

AAPA



Asian American
Psychological Association

2016 AAPA ANNUAL CONVENTION REPORT

CONVENTION THEME:

Beyond 'Yellow' Borders

Revealing Our Diverse Community, Expanding Our Coalition Horizon

University of Colorado, Denver • Denver, Colorado

Conference Co-Chairs

Noriel Lim & Gloria Wong-Padoongpatt



2016 AAPA Annual Convention Report

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GENERAL SUMMARY

a. Committee Formation

The formation of the Convention Committee began shortly after the end of the 2015 Convention in Toronto, Canada. Gloria Wong-Padoongpatt expressed interest in serving as Convention Co-chair following the Toronto convention. She had been actively involved in AAPA for several years and was enthusiastic about making a difference in the organization. Many of the new sub-committee chairs who were selected had a self-identified interest in joining the 2015-2016 committee. Attempts were made to recruit individuals who were local to Denver, Colorado for specific sub-committees in order to facilitate ease of planning; however, we were unable to recruit any local AAPA members. The remainder of the committee was fully composed by November 2015. A couple of modifications in the committee co-chair assignments were needed to be made in the spring; Wilson To replaced Chu Kim-Prieto on the Volunteer Committee and Minji Yang was added as a third co-chair of the Book Sale Committee. There were 11 professionals and 8 students on the committee, which was similar to the committee makeup in prior years. The format of having a returning co-chair partner and mentor a new incoming co-chair continues to work well. We solicited the assistance of Dr. DJ Ida, a Denver local, who was very instrumental in helping us secure a convention venue. Dr. Glenn Masuda, a member of the Executive Committee, also volunteered to assist in the planning process.

The final convention team is listed below. The names of the returning committee members are listed first in each grouping.

Convention Co-Chairs:	Noriel Lim and Gloria Wong-Padoongpatt
Banquet/Entertainment Co-Chairs:	Sumin Na and Jennifer Hsia
Book Sale Co-Chairs:	Michelle Lee, Kayi Hui and Minji Yang
Mentor-Mentee Co-Chairs:	Vivi Hua and Wells Ling
Poster Co-Chairs:	Kimberly Langrehr and Sunny Ho
Program Co-Chairs:	Elsa Lee and Ya-shu Liang
Registration Co-Chairs:	Ankita Krishnan and Will Tsai
Session Co-Chairs:	Anne Saw and Huijin Li
Volunteer Co-Chairs:	Chu Hui Cha and Wilson To
AAPA Vice President:	Helen Hsu

b. Committee Responsibilities

An effort to make the planning process more collaborative across the different subcommittees was made. The Sessions, Poster, and Program Committees worked in close collaboration during the proposal review and selection process. The Program Committee Co-chairs recruited proposal reviewers, who were then given review assignments by the Poster and Sessions Committee Co-Chairs. Given the newly-formed Division on Practice, the Convention Co-chairs and the Program Committee Co-chairs ensured that CEs were offered at this year's conference. The Registration Committee Co-chairs worked closely with the Convention Co-chairs, as well as the Co-chairs of the Volunteer, Book Sale, and Mentor-Mentee Committees.

In general it seemed that all committee co-chairs worked well with one another. Most communicated via telephone and email contact. The convention co-chairs shared information with committee members via email. Convention co-chairs continued to use *Dropbox* for storing current and historical information. *ConferenceCall.com* was used to facilitate group meetings and discussions about convention procedures and logistics. Two full-committee conference calls were held, one in January 2016 and another in June 2016, for committee members to touch base with one another and to discuss ongoing logistics. In addition, the convention co-chairs split responsibilities of having smaller meetings/check-ins with each sub-committee, on a routine basis.

c. Convention Theme

This year's theme, *Beyond Yellow Borders: Revealing Our Diverse Community, Expanding Our Coalition Horizon*, was inspired by the 50th anniversary of the Immigration and Nationality Act of 1965 and the Black Lives Matter movement. During the 2015 convention, the convention co-chairs and the president discussed ways AAPA can go beyond Asian American issues and be more inclusive of social issues concerning other marginalized groups. Through discussion with the convention co-chairs, president, vice president, Executive Committee members, and convention committee members, it was decided that this theme would encourage AAPA to focus on certain AAPI groups that are not visible and also challenge members to consider issues of other marginalized groups. The Call for Proposals (CFP) was finalized in January 2016. No changes were made to the types of proposals accepted (i.e., interactive sessions, symposia, and posters were all included). Emphasis was placed on promoting the CFP across disciplines and to a variety of allied organizations. We also posted the CFP on listservs for the ethnic minority psychological associations and various divisions within the APA. All committee members were also asked to distribute the CFP to their respective organizations and colleagues. The host university helped advertise to the AAPI community in Denver.

d. Timeline

In general, most of the major decision points of the convention were conducted in accordance to a predetermined deadline. The timeline used in Denver followed the timeline set for other US-based AAPA conventions (e.g., DC, Orlando, etc.). The deadlines were as follows:

DENVER – '16	IMPORTANT DATES/DEADLINES
By end of October 2015	Fill committee co-chair positions Identify Conference Theme
By beginning of December 2015	Identify Conference Site Location Identify Keynote Edit Call for Proposals (CFP) Leftover books
By end of Jan 2016	Finalize and Advertise CFP Update AAPA website and contact listservs with CFP Obtain Contract from Conference site
	Identify Banquet Location and Entertainment
	Submit revisions for submission portal to website managers
February 2016	Identify Proposal Reviewers (Poster, Session, Program)
March 21, 2016	Deadline for Proposal Submission
March 25, 2016	Send proposals to reviewers
April 17, 2016	Reviews Due. Program co-chairs will follow up with missing reviews.
April 25, 2016	Notification to accepted proposals Begin soliciting student volunteers via listserv and Facebook
April 27, 2016	Registration portal launched. Early Bird Registration open. (same as APA) Continue soliciting student volunteers via portal and listserv emails as needed.
May 13, 2016	Deadline for accepted presenters' proposals
June 3, 2016 (Deadline)	Identify CEU programs. Request presenter CVs and learning objectives
July 1, 2016	Conference Program completed Update AAPA website and contact listservs with final program
June 30, 2016	Early Bird Registration closed

July 13, 2016	All online registration closed
July 20, 2016	Confirm lunch, banquet, and special VIP RSVP tickets
August 2, 2016	Pre-convention meeting and dinner
August 3, 2016	AAPA Convention Day
August 4, 2016	AAPA EC Business Meeting/Conference Summary
August 29, 2016 Sept. 30, 2016	Collect reports from Committees/finalize Conference report Submit final Conference Report to AAPA EC

Elizabeth Alger (EAlger@apa.org) continued to be our primary contact at APA this year. She helped in updating the website for the proposal (<http://forms.apa.org/aapa>), administrator team (<http://forms.apa.org/aapa/adm>), and reviewer (<http://forms.apa.org/aapa/reviewers>) portals. Elizabeth was responsive to edits from the Convention team overall. It will be important for next year's co-chairs to contact Elizabeth early (as soon as the CFP is finalized) in order to avoid delay in updating the website and opening the portal for proposal submission.

