



Reporting Conferences & Conventions in *Eye on Psi Chi*

Please fill out this form as completely and accurately as possible. This form also may be filled out online at www.psichi.org/conventions/addnew.asp. If the convention or conference has a mailing list, please put Psi Chi on the list so that we can obtain pertinent information on a regular basis. Psi Chi sponsors a recognition program for Psi Chi members who present papers at any of the psychology conferences or conventions listed in the "Convention Calendar" in *Eye on Psi Chi*.

To obtain a Certificate of Recognition for Scholarly Contributions, please refer to the separate form, "Psi Chi Certificates of Recognition for Paper/Poster Presentations" (5.4), which is sent to all Psi Chi chapters in the regular chapter mailings and is also available on the Psi Chi national website at www.psichi.org (click on **FORMS**).

(Please type or attach computer printout with information requested below. Information may also be emailed.)

Exact [official] name of conference or convention [include "___ Annual" if applicable, e.g., "9th Annual . . ."]
Place [facility, institution, city, state]
Date(s)
Sponsor(s)
Theme(s), major topic(s), special activities
Describe call for papers/submissions
Submission deadline
Contact for more information [name, address, telephone number; include fax and email]

It is important that published information be presented correctly. Please proofread the information on this form and make sure that it is legible and accurate. Check for spelling, punctuation, capitalization, and spaces between words. **Please do not use all capital letters or abbreviations.**

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