.

Floriculture (FLOR) - To identify problem areas (and propose approaches to resolving them), to develop higher standards of quality, and to share information about activities occurring in floriculture research, education, and extension.

Fruit Breeding (FRBR) - To promote and coordinate research efforts in the genetics and breeding of fruit crops.

Genetics and Germplasm (GG) - To provide a forum for plant breeders, geneticists, botanists, general horticulturists, and others interested in collecting, preserving, evaluating, distributing, and/or using germplasm in or for research or teaching programs.

Graduate Student (GRAD) - To provide a formal organization for Graduate Students in ASHS to support programs and issues facing Graduate Students in Horticulture.

Growth Chambers and Controlled Environments (CE) - To provide leadership for horticulturists in the use of growth chambers and controlled environments and to provide a means for cooperative research and teaching among those using or interested in such facilities in their programs.

Herbs, Spices, and Medicinal Plants (HSMP) - To promote and encourage scientific research and education on herbs, spices, and medicinal plants, emphasizing botanical, cultural, environmental, genetic, harvesting, physiochemical, processing, and pharmacological aspects of these plants.

History of Horticultural Science (HIST) - To exchange information and promote interest in the history of horticultural technology and science.

Human Issues in Horticulture (HIH) - To stimulate discussion among those engaged in research and education programs in areas of horticulture that interact with the social sciences, such as economics, psychology, education, various forms of therapy, urban and rural sociology, and urban and rural development.

Intellectual Property Rights (IPR) - To provide a forum that will promote the exchange of information and discussion of issues concerning the protection of intellectual properties.

International Horticultural Consultants (ICON) - To discuss the credentials and accreditation of international consultants and sources of information, backstopping, teamwork, training, experience, and communications necessary for effective employment as an international consultant in either the private or public sector, and to develop a directory of international horticultural consultants in ASHS and their sources of information.

International Horticultural Issues & Networking (IHIN) - To provide a forum for the exploration, discussion, and exchange of information on global issues of vital concern to horticulturists in all divisions and disciplines; to provide a potential mechanism through concerted action for input into decision and policy making processes at the national and international levels.

Invasive Plants Research (INPR) - To communicate research ideas, techniques, and methods on the identification, study, and control of invasive plants in cross-commodity horticulture production and in urban and rural lands; and the assessment of exotic plants for potential invasiveness.

Local Food Systems (LOCSY) - To promote academic and research information exchange on scientific development, scholarship, and educational activities related to and regarding local and regional production systems, including definition and measurement of food systems, foodsheds, small and mid-scale production systems, beginning/new farmers, local farmers and farmers markets, farmers expanding from direct sale to local/regional wholesale, scale neutral technologies, agriculture at the urban/rural interface, urban horticulture production (community gardens, school gardens, home gardens), farm-to-consumer marketing, farmer-to-institution /school marketing, local food system and farmland policy, and relationships of local horticulture to rural and urban communities and economies.

Marketing and Economics (MKEC) - To bring together workers having horticultural and economic interests in the marketing of horticultural crops and to expand markets and improve marketing techniques for horticultural crops.

Nursery Crops (NUR) - To identify those conducting nursery crop research and to ascertain the scope and direction of their studies, to develop and share information for teaching nursery management and production courses, and to provide staff development opportunities for nursery crop specialists, teachers, and researchers by developing information programs and interacting with the nursery industry and profession.

Organic Horticulture (ORGH) - To stimulate discussion on horticultural research techniques that enable growers to produce horticultural crops according to organic standards, and on the processes that make organic production systems function.

Ornamental Plant Breeding (OPB) - To promote ornamental plant breeding, to serve as a forum for exchange of information among breeders, and to coordinate the communication of results to industry and academe.

Ornamentals/Landscape and Turf (O/LT) - To study woody (ornamental and native) herbaceous and turf materials with emphasis on plant adaptability, selection, and maintenance requirements and to provide a vehicle for arboreta, botanic gardens, and the landscape industry (architects and contractors) to become more closely allied to ASHS.

Photography (FOTO) - To provide a forum for interaction among horticulturists who desire to use digital imaging (still and video) for innovative applications of photography in research, education, and extension. Workshops to focus on teaching procedures and techniques for digital image processing, with special emphasis on effective use of equipment, accessories, and software to obtain best quality imaging. **Disbanded June 30, 2017 per ASHS Board of Directors.**

Plant Biotechnology (BTCH) - To communicate research ideas, techniques, and progress on the emerging techniques in micropropagation, cell selection, protoplast culture, embryo culture, haploidy, gene transfer, and molecular biology as they relate to horticultural crop improvement; and to encourage collaboration among researchers in the fields of plant genetics, germplasm and breeding, stress physiology, tissue culture, growth regulator research, and plant growth and development on problems of concern in improvement and propagation of horticultural crops.