Overall, the process of receiving, reviewing, and selecting proposals went well. Our poster and session teams were able to easily access and utilize the portal websites after the submission period ended. This allowed for quick assignment of proposals to our volunteer reviewers.

Reviewers used a modified rubric, which was developed by the Posters and Sessions Committees. This year, proposals for the posters, symposia and interactive sessions each had separate guidelines for review. The new set of rubrics ensured that non-empirical submissions were reviewed fairly with appropriate guidelines. In general, the review process went very well. Consistent with the review process over the past two years, authors of proposals were given the reviewers' narrative feedback when they were notified of the status of their proposal.

We integrated convention information with the AAPA website by staying in contact with the AAPA Communications Officer, Steph Pituc (stephpituc@gmail.com). Steph was very responsive to our requests to update the website and post updates to AAPA's Facebook page; the co-chairs were given administrative access to AAPA's Facebook page, as well. The convention co-chairs used Facebook and the AAPA listserv to post updates to the AAPA membership. Posting through both the listserv and Facebook was efficient and effective as it took little time to send out convention updates and reach the majority of AAPA members.

There were relatively few challenges in adhering to the timeline this year. The proposal submission deadline was extended for three days in order to encourage members to submit additional proposals.

e. Site Selection

We began our search process by contacting Dr. DJ Ida who was based in Denver. We wanted to focus on getting a university/college campus location, as spaces/rooms in college campuses were often less expensive than renting spaces in hotels. DJ Ida contacted a colleague from the University of Colorado, Denver (CU-Denver), Soyon Bueno, who directs CU Denver's Asian American Student Services Program. In addition, we considered the University of Denver (DU) as a possible venue; Dr. Glenn Masuda connected us with colleagues from the Psychology Department of DU. DU also has a school of hospitality management, and we contacted the director, Patricia (Patty) Farmer, to inquire about cost and space availability.

In the end, we decided that CU Denver was the best option for the convention site. Soyon Bueno was able to secure several rooms for us, and because she was affiliated CU Denver, she was able to reserve the rooms for free. Soyon booked several rooms in different buildings on the CU Denver Auraria campus. Because only The Tivoli Student Union had enough rooms available for the day of the conference, we decided that the Tivoli would be the ideal location. The Tivoli, an old brewery that was repurposed into a student union building, was close to the Colorado Convention Center, where APA was held, as well as to several Downtown Denver hotels

(about a 15- to 20-minute walk). A newly-built light rail transit (University of Colorado A Line) enabled attendees to commute from the Denver International Airport to the Denver Union Station, which was approximately 0.8 miles from the Tivoli; the fare from the airport to the union station was \$9. As a show of gratitude to the Asian American Student Services Program, AAPA donated \$1500 to CU Denver's Peggy Lore Leadership Scholarship for AAPI students, a scholarship that is sponsored by CU Denver's Asian American Student Services Program that benefit AAPI students at CU Denver.

Soyon was able to secure six rooms at the Tivoli for the breakout sessions, and with the exception of one room (which was only available starting at 11:30am), the rooms were available from 6:30am until 7pm. The planning committee was allowed access to the building starting at 6am. The main hall that was used for the Keynote (Baerresen Ballroom) was able to accommodate up to 300 attendees, while the rest of the rooms (designated as breakout rooms) were able to hold between 40 to 80 people. The breakout rooms did not all come equipped with built-in projectors and screens; however, portable projectors, screens, and microphones were provided in each room. This year, we asked our presenters to bring their own laptop for PowerPoint presentations. We encountered some technical issues when connecting some projectors to presenters' laptops; however, we were able to fix these problems relatively quickly. The CU Denver/AHEC staff was very helpful in this process. An additional room was reserved as a break room for the committee members and staff. Free Wi-Fi access was available for all conference attendees through CU Denver. In addition, an event-specific free Wi-Fi account was provided to the planning committee members for a more reliable Internet access. There were no issues with connecting to the Internet.

Posters for the poster session were placed either at the back from Baerresen Ballroom or at the adjoining foyer area. Tables were also set up in the foyer of Baerresen Ballroom for registration, book sale, and lunch/snack/coffee breaks. With Soyon's help, we were also able to designate three restrooms at the Tivoli as Gender-Neutral. A lactation room, close to Baerresen Ballroom, was also available.

Food for snacks and lunch were purchased from a local catering company (Serendipity). The Tivoli only allowed certain vendors to contract with event coordinators. We opted to contract with Serendipity, per Soyon's recommendation. Breakfast items included assorted breakfast pastries and fresh fruits, as well as coffee and an assortment of teas. Afternoon snacks included brownies and popcorn; coffee, and tea were also provided. On the day of the convention, both coffee and breakfast items were consumed quickly. This was unanticipated given our experience in the past few years. This might be due in part to having more first time attendees (mostly students) arriving early at the convention; in the past, attendees did not arrive until around the Keynote address. Due to additional demand, we ordered two extra vats of coffee in the morning and one extra vat for the afternoon snack. Unlike breakfast, there were a lot of leftovers from the afternoon snack. The total cost of the morning and afternoon snacks and beverages was \$1978.15. Razia Kosi (AAPA Finance Officer) was very helpful in ensuring that caterers were paid on time.

With regard to lunch, a total of 115 lunch boxes were ordered, totaling \$1460. The cost for each boxed lunch was \$12.70, and we sold it for \$15, giving us \$2.30 in profit per order. There were four lunch options, including chicken, turkey, vegetarian, and roast beef sandwiches. Lunch also included potato chips, brownies, and either a canned soda or bottled water. There were some mistakes in the lunch orders; some vegetarian sandwiches were missing. When this was mentioned to the caterers, they were able to quickly deliver additional vegetarian sandwiches. In general, the food choices were well received by the guests.