Plant Growth Regulation (PGR) - To foster excellence in plant growth regulator research, to help and encourage new research talent in plant growth regulators, to unify research and industry workers in an attempt to solve horticultural problems related to plant growth regulator research between ASHS and other related organizations.

Plant Nutrient Management (PNM) - To exchange ideas and information on mineral nutrition and to provide interaction between industry and public institutions interested in mineral nutrition of horticultural crops.

Plasticulture (PLAST) - Heightened environmental awareness and recent advances in plasticulture technology are catalyzing all kinds of new approaches in horticultural production around the world. The purpose of the Professional Interest Group is to encourage and facilitate the mutual exchange of ideas and information concerning the use of plastics in various aspects of horticultural research, extension, education, and industry. This is accomplished by promoting plastics science and technology, by providing a forum for the exchange of plasticulture ideas and information, and by encouraging innovation.

Pomology (POM) - To assist the planning and development of research, extension, and teaching programs in pomology and to serve the current and future needs of the fruit industry.

Postharvest (PH) - To exchange ideas and information relating to postharvest biology and technology of horticultural crops, to increase the awareness among other researchers, research administrators, legislators, and the public of the importance of the postharvest aspects of horticulture to the physical, economic, and psychological well-being of the population, and to integrate activities with those of associated Professional Interest Groups.

Produce Quality, Safety, and Health Properties (QUAL) - To promote more creative research, teaching, and industry liaison among horticulturists and food scientists.

Production and Harvest Mechanization (MECH) - To provide an informal organization to bring together those interested in production and harvest mechanization needs, opportunities, and problems in horticultural crops.

Propagation (PROP) - To exchange ideas and information on propagation of horticultural crops and to provide interaction between industry and public institutions interested in propagation of horticultural crops.

Public Horticulture (PUBHORT) - To provide a forum for professional networking and discussion about matters related to botanic gardens, arboreta, and other institutions of public horticulture. Of particular interest are issues germane to public horticulture research, education, and outreach activities conducted within a higher education environment.

Root Growth and Rhizosphere Dynamics (RHIZ) - To provide a forum to promote and exchange information on basic and applied research about the plant rhizosphere, soil microorganisms, root growth and development, and root modeling, which apply to horticultural (fruit, vegetable, ornamentals), forest, and agronomic crops grown in synthetic or field soils.

Seed and Stand Establishment (SSEST) - To bring together those interested in seed technology, seed storage, seed production, seed physiology, seed pathology, plant breeding, and all other phases of research, education, or extension related to horticultural seeds and seed quality, to discuss problems, new methods, technologies, and other aspects related to these areas, and to promote a strong union of public- and private-sector workers interested in seeds and seed crops. To promote activities related



to the establishment of a uniform and vigorous crop from seed, transplant material, or vegetative propagules, with emphasis on seed treatments, soil amendments, transplanting techniques, and other practices that might lead to stand enhancement in the field or greenhouse.

Teaching Methods (TCHG) - To provide information and an area of interaction among educators at all levels and extension personnel interested in teaching, with emphasis on teaching procedures, effective use of photographic equipment and materials, and lists of source materials.

Temperate Tree Nut Crops (NUTS) - To bridge the wide communications gap among nut tree researchers, to exchange ideas, results, and experiences in similar orchard crops, and to provide a forum to discuss various aspects of research unique to tree nut crops.

Tropical Horticultural Crops (TROP) - To discuss the culture, postharvest physiology, and processing of tropical fruits, vegetables, herbs, spices, condiments, pharmaceuticals, flavors, fragrances, latex, nuts, oils, beverages, and underutilized horticultural plants.

Undergraduate Student (UG) - To foster collegiality among undergraduate students in horticultural sciences.

Vegetable Breeding (VGBR) - To promote the exchange of information on breeding procedures, screening techniques, and other areas of specific interest to vegetable breeders, to encourage the exchange of germplasm among vegetable breeders, and to maintain current lists of vegetable variety names and descriptions.

Vegetable Crops Management (VCM) - To promote research and extension of a systems approach to production and utilization of vegetables.

Viticulture and Small Fruits (VSF) - To study the improvement, production, propagation, and culture of small fruit and grape crops, to perform services for the Society and the general public in the area of small fruits and grapes, and to exchange current information on recent research findings and educational and industry problems.

Water Utilization and Management (WUM) - To gather and disseminate information on water conservation, crop water requirements, irrigation methods, and efficient and effective water management.

Waste Utilization in Horticulture (WUH) - **This Professional Interest Group has been disbanded.**

Weed Control and Pest Management (WCPM) - To share new ideas and other research information concerning pest control in the varied areas of horticultural crop production.

Professional Interest Group of Asian Horticulture (WGAH) - To promote dialogue and information and germplasm exchanges between horticulturists residing in America and Asia and to assist them in

developing horticultural education, research, and extension programs to better preserve and utilize their rich horticultural resources.

## **ASHS Professional Interest Group Reports** **(To be submitted annually by Professional Interest Group Chairs)**

Perhaps the most important factor contributing to the success of any organization is effective communication among its various components. As Professional Interest Group chair, it is your responsibility to communicate the activities of your Professional Interest Group to the Headquarters staff via the submission of the required annual report. The information you provide is essential for ASHS to effectively serve the needs of the membership. Therefore, as chair and representative of your Professional Interest Group, you must submit appropriate report no later than **September 1<sup>st</sup>** (unless the ASHS Annual Conference is held after this date which would allow this date to be extended). ASHS policy requires each Professional Interest Group to file such reports in order for any Professional Interest Group to be in “good standing.” Please remember that only workshop and colloquia proposals from Professional Interest Groups in “good standing” will be considered for the Annual Conference.

Prior to the conference, you will be contacted reminding you about the process on how to submit the Professional Interest Group Annual Report. This report should also include any items for Board attention or action that occur during your business meeting at the current Annual Conference. Newly elected officers during the business meeting should also be included. These reports are submitted online on the ASHS website. ASHS maintains the past several years of reports on the ASHS site.

## **GUIDELINES FOR ASHS WORKSHOPS**

- Each ASHS Professional Interest Group is allowed (**not required**) to submit one (1), one & one-half-hour workshop *proposal* for presentation at the Annual Conference. **Twenty-five workshops will be approved by the ASHS Board of Directors for presentation during the conference. Notification of acceptance will be completed by April 15th.** For those groups that are selected to present their proposed workshops, the Group Business meeting will be incorporated at the end of the workshop. The time allocated to the workshop will be 1.5 hours with an additional 30 minutes at the end for business meeting.

- Workshop proposals may be developed by one or more ASHS Groups or Committees. Individuals or special interest groups shall work through an established Group or Committee if they wish to develop or suggest a workshop. **However, only one Professional Interest Group can be designated as the workshop proposal primary sponsor.** Additional Professional Interest Groups can be listed as secondary sponsors but only the primary sponsor will have the group's business meeting incorporated into the session's assigned time. **A Professional Interest Group can only be a sponsor (primary or secondary) on one workshop proposal.** (Thus, a group cannot submit a workshop proposal and be listed as a secondary sponsor on another proposal. A group also cannot be a secondary sponsor on more than one workshop proposal.)
- Proposals are to be submitted by a designated workshop coordinator. The coordinator will be the main contact for the Headquarters staff on workshop related matters (including the workshop acceptance notification). The coordinator designates the workshop moderator and speakers and is responsible for all submissions related to abstracts of individual presentations.
- A workshop should emphasize participation and group discussion, often with problem-solving or hands-on efforts. We encourage those submitting proposals to fully develop the ideas and plan the sessions. Developing a proposal completely will allow for the most thorough evaluation. **Please note: developing a session completely does not mean that there must be 90 minutes of scheduled talks as again, the concept is focused on a group discussion of ideas.**
- It is more important to focus on elaborating on the topic, relevance/impact of the topic, a detailed description of the planned format for the workshop, an overview of the goal of the workshop, proposed speakers/panel participants and the importance of their perspective on the topic. Because only twenty-five workshops will be selected for presentation, it is encouraged to be as detailed as possible. Abstracts can be submitted for workshop speakers in the workshop proposal, but they are not required (the details related to the importance of the speaker's role/perspective are the areas that are most important). If you elect to include abstracts for the speakers, it is the responsibility of the workshop coordinator to upload them to the workshop proposal. Note: **There is NOT a \$25.00 abstract submission charge for workshop abstracts. If you receive a prompt requesting payment while trying to submit a workshop abstract, you are in the wrong system.**
- If your Professional Interest Group feels strongly that they do not want to follow the workshop structure as detailed above, there is an opportunity to submit a "Planned Oral Session" to be reviewed for approval and placement in the conference schedule.