The banquet dinner was held at a separate location from the Tivoli. There were a couple of choices for the banquet venue (a Chinese restaurant that was farther away from the Tivoli, requiring transportation, and a Thai restaurant that was within walking distance of the Tivoli, approximately a 20-minute walk). We avoided having to contract with a shuttle/bus company for transportation, as this would incur additional cost and require more coordination. We eventually decided to go with the Thai restaurant (Aloy Modern Thai; www.aloymodernthai.com) because it was recommended and because the AAPA banquet had never been held at a Thai restaurant. The banquet price per person was approximately \$40. The menu included two appetizers, a salad, soup, five entrees, and a desert item. There was a general consensus that the food was good. The main

challenge with the banquet had to do with seating and space. We communicated with the restaurant manager (Bo Bean) that we wanted the banquet to be family-style and requested that the tables and chairs be arranged in a way that would be consistent with family-style dining. However, on the day of the banquet, it became clear that the restaurant was unable to accommodate these requests. Instead of family-style, the restaurant arranged the food buffet-style, and there were not enough tables to accommodate all 135 attendees. In the end, the banquet guests were able to be flexible and enjoy both the food and the entertainment (Thai dancers). A donation of \$200 was given to the Thai temple for providing entertainment/Thai dancers.

f. Co-sponsorships

To acknowledge their support in helping us secure a venue for this year's conference, we made The University of Colorado-Denver's Asian American Student Services Office and the National Asian Pacific Islander Mental Health Association co-sponsors of this year's convention.

g. Housing

This year, we were able to provide the option of staying at a hotel next to the Tivoli (SpringHill Suites; www.springhillsuitesdenver.com). We were in touch with Ashley Wray, Sales Coordinator, and she was able to reserve 10 rooms for AAPA guests on a discounted rate through their Courtesy Block option. We also had the option of choosing their Contracted Block, which would enable us to reserve more than 10 rooms at the hotel. However, we decided against this option because AAPA would be financially responsible for rooms that were not booked. Some AAPA guests ended up booking rooms at SpringHill Suites.

h. Fee Structure

Registration fees were lowered for students compared to last year. We again charged a small fee for family members of registered attendees.

2015: early reg \$115; non-member \$140; student \$50; student non-member \$60; family \$5
2015: late reg \$140; non-member \$165; student \$60; student non-member \$75; family \$5
2015: onsite reg \$150; non-member \$175; student \$70; student non-member \$85; family \$5
2016: early reg \$115; non-member \$140; student \$45; student non-member \$55; family \$5
2016: late reg \$140; non-member \$165; student \$55; student non-member \$65; family \$5
2016: onsite reg \$150; non-member \$175; student \$65; student non-member \$75; family \$5

Banquet prices remained the same. The prices were: banquet member \$55, non-member \$65, student \$35, and student non-member \$40. The prices for a banquet guest adult (age 13+) was \$65, for a guest child age 5 to 12 was \$40, and for any child under 5 we offered a free ticket. People were still asked to register their children in order for us to be sure there were enough seats.

Lunch cost \$15 for guests this year, and it was \$15 last year too.

Consistent with last year, we provided student volunteers free registration and lunch. Similarly, student volunteers did not receive complimentary banquet tickets this year. In a similar process to last year, all convention team members given complimentary registration and lunch, but instead of complimentary banquet tickets, they were able to purchase discounted banquet tickets. In addition, AAPA paid for a meal following the pre-convention planning meeting. We had this meal at Domo, a few minutes drive from the Tivoli (1365 Osage Street, Denver, CO). We purchased \$25 gift cards for members of the convention team who could not attend the convention in person (7).

i. Invited Speakers

Similar to the past years, the co-chairs reached out to potential keynote speakers that would be able to speak to the theme of the Convention. We initially approached the founders of AAPA Derald Sue and Stanely Sue but they declined as they had conflicting schedules during the time of the keynote. The president and vice president suggested Ali Mattu, a recent candidate running for APA presidency. Ali was a clinical psychologist specialized in the treatment of anxiety. He had a unique approach to disseminating and translating psychological science into

practical applications for people through the use of social media. Through his interdisciplinary approach to psychology, he was able to speak directly to the theme of going beyond our community and reach out to other communities.

We also had an ending keynote panel which was different from previous years. We invited representatives from five AAPA divisions to talk about personal experiences with social justice, current issues they were addressing, and their vision for future endeavors. The panelists included: Grace Kim (Division of Women, Division 45/Section 5), Alicia del Prado (Division on Filipino Americans), Puni Kalra (Division on South Asian Americans), Saeronmi Kim (Division on LGBTQQ), and Ming Tu (Division on Students). All panelists submitted a version of their talk to the discussant a week before the convention. Each of the panelists gave a heartfelt discussion of how the role of social activism has impacted their lives and both the panelists and the audience became vulnerable to the other. Alvin Alvarez served as discussant and gave powerful concluding statement addressing the emotional connection we all have to social justice.

In addition to our keynote panelists, we invited several others to speak at the convention. We asked Derek Iwamoto, recipient of 2014 AAPA Early Career Award, to present his research on cultural determinants and mechanisms of problematic drinking among Asian Americans. As has been done in past years, the 2015 AAPA Dissertation Award winners and those who received honorable mentions were also invited to present. The three individuals shared one session and each presented on their dissertation research. Furthermore, we invited the co-chairs of the AAPA Leadership Fellows Program (Nellie Tran and Richelle Concepcion) to present on leadership development as it relates to the fellows program.

Finally, the AAPA Divisions and special interest groups were offered an opportunity to hold a lunchtime meeting. Those who accepted the offer to hold a meeting included, the Division on Students, Division on South Asian Americans, Division on Filipino Americans, Division on LGBTQ Issues, and the new Division on Practice.

j. Program

The program structure remained similar to that which has been used in previous years. The day began with the early-bird meet-and-greet and breakfast, followed by opening remarks and the keynote address. This year, we decided to include a special session on social justice, which also functioned as the afternoon closing keynote panel. Instead of allocating 90 minutes to the morning keynote address, we decided to shorten the morning keynote address to 60 minutes to make time for the afternoon special session. This worked well, as there was only one keynote presenter, instead of having a panel.

The first two breakout sessions were held before lunch, while the third breakout session and the special session on social justice were held right before the poster session. A short break between the special session and the poster session was also included in which snacks were provided to attendees. We decided to hold the poster session in Baerresen Ballroom and the adjoining foyer area. This provided the necessary space for the anticipated traffic during the poster session. This layout also gave guests access to the book sale tables and the afternoon snacks. The afternoon keynote/special session on social justice was well-attended. Both the panelist presentations and the discussant closing remarks provoked emotional reactions from the crowd. Overall, both the morning and afternoon keynote addresses were able to accomplish what we had hoped to accomplish (i.e., an energizing morning keynote that would energize the attendees for the day ahead, and a more subdued and thoughtful afternoon keynote that would help close the day and inspire attendees to participate in social action.

Similar to last year's convention, we decided to hold afternoon announcements/awards following the poster session rather than after the mentor-mentee reception. The mentor-mentee reception followed the afternoon announcements, which included general announcements and awards. Moving the announcements to earlier in the day allowed those who did not plan to attend the mentor-mentee reception to have a small break in the day before the evening banquet.