**Please note: In order to be considered for this type of presentation - the following criteria apply:**

- There must be 6-8 scheduled speakers - abstracts are required.
  - All speakers must have their abstracts submitted at the time of review (March 15th).
  - Each of these abstracts are subject to the abstract \$25 submission fee (these cannot be transferred from the oral abstract submission site). The fee can be paid by the moderator or each individual speaker, however, they must all be paid by March 15th when they are submitted for review.
  - There is a special "Planned Oral Session" submission site. Again, these talks cannot be submitted in the regular oral submission site nor in the workshop proposal site.
  - Please contact Negar Mahdavian for assistance if you are interested in this session type.
- All workshop speakers must be registered for the conference. ASHS *members* must register and pay in full the appropriate registration fees.
  - Invited non-member speakers\* are limited to three per workshop. Their registration fee is waived for the entire conference. However, they still need to be registered in advance by the workshop coordinator. Please contact [Negar Mahdavian](#) to make arrangements for the registration of non-member invited speakers.
  - Workshop proposals are due **March 15<sup>th</sup> – this date will not be extended**. All speakers for accepted workshops must be confirmed by May 1st and be registered by May 11th. No changes will be allowed to the workshop after May 1st.
  - If a Group chooses not to submit a workshop (again, it is not required that a Professional Interest Group submit a workshop proposal), the group officers will be contacted to see if a scheduled meeting is requested. Group business meetings for those groups not holding a workshop will be scheduled either from 7:00-8:00 AM or 6:00-7:00 PM during the ASHS Annual Conference so that it does not conflict with other sessions. Groups may also choose to not hold a face-to-face meeting and conduct their Group business via the ASHS Group Online Communities on the ASHS website throughout the year. If an answer is not received from the officers, the assumption will be made that business will be conducted face-to-face at the conference.
  - Workshop manuscripts may be published in a subject-appropriate ASHS serial publication (*HortScience*, *Journal of ASHS*, *HortTechnology*) as part of a proceedings pending acceptability (the manuscripts will be peer-reviewed and must meet the same standards as any published manuscript). Organizers of the workshop proceedings are invited to write a brief introduction

to the workshop (one published page maximum). The workshop organizer is responsible for ensuring that all workshop participants submit their manuscripts to the ASHS Online Peer Review System within 6 months of the occurrence of the workshop. Publication costs shall not be borne by the Society (i.e., the papers shall be subject to publishing fees).

### **\*Non-Member Invited Speakers**

If at any time the person has been an ASHS Active Member within the last five calendar years (for the purposes of the 2018 Conference, if he or she was a member between 2012 and 2017), then the person is not eligible to receive complimentary registration as a non-member invited speaker to a workshop or symposium.

### **Once A Proposal Has Been Approved—Workshop Coordinator Information**

1. The deadline for coordinators to add abstracts, or make any changes to *an approved* Workshop Submission is May 1, in order for the information to appear in the conference program.
2. All steps of the entry process, including adding or changing authors or abstracts, must be completed by the coordinator submitting the workshop proposal. ASHS Headquarters will assist those experiencing difficulty with the entry process, but we are unable to handle files emailed to us for entry.
3. Speakers should send their abstracts to the Workshop coordinator. The organizer/coordinator is responsible for coordinating the collection of presentations, ordering the presentations within the system and designating the amount of time allocated for each speaker.
4. Registration fees for a maximum of three (3) **nonmember invited speakers\*** at workshop are waived for the entire conference. However, they still need to be registered in advance by the workshop coordinator. Please contact [Negar Mahdavian](#), at ASHS Headquarters for instructions on how to register non-member invited speakers.
5. Member speakers will need to register for the conference and pay the appropriate registration fees.
6. A LCD Projector screen, microphone and laptop computer will be supplied during the scheduled presentation time for accepted workshop. **Internet access will not be provided.**
7. Abstracts are encouraged for workshop but are not required.

**\*Re: invited nonmember speakers**—If at any time the person has been an ASHS Active Member within the previous 5 calendar years, then the person is not eligible to receive complimentary registration as a non-member invited speaker to a workshop or symposium.

## After the Conference:

### ***Submitting Workshop Papers from ASHS Conferences for Publication***

Papers from the workshop may be published in the subject-appropriate ASHS serial publication (*HortScience*, *Journal of ASHS*, *HortTechnology*) within one year following the presentation, subject to acceptability. The manuscripts will be peer-reviewed and must meet the same standards as any published manuscript. The coordinator is invited to write a brief introduction (one published page maximum). The workshop organizer is responsible for ensuring that all workshop participants submit their manuscripts to the ASHS Online Peer Review System within 6 months of the occurrence of the workshop.

The first three (3) published pages of text and/or black and white figures of each workshop paper do not incur publishing fees. The author(s) are responsible for publishing fees for any pages in excess of three and for all color reproduction charges.

[Download complete instructions for submitting Workshop Papers for publication in an ASHS journal.](#)

## **SOLICITATION AND ACCEPTANCE OF OUTSIDE FUNDS BY ASHS GROUPS: A STATEMENT OF POLICY**

ASHS Groups are encouraged to originate and develop projects and activities to promote the purposes of the Society. These projects may need outside support. The following guidelines govern the solicitation and acceptance of funds from outside courses:

- The term “groups” includes all official Professional Interest Groups, Committees (including the Scholarship Award Committee), Regional Groups, Divisions, the Association of Collegiate Branches, and all other units within ASHS, with the exception of the Endowment Fund Committee.
- “Solicitation” and “acceptance” of funds means for the use of a specific group and not the general use of ASHS.
- “Funds” includes all gifts, donations, grants, and subsidies.
- No group will solicit or accept funds except as specified in these guidelines.
- Before any solicitation or acceptance of funds, the group will notify the ASHS Headquarter Staff in writing, outlining the purpose of the solicitation, the persons or firms to be solicited the projected income, the use of the funds, a detailed budget including all expenses (direct and indirect), and a time schedule for the project or activity. The Executive Director will, within 30 days of receipt, either approve or disapprove the proposal in writing. The detailed budget may be amended from time to time; no expenditure will be incurred or made except as provided in the budget.
- The Executive Director will consult with the Executive Committee before disapproving any proposal.

- Purposes of the activity to be funded will be restricted to those which ASHS is uniquely or exceptionally qualified to conduct because of its focus and composition as a professional society in horticultural science. Purposes encouraged include (but are not limited to): 1) sponsoring Symposia, Short Courses, and Workshops; b) publishing scholarly works from group activities; c) speaker travel expenses and honoraria; d) publishing and mailing of newsletters and notices of activities, and e) support for new ventures not fully funded by the Society.
- Purposes scrutinized by the Executive Director include (but are not limited to): 1) grants from organizations that might reflect adversely on ASHS objectives; b) grants that are so large or whose purposes are so extensive as to be impractical in administration; and c) grants for purposes or activities that are beyond ASHS purposes. No grant will be solicited from a profit organization to perform research and/or service in an area peculiar to the interest of the granting organization.
- ASHS Headquarters is responsible for administering all funds, including disbursements. All donations, grants, and gifts will be to the “American Society for Horticultural Science” and not to the individual group. All earmarked funds will be deposited by the group in the Society’s general fund, with interest accrued to the Society. The current group chair will make written withdrawal requests to the Executive Director.
- Groups should not compete with the solicitation activities of the Endowment Fund Committee or other ASHS groups. The Executive Director will consult with the Chair of the Endowment Fund Committee before approving the solicitation of funds from any persons or organizations that might be pending Fund donors. The Executive Director will work with groups to eliminate duplicate solicitation. The basis for decisions will include time schedule, amount to be solicited, potential success, and details of the organization division/department to be contacted.
- A written agreement must be submitted to the Executive Director if any give, grant, or donation requires the group or ASHS staff to perform any service or activity. The agreement must be approved by the Executive Director before execution by the group.
- All contracts and grants will be carried out on a full-cost recovery basis; i.e., all expenses (direct and indirect) must be recovered by the contract or grant. ASHS will not commit additional funds for cost-sharing grants except under unusual circumstances, and then only the Executive Committee approved.
- No grantor or other person or organization making a grant to a group may use the name “American Society for Horticultural Science” or “ASHS” in any advertisement, announcement, or other pretend matter or in any radio or television advertisement or announcement without prior ASHS written consent.
- Recognizing that funds are sometimes given with other than a pro-bono publico spirit, groups should be careful to avoid circumstances where the donor might wish to imply an endorsement by ASHS.
- Funds received for a group will not be used for the personal benefit of individual members, and all funds will be used in a manner consistent with the purposes of the American Society for Horticultural Science as stated in Article I of its Bylaws.
- Recognizing that grants of large sums present different problems from a gift of a few dollars, the Executive Director at the direction of the Executive Director may require additional information or may place restrictions on the use of funds, not expressly stated.

- Before the ASHS Annual Conference, a copy of this statement of policy will be sent to all present and incoming members of the Board of Directors, and chairs and chairs-elect of Committees and Professional Interest Groups. In addition, this statement of policy will appear on the agenda of the meetings of the Endowment Fund Committee, Scholarship Awards Committee, Division Officers, Continuing Education Committee, and Professional Interest Group Chairs & Chairs-elect.

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Approved by the ASHS Executive Committee on 16 Oct. 1983, on recommendation of the ASHS Finance Committee. Revised by the Colloquia and Workshops Committee, 20 Sept. 1986. Revision approved by ASHS Board of Directors, 15 Dec. 1992.

## AWARDS

Below is a list of Awards given by the Society and its various components. All specifications and online nomination forms are available on the ASHS website).

### Professional Awards

- **Hall of Fame** - this prestigious premier award is to honor distinguished persons who have made extraordinary contributions to horticulture. Its purpose is to educate and inform younger members of the profession and the general public about the important contributions of horticultural pioneers who made significant impacts on horticulture and how their achievements contributed to the science and profession of horticulture and to the greater public good.
- **Fellows** - Election as a Fellow of the Society is the highest honor that ASHS can bestow on its members, in recognition of truly outstanding contributions to horticulture and the Society.
- **Outstanding Extension Educator** - The ASHS Outstanding Extension Educator Award recognizes an educator who has made an outstanding and valuable contribution to horticultural science extension education for a period of 10 or more years.
- **Outstanding Graduate Educator** - The ASHS Outstanding Graduate Educator Award recognizes an educator who has had a distinguished and outstanding graduate education teaching career in horticultural science for a period of 10 or more years.
- **Outstanding Industry Scientist** - The ASHS Outstanding Industry Scientist Award recognizes a horticultural crops scientist working in the private sector who has made outstanding and valuable contributions to horticultural science, the horticultural industry, and the horticultural profession for a period of 10 or more years.
- **Outstanding International Horticulturist** - The ASHS Outstanding International Horticulturist Award recognizes an international horticulturist who has made an outstanding and valuable contribution to international horticultural science, education, research and/or outreach for a period of 10 or more years.



- **Outstanding Researcher** - The ASHS Outstanding Researcher Award recognizes a horticultural crops scientist who has had an outstanding record in research on one or more horticultural crops and in one or more areas of horticultural research for a period of 10 or more years.
- **Outstanding Undergraduate Educator** - The ASHS Outstanding Undergraduate Educator Award recognizes an educator who has had a distinguished and outstanding undergraduate teaching career in horticultural science for a period of 10 or more years.

### Student Awards

- **ASHS Industry Division Student Travel Grant** - This award is open to all undergraduate and graduate horticulture students who plan to attend the ASHS Annual Conference.

**ASHS Annual Conference Travel Grant** - A limited number of travel grants will be awarded to graduate and undergraduate students attending the ASHS Annual Conference.

**ASHS Scholars Award** - the purpose of this award is to recognize and support scholastic achievement and to encourage career development in horticultural science at the undergraduate level.

**Collegiate Scholars Award** - This award honors the academic achievements of junior and senior undergraduates from departments of horticulture, or of plant and crop science, who are majoring in horticulture.

**Outstanding Undergraduate Horticulture Student** - The ASHS Outstanding Horticulture Student Awards officially recognizes exceptional undergraduate horticulture students in baccalaureate programs.

### HortLandmarks

- This award is designed to commemorate sites of horticultural accomplishment. The designees are selected for historical, scientific, environmental, and aesthetic value.

### Division Awards

- Commercial Horticulture Distinguished Achievement Award (CHEX)
- Consumer Horticulture and Master Gardener Distinguished Achievement Award (CHMG)
- Distinguished Achievement Awards for Nursery Crops
- eXtension Professional Interest Group Visionary Horticulturist Award
- Extension Division Education Materials Award
- Distinguished Achievement Award for Human Issues in Horticulture
- Outstanding Fruit Cultivar Award
- Industry Distinguished Achievement Award

- Vegetable Breeding Group Award of Excellence

#### **Professional Travel Award**

- Miklos Faust International Travel Award