This year there was room for 17 sessions, 3 of which were predetermined/invited. The acceptance rate for sessions/symposia was 56% (14/25) and for posters was 87% (58/67).

k. Innovations

All of the innovations from the 2015 convention were kept, including (a) using social media volunteers, (b) providing narrative feedback from the reviewers to authors of proposals, (c) allocating funds to purchase tri-folds for the poster session, (d) soliciting EC members' help in encouraging members to register for the convention via email to the AAPA listserv, and (e) publicizing keynote ahead of the release of the full program.

Innovations to the program this year included:

Closing Keynote. A closing keynote session (special session on social justice) was added to this year's convention. The convention co-chairs wanted to have a welcome keynote that would energize the attendees throughout the day, as well as closing keynote that provokes thought and inspire guests to continue engaging in social justice work.

Modified Rubrics for Reviewers. The Sessions and Posters Co-chairs worked on revising last year's rubric to ensure that each type of proposal (poster, symposium, interactive session) has a separate rubric with appropriate criteria for review.

Poster/Session Survey and Thank You Letter. The Poster and Sessions Co-Chairs (Sunny and Huijin) along with Gloria worked on circulating a survey to proposal reviewers to obtain feedback about the review process. The sessions and posters co-chairs also worked on drafting and sending out thank you letters to proposal reviewers.

Continuing Education (CE). This year, the Convention Co-chairs worked with the Program Co-chairs to provide CEs to practicing psychologists who attend three selected sessions. We worked with Kim Gorgens, PhD, director of the University of Denver's Continuing Education Program. Psychologists were able to earn up to 3 CEs.

Sale of BLM T-shirts. The AAPA Leadership Fellows Program Co-Chairs, Nellie Tran and Richelle Concepcion, had "Asian American for Black Lives Matter" shirts made and these were sold at the convention. The revenue was split evenly between Black Lives Matter and the AAPA Leadership Fellows Program. The shirt sale was consistent with this year's convention theme of social justice and collaboration with other ethnic minority groups.

Banquet Bracelets. The Convention Co-chairs decided to use mala/prayer bead bracelets in lieu of banquet tickets this year. The bracelets were easier to check at the door (instead of tickets or stickers) and they also functioned as give-aways.

l. Awards

In general, Helen Hsu (Vice President of AAPA) was in charge of the awards procedures (e.g., contacting guests, making certificates or plaques, providing honorary/complimentary banquet tickets). Some awards winners were announced at the convention's Afternoon Remarks, whereas others were announced at the Awards Banquet and printed in the Banquet Program. Sumie Okazaki chaired the AAPA Awards and AAPA Fellows committees. Brandon Yoo took on duties of the Student Travel and Dissertation Awards. Both communicated the winners of the awards to via the regular channels (e.g., website, listserv), and the student travel award winners were also sent directly to the convention committee. The winners are noted below:

Qian Lu, Ph.D. & Jorge Wong, Ph.D.	APF Okura Mental Health Leadership Foundation Fellowship
Shu-wen Wang, Ph.D.	AAPA Early Career Award for Distinguished Contribution to Science
Mary Ann Takemoto, Ph.D.	AAPA Distinguished Career Award
Joel Wong, Ph.D.	AAPA Fellow
Jan Estrellado, Ph.D. & Susan Han, Ph.D.	AAPA Leadership Fellows Program
Ming Tu	Stephen C. Rose Scholarship
Tao Liu	AAPA Dissertation Research Grant

Celebratory remarks were also given to outgoing officers during the convention itself.

Sumie Okazaki, Ph.D.	Outgoing Past-President
Helen Hsu, Psy.D.	Outgoing Vice President
Winnie Ma, Ph.D.	Outgoing Historian
Brandon Yoo, Ph.D.	Outgoing Board of Directors
Stephanie Pituc, Ph.D.	Outgoing Communications Officer
Fanny Ng, MA	Outgoing Board of Directors (Student Rep)
Karen Suyemoto, Ph.D.	Outgoing Council of Rep (CoR) Chair

During the convention's closing remarks, the following awards were announced: Best Poster, Student Travel, Division on Students, Division on South Asian Americans Student Award, Division on Filipino/a Americans Student Award, and Best AAJP Paper. The Student Travel Award winners were Ahmed Alif, Thomas Chan, Arwin Angelae I. Cotas, Nina Kaur, Brian TaeHyuk Keum, Marina T. Khan, Hyunji (Hannah) Lee, Shizhu Liu, Yun Lu, Van Ly, Rani Lacsa Marcos, Ka yan Danise Mok, Tiana Osborne, Claire Park, Amber Pham, Preet Kaur, and Preet Kaur Sabharwal.

m. Attendance

Taking into account pre-registration and on-site registration, **overall attendance was 205 guests (including 15 family members)**. This number was about 5% higher than last year's attendance (which was 185); this was the most attended conference in recent years. The total guest count based on online registration was:

86 AAPA Professional members and non-members (9 on-site registrations)
101 AAPA student members and non-AAPA students (9 on-site registrations)
15 family guests (2 on-site registrations)

Based on pre-registered online numbers, **banquet ticket purchases were 135**. The number of banquet attendees was capped at 135. At the time online registration closed, we knew we had the following guests booked: 88 Professionals + 34 AAPA students

n. Budget and Revenue

The convention co-chairs are not given an actual budget to plan. Instead, estimates from prior conventions are used to make determinations about how much things should cost. At the close of the convention, it seemed we had a surplus of **\$5224**, or about \$36 per guest. Factors contributing to this year's surplus were as follows: low cost of venue (\$1500 donated to the Peggy Lore Scholarship), higher attendance, registration prices kept similar to previous years, no additional cost of transportation to the banquet venue.

SUMMARY

Total Revenue	\$22,615
Total Expenses	\$17,391
Surplus/Loss	\$5224
Surplus/Loss per Attendee	\$36
<i>Attending</i>	188
<i>Paying (Attending minus complimentary registrations)</i>	146

REVENUE***Early Bird Registration***

professional member	\$7,040.00
professional non-member	\$810.00
student member	\$2,880.00
student non-member	\$600.00

After Early Bird Registration

professional member	\$675.00
professional non-member	\$480.00
student member	\$300.00
student non-member	\$210.00

On-site Registration

professional member	\$1,050.00
professional non-member	\$350.00
student member	\$490.00
student non-member	\$170.00

OPTIONAL

lunch	\$1,725.00
banquet professional member	\$3,080.00
banquet professional non-member	\$195.00
banquet student member	\$1,050.00
banquet student non-member	\$80.00

Convention guest	\$100.00
Registration Total	\$21,935.04
banquet payment (APA MFP, paying guests)	\$680.00
donations	\$741.00
Total Revenue	\$22,615.00

EXPENSES

Committee and Speaker Costs

Planning committee complimentary registration (professionals)	\$735.00
Planning committee complimentary registration (students)	\$200.00
Student volunteer complimentary registration	\$1,200.00
Planning committee discounted banquet (professionals)	\$245.00
Planning committee complimentary banquet (students)	\$75.00
Student volunteer discounted banquet	\$0.00
Planning committee complimentary lunch	\$180.00
Student volunteer complimentary lunch	\$450.00
Keynote honoraria (complimentary banquet)	\$130.00
Keynote travel/lodging	\$0.00
Total Committee and Speaker Costs	\$3,215.00

On-Site Expenses

Meeting room rental	\$1,500.00
Insurance	
Total on-site Expenses	\$1,500.00

Food & Beverage/Events (includes gratuities)

Morning coffee and snacks	\$1,045.00
Boxed lunch	\$1,460.00
Coffee breaks (mid am & pm)	\$1,112.00
Banquet (paid)	\$4,112.00
Banquet (complimentary)	\$715.00
Food & Beverage/Events Total	\$8,445.00

Miscellaneous

Award plaques	\$500.00
Poster Award	\$100.00
Poster Boards	\$140.00
Shipping Cost (to next conference site)	\$500.00
Convention program packets, badges, printing	\$640.00
Banquet Entertainment (Thai Dancers, Bracelets)	\$410
departing officer gifts	\$500.00
Transportation to banquet (buses & taxis for disability access)	\$0.00
CE Application Fee	\$200
Event Brite fees	\$734.00
Meeting Organizer Total	\$3,725.00
Sub Total Expenses	\$16,884.00
Contingency Fund	\$507.00
TOTAL EXPENSES	\$17,391.00

REGISTRATION COMMITTEE REPORT
AAPA 2016 Convention
Co-Chairs: William Tsai & Ankita Krishnan

Important Registration Dates

- Launch Registration: April 28th, 2016
- Early Registration Closed: June 30, 2016
- Late Registration Closed: July 13, 2016
- Convention Date: Wednesday, August 3rd, 2016

2016 Registration Totals (Compared to 2014 & 2015 Registration Totals)

	2014	2015	2016	% Change from 2015
Total Conference Registrants	185	195	205	+5%
Early Conference Registration	93	171	169	-1%
Late Conference Registration	22	14	16	+14%
On-Site Conference Registration	15 (6 students, 9 professionals)	10 (4 students, 4 professionals, 2 guests)	20 (9 professionals, 2 guests, 9 students)	+50%
First-Time Attendees	60	58 (approx..)	59 (approx..)	0%
Total Professionals (conference/banquet)	62/49	75/48	86/88	+15%/+83%
Total Students (conference/banquet)	101/57	100/48	101/34	-1%/-29%
Total Family Members	7	20 (guests)	15 (guests)	-25%
Total Members	98	161	175	+9%
Lunch	99	118	115	-3%
Mentor-Mentee Reception (Yes or Unsure)	73	103 (yes)	93 (yes)	-10%
Banquet	145	120-122	135	+13%
CEUs	0		3 (onsite only)	

Trends and Analysis

Attendance increased across most areas, especially in onsite registration (+50%). Most registrants (close to 82%) continue to use early bird registration and there was a slight increase in number of AAPA members registered (9%). There continued to be the option for family members/guests of AAPA participants to register for a discounted rate. There was also a marked increase in professional members who registered for the banquet (+83%), which was expected, given the number of VIP members (MFP Fellows, Division/APA Presidents & board members, etc.) who attended the banquet.

Online Registration Service

EventBrite was a successful platform for the AAPA Convention registration in all three years. The Registration Co-Chairs were able to copy the EventBrite registration set-up from 2015 and update the relevant information for the 2015 Convention registration. New additions to the Eventbrite registration portal was an option for “additional lunches,” which served mostly to ensure that individuals who had discount codes for lunch could only apply the code for their own lunch option and they could purchase additional lunches separately. This year, the convention committee also added a donation option towards the CU Denver Peggy Lore Scholarship. As with the previous years, the AAPA Paypal account and Eventbrite system allowed for pre-registration purchases for members and non-members, refunds, on-site registration using credit cards, and book sale purchases using credit cards. The Registration co-chairs tracked purchases and registration numbers on a weekly basis while the online registration portal was open.

The “Discount Code” option was helpful for special guests receiving a complimentary discount/ticket. We strongly encourage the discount code option for next year, having special guests self-register through EventBrite and apply the discount code when registering, in order to reduce workload, avoid confusion, assist in keeping better track of attendees, and collect helpful information (e.g., are they bringing guests, do they want a veg option, etc.). The discount code option was also utilized to register volunteers for their complimentary registration and lunch tickets. However, some problems arose as some volunteers registered for convention without the use of the codes, and needed to be refunded prior to re-registering. Moreover, multiple volunteers (approximately 5) did not register for the convention during early bird registration, and therefore had to register onsite. We recommend to continue requiring volunteers and committee members to register during early bird registration to ensure that all compensated/discounted registration purchases are accounted for. We recommend having separate discount codes for volunteers and committee members for future conventions. Eventbrite’s discount system does not allow both percentage and numerical discounts, which required two separate discount codes to be created for the convention committee (one for registration and one for banquet).

It is recommended that an additional question asking whether registrants are first-time attendees will be helpful to track this data (previously, this has been determined by the number of “first-time attendee” ribbons that have been used, but this may not always be an accurate approximation).

Disadvantages of EventBrite continue to be (1) the fees charged (3.5% + \$0.30) per ticket plus the PayPal costs; (2) some of the rigidity of the platform (e.g., not being able to insert headers to separate the different programs). We continued to use on-site laptops to register participants and accept credit card transactions.

The registration committee explored the option of Picatic and other online registration portals which has lower fees (3.0% + \$0.30) per ticket compared to PayPal costs (3.5% + \$0.30 per ticket). Additionally, the setup and design used in Eventbrite would not be able to be copied over and integrated into Picatic. Thus, if the convention committee were to go with Picatic for future conventions, the design would need to be completely re-created. As with previous conventions, it may be more convenient and simpler to remain with Eventbrite.

The Registration Co-Chairs maintained open communication with the Banquet Co-Chairs, Volunteer Co-Chairs and Mentor-Mentee Co-Chairs leading up to the convention. It is recommended that lists of volunteers, banquet attendees, and registrants for the Mentor-Mentee reception continue to be cross-checked among the committees to ensure that a solid and final list is ready for the day of the convention to check off individuals attending from each list. As there was a significantly longer wait list for this year’s banquet in comparison to the previous years, it is also recommended that the

Registration and Banquet co-chairs communicate closely with each other to ensure that both committees are well-aware of any issues that need to be addressed in relation to the banquet on the day of the convention.

Badges

This year, we continued to use the Avery Design & Print program that was provided with the name badges purchased. This program was easy to use and allowed for easy printing of the name badges. We had to purchase new badges this year, purchasing 200 to ensure that we have enough for this year's convention and for on-site registrants. We continued to use name badges that could be attached onto lanyards. Additional badges were also created for guests who registered on-site.

- Stickers were used on the front of the badge to indicate conference registration (red star), lunch options (blue, yellow, red, or green), and banquet purchases (blue star). Additionally, we combined the "speaker" and "presenter" badges into just "presenter" badges for all individuals presenting (poster presenters, key note speakers, symposium speakers, etc.) to reduce confusion among the different types of presenters. Badges were inserted and alphabetized ahead of time in order to save time on the day of the convention. Strings were not attached to the badges for ease of transportation. For name badges, title/position and location were typed on the badge. Preferred gender pronouns were also added onto the badge.

This year, bracelets served as "tickets" for the banquet attendees. Many participants were happy to receive the bracelets and provided positive feedback.

General Comments and Suggestions

- An hour is needed to get the registration table fully set-up on the day of the convention in order to accommodate the early rush of registration, setting up the laptops, obtaining internet access, getting EventBrite loaded, and training volunteers.
- Alphabetizing the registration and banquet list attendees will help to speed the process of looking up attendees.
- It would be helpful for future conventions for the registration and banquet committees to work more closely together or to communicate more closely about the banquet attendance and waitlist, so that both committees are aware of any issues that need to be addressed on the convention. It would also be helpful for one of the registration co-chairs to be present early at the banquet with the banquet co-chairs and volunteers to be accessible if any questions are asked or any issues need to be addressed (the banquet co-chair suggested this for next year).
- It would also be helpful to make sure that there are registration volunteers in shifts throughout the day (until 5:00 PM), in the event that the registration co-chairs are both presenting at sessions (for example, both the co-chairs had posters this year so a volunteer was needed to watch the registration table during the poster session).
- This year, banquet tickets were bracelets that each attendee had to wear. We would recommend continuing to have either a bracelet or some type of physical "ticket" to ensure that every attendee has one when accounting for numbers and attendance.
- It was very helpful to have volunteers arrive an hour before the convention to explain the registration process to them; additionally, they were very helpful in setting up the registration tables with the Registration co-chairs. In the future, Registration and Volunteer co-chairs should continue communication before the convention, and having a list of instructions for on-site registration ready beforehand may be helpful for volunteers (since volunteers come in different shifts). We would recommend continuing to have 6-7 volunteers for the first shift of registration since morning hours tend to have the most traffic. Registration slowed down throughout the latter course of the day.
- Having the internet username/password readily available for use at the convention site made internet access easier this year.
- It is recommended that the registration co-chairs continue having a form ready and pre-made before the convention to account for all cash purchases on-site (on-site registration, banquet ticket, lunch purchases). Writing down each cash purchase made it easier to check actual registration numbers at the end of the convention, since Eventbrite reports only account for online purchases and not those paid with cash.

- It was helpful to have volunteers just for on-site registration to ensure that at least one volunteer knows all of the pricing options for on-site purchases (and is in charge of the cash box), and the other can help participants navigate the registration process on the laptop. This year, the registration co-chairs primarily facilitated onsite registration. For future conventions, it would be helpful to have at least 1-2 volunteers familiar with the online on-site registration process (there was 1 volunteer who assisted with onsite registration later in the day).
- It was also helpful having 2 cash boxes, one for book sales and one for onsite registration purchases.
- It is recommended that 2 laptops are made available for onsite purchases in order to speed up the process and prevent long lines of attendees waiting to make their purchase. If possible, using tablets for on-site registration (and book sales) may be helpful for ease and speed with online registering next year.
- Having multiple copies of a list of all registrants who purchased banquet tickets was helpful this year, and it is recommended to continue having this list in the future so that the banquet committee co-chairs also have a copy of the list at the actual banquet.
- Like the previous year, volunteers received free registration and lunches. It was helpful having all discount codes available during early bird registration so that registration co-chairs could ensure enough discount codes were available on Eventbrite.
- There was merchandise ("AAPA Black Lives Matter" t-shirts) available for purchase this year (\$25 each, reducing prices later on in the day).
- As there were lunch boxes available for purchase this year, it was helpful to ensure that all attendees had color stickers on their badges to ensure that duplicate lunches were not being taken and that there were enough options available for onsite purchases.
- It would also be helpful for the Registration co-chairs to have a list of the volunteers registered for the convention, in the event of any onsite purchases needing to be made or other related issues. This would also help to ensure that all volunteers are accounted for before the day of the convention.
- For on-site registration, we disabled the surveys on the second page of the registration portal (e.g. Mentor-Mentee information, lunch sessions, etc.) to allow for faster processing of information.
- On-site lunch purchases were paid both by credit card and cash. All of the extra boxed lunch orders were purchased onsite, along with any other extras from registrants who did not attend the convention.
- It was helpful to have the number of total lunch orders to ensure that each attendee received the correct lunch and that enough was available for onsite purchases.
- This year, the majority of registrants opted for early bird registration. It was helpful that early bird registration was available by the end of April to start sending out information about the convention early on.
- We would recommend continuing to encourage early bird registration across the different AAPA list serves and APA divisions. We would also recommend more social media activity and reaching out to other APA divisions/AAPA subdivisions more often to increase publicity and participation for the convention. Some divisions include: Division 35 Section 5 (Asian Pacific American Women), Division 45, Division 17 International Section, Division 12 Section 6 (Ethnic Minorities), and all the AAPA subdivisions (DoS, DoSAA, Division on Women, Division on Practice, Division on Asian Americans of Mixed Heritage, DoFP, and Division on LGBTQ).
- It is recommended that a quick inventory of all registration supplies is conducted *BEFORE and AFTER* the convention, so that we know how many supplies were used and are needed on the actual day of the convention. This year, conducting an early inventory of all supplies was helpful in ordering registration supplies well in advance of the convention. It is recommended that whoever is in charge of registration supplies next year also does the same.
- Keeping in constant contact with Nori and Gloria was helpful so that any issues that needed to be addressed on the day of the convention (number of AAPA Fellows arriving at banquet, any banquet ticket refunds, any holds/reservations) were discussed beforehand. They were also very responsive and supportive throughout, and we appreciate all their investment and time into putting together this convention!

PROGRAM COMMITTEE REPORT
AAPA 2016 Convention
Co-Chairs: Elsa Lee & Ya-Shu Liang

I. Overview of activities

- a. Coordinate with session and poster committees regarding accepted submissions for the program.
- b. Coordinate with registration, book sale, and mentor-mentee committees to obtain information for the program.
- c. Coordinate with volunteer committee to arrange for workshop sign-in /out
- d. Complete first draft of the Convention Program.
- e. Recruit proposal reviewers

II. New tasks/assignments

- a. Complete CE credit sponsorship application and submit documentation to obtain approval for CE credits for 3 workshops.
- b. Communicate with presenters of CE workshops to obtain session information
- c. Promote and arrange online registration for CE workshops
- d. Prepare CE certificates and distribute to workshop attendees
- e. Recruit proposal reviewers

III. New ideas/innovations

- a. See section VI

IV. Challenges faced

a. Preparation of CE sponsorship application was time-consuming, and required a lot of attention to detail. Requirement for wording of the application materials was also very specific.

V. Cost of purchases

- a. none

VI. Suggestions for improving next year

- a. It would be helpful to decide whether we want to offer CE credits as soon as possible (e.g., ideally, before putting out the call for proposals) to allow for ample time to communicate with the potential CE sponsor and complete the application. If we decided to offer CE again in the future, one possibility is to make it a requirement for individuals who submit symposium or interactive session proposals to (a) list the learning objectives for their sessions and (b) indicate whether they would consider offering it as a CE session.
- b. Ensure that CE workshop attendees complete online registration in order to facilitate documentation of attendance

VII. Appendices

- a. CE sponsorship application

SESSIONS COMMITTEE REPORT

AAPA 2016 Convention

Co-Chairs: Anne Saw & Huijun Li

Statistics

Sessions Submitted:	17	Sessions Accepted:	8
Symposia Submitted:	8	Symposia Accepted:	7 (1 withdrawn after acceptance)
Invited Sessions:	1	Sessions Accepted as Posters:	2

Rating System

The Sessions Committee revised the rating system, creating different rating criteria for symposia and interactive sessions. 5-point scales were used, with all criteria equally weighted. Reviewers rated along the following rating systems:

- Choice of Topic
- Membership Appeal
- Contribution to the Field
- Relationship to the Convention Theme
- Innovation and Creativity
- Strategy for involving audience in the discussion and/or making the session interactive (interactive only)
- Conceptual/Theoretical Framework (symposium only)
- Mode of Inquiry/Method (symposium only)
- Interpretation of Results/Theory Application (symposium only)

Reviewers also provided a response on their overall impression of the proposals' acceptability using the following items: definitely accept, accept with changes, or reject. Reviewers were also required to provide qualitative comments and constructive feedback on the proposals.

Summary of Process

Session co-chairs helped to draft the call for proposals and call for reviewers. Session co-chairs also drafted revised rating criteria and finalized rating systems with feedback from the conference chairs, other committee members, and the AAPA president and vice president. Session co-chairs also chose several divisions to invite for an invited session (in future years, we plan to rotate divisions to present at an invited session). One session co-chair also revised the email message sent to reviewers ahead of the review process. After the proposal submission deadline passed, the session co-chairs collaborated with the poster co-chairs to evenly distribute proposals across reviewers. It was collectively decided that doctoral level reviewers would review presentations and reviewers who have not reached the doctoral level reviewed poster sessions.

One session co-chair assigned session proposals for review by downloading reviewer information and submissions from the online portal and assigned submissions to reviewers based on several considerations. Specifically, if it was indicated, we tried to assign proposals based on reviewers' areas of expertise. Additionally, we considered reviewers' experience reviewing submissions for past conventions such that new reviewers were given several submissions in a given category (i.e., interactive or symposium). Session co-chairs divided the list of reviewer assignments (of sessions and posters) in the submission portal and checked each other's work for accuracy.

Each proposal was blindly reviewed by two reviewers using the on-line portal. To simplify the rank-ordering process, we averaged the two reviewers' ratings of each proposal, and rank-ordered proposals based on their average ratings. The final list of accepted proposals was determined by highest average rating as well as consideration of fit with the conference theme.

Please list any new ideas or innovations you tried to implement (including ones that you considered that we did not implement).

- We created a dedicated email address for the Sessions committee.
- We developed new rubrics for interactive session and symposium proposals.
- We created a survey for reviewers to provide feedback on the review process.

What are the challenges your committee faced this year?

- When downloading spreadsheets from the submission portal, there were a few duplicate entries and a few missing entries (i.e., proposal was on the portal but did not show up in the portal-generated spreadsheet).
- The proposals in the submission portal were not in alphabetical order, it was hard to go back and forth to locate the proposal title when assigning it to reviewers.

Costs of purchases (e.g., leis, office supplies)?

- None

Suggestions for improving next year?

- Continue using clear outline of responsibilities that delineates separate responsibilities of poster, program, and sessions co-chairs. There is much overlap between the Poster and Session committees; perhaps future committees can combine efforts in a more systematic way.
- Continue to follow a timeline of deadlines including submission of proposals, completion of reviews, notification of acceptance/rejection, reviewer reminders to submit reviews, presenter notifications to attend, etc.
- Make sure program co-chairs, session co-chairs, and poster co-chairs have access to this document.
- Continue to inform session co-chairs before the rank-ordering process of how many slots are available for each presentation type (interactive session and symposia)
- Continue to use google drive or some other similar program to work with poster co-chairs on assigning reviewers to proposals and tracking confirmation of acceptances
- Continue using average scores to decide acceptance/rejections. If there is a tie or need for clarification, then use subjective ratings (definitely accept, accept as poster, reject) to help in deciding who to accept/reject. Making decisions with the Convention Co-chairs, session co-chairs (and poster co-chairs) was particularly helpful so that everyone was on the same page.
- The proposals in the submission portal will be in alphabetical order to make it easier to locate the proposal title when assigning it to reviewers.

POSTER COMMITTEE REPORT
AAPA 2016 Convention
Co-Chairs: Yu Chak Sunny Ho & Kimberly Langrehr

A. OVERVIEW

1. Statistics on Proposal Submissions and Acceptances

- a. Poster submissions: 67
- a. Acceptances (from poster proposals): 58
- b. Rejections (including the initial alternate list): 9
- c. Additional posters (converted from sessions proposals): 2
- d. Total # of poster authors who agreed to attend the convention: 56
- e. No-Shows/Missing Posters (due to weather, other reasons): 5 (notified co-chair ahead of time) + 2 (last minute cancellation)

2. Recruitment of Proposal Reviewers and Selection of Posters

- a. Call for all proposal reviewers coordinated by Session Committee Members
- b. The poster committee received a significant number of requests (compared to prior years) from prospective authors requesting details about the proposal content. It may worth entertaining that idea that future CFPs include a brief description of what is expected in program submissions or refer prospective authors to an on-line information page about preparing proposals for conference submissions.
- c. Kim assigned each poster proposal to 2 independent reviewers, which always included at least one doctoral-level reviewer (i.e., student reviewers were always paired with professional-level reviewer). Efforts were made to assign reviewers to posters based on professional interests and expertise.
- d. Kim noted a significant need for more reviewers with expertise in measurement, health psychology, and child/adolescent school –age populations. Also, it would be helpful for reviewers to provide updated information about their interests and specific areas of expertise (i.e., broad descriptions of AA mental health are not very helpful)
- e. Reviewers were given deadline to submit reviews by proposal reviewers: Sunday April 17th 11:50 PST
- f. Sum of scores from each reviewer was calculated for each poster and averaged over two reviewers.
- g. Several emails were sent to the reviewers (prior and after) reminding them of the deadline for completing poster reviews.
- h. Several reviewers indicated they did not receive any email reminders to complete their reviews, despite having confirmed that the contact information was correct in portal system.
- i. Selection of top proposals was based solely on average reviewer score, as there were discrepant recommendations across the two reviewers for some posters.
- j. Email sent to authors informing them of acceptance/rejection: 4/27/2016.
- k. Authors of accepted proposals were asked to inform poster committee about their decision by 5/13/2016. A number of reminder emails were sent to authors who did not respond by this date.

3. Recruitment and Number of Poster Judges

- a. Call for volunteers for poster judges posted on AAPA Listserv: 5/19/2016
- b. As of 6/15/16 (conference call), we had 7 confirmed judges and were waiting on several requests (5 of which eventually agreed)
- c. Based on committee recommendations, individual email invitations sent to specific members, which resulted in 2 additional poster judges
- d. Of the people who declined:
 - i. 8 were not attending AAPA
 - ii. 3 were flying in mid-day of the conference or declined due to other issues (i.e., health, family concerns, etc.)
 - iii. 2 declined because they were first authors on a poster
- e. Total number of judges: 14 total

4. Poster Judging Process

- a. Each judge was assigned to independently evaluate 8 posters with the exception of four judges evaluating 7 posters (one of the presenters withdrew his/her presentation after posters were assigned to judges; the other two judges had one less poster assigned because posters were not able to distribute evenly). Possible conflicts of interest were taken into account when assigning posters to the judges. Posters were randomly assigned to judges.
- b. Each poster was initially assigned to 2 judges.
- c. Judges packets were emailed to volunteers: 7/29/2016.
 - i. Judge's welcome letter with detailed description of the judging process.
 - ii. Attached document: Assigned poster information (title, abstract, & summary) and Poster Evaluation Sheet.
- d. The welcome letter and poster evaluation sheets were printed and provided to each judge on the day of the Convention as s/he arrived onsite.
 - i. Welcome letter and information to judges – personalized, information varying by timetable of session assigned and by poster assignments (see attachment to this report).
 - ii. Number, titles, and first-authors of the posters.
 - iii. Poster Evaluation forms (1 for each poster) (see attachment to this report).
- e. Judges were highly encouraged to begin their evaluations prior to the poster session, and the majority of the judges took advantage of this opportunity.
- f. **Time Table**
 - i. PHASE 1: Independent evaluation of assigned posters (25 minutes). Judges were asked to select their top poster.
 - ii. PHASE 2: Judges convene in a designated room (Room 329) to deliberate/discuss top posters (15 minutes); this meeting was moderated by one of the poster judges, to avoid the conflict of interest of the poster co-chairs, who had a first-author poster presentation. Judges selected the top 3 posters for discussion and review.
 - iii. PHASE 3: Judges return to the floor to re-evaluate poster finalists and decide on one winner (20 minutes).
- g. As a group, judges discussed among themselves how they would narrow down to a short list of final candidate winning posters. Final results were given to Convention Chair, Nori Lim, Ph.D., directly.
- h. Delays and Challenges:
 - i. Convention Chairs and other convention planning committee members were able to help the poster co-chair throughout the day and the entire process, e.g. setting up the venue, pulling down the tri-folds, was done efficiently.
 - ii. Poster co-chairs did not participate or facilitate in the discussion and the selection process due to potential conflict of interest.
 - iii. The poster judges reported that they didn't have enough time to score, given that previous panel discussion session ran over time, thus having less time to score after conversing with presenters. Judging timeline was not modified even though the panel discussion session went over.
 - iv. Because judges were asked to identify their top choice prior to convening, it did not prove to be very difficult or time consuming to narrow down the finalists. The judges initially identified 4 to 5 posters to discuss, and were then able to narrow it down to two finalists. Judges then voted blindly and independently to arrive at the winner.

5. Poster Trifold Boards

- a. Poster trifold boards were provided by the Planning Committee, which helped the poster committee and presenters tremendously!
- b. Trifold boards were purchased (by Convention Co-Chair Gloria) online, and mailed to her prior to the Convention. Gloria then drove all the trifold boards to the convention venue.
- c. Mounting supplies included small clips and push pins were retained from last year and some more clips were purchased by the Registration Committee (Will).

- d. The trifold boards all remained in good quality. They were brought back by Gloria and reused. Small clips and push pins were put back to a Ziploc bag for reusing at the convention next year.
- e. Emails were sent to all poster presenters informing them about tri-fold dimension, poster details including poster template, and instructions to mount the posters onto the trifold boards: 6/21/2016.

B. NEWLY IMPLEMENTED TASKS

1. Feedback to Proposal Authors

- a Consistent with last year, written feedback as well as numeric ratings were required from reviewers. A very small number of reviewers did not provide written comments for a couple of poster proposals. Follow-ups in the future may be necessary to ensure uniform feedback to proposers.
- b The written feedback was provided to the first author for each poster proposal. There were no inquiries or concerns about the reviews from poster authors; some authors indicated that they appreciate the narrative feedback.

2. Survey and Thank You note

- a Survey and Thank You note (attached with a AAPA letterhead in the email) were developed and sent out to proposal reviewers on 5/21/2016. (see attachment to this report)

C. COSTS

1. MATERIALS

- a Tri-folds and binder clips (see convention co-chairs' section); poster co-chairs were not in-charge of purchasing the tri-folds and clips this year.

BOOK SALE COMMITTEE REPORT
AAPA 2016 Convention
Co-Chairs: Michelle Lee, Kayi Hui, & Minji Yang

I. Statistics

	2013	2014	2015	2016
# of Books Donated	84 + 1 DVD	100 + 1 DVD	172 + 5 DVDs	311 (116 titles)
# of Publishers & Authors Contacted	81	119	112	127
# of Publishers / Authors Donated	20	29	35	91
# of Books / DVDs Sold	57 + 1 DVD	71 + 1 DVD	146	183
# of Books / DVDs Leftover	21 (donated to a library)	29	31	144 (4 arrived to Gloria's after convention)
TOTAL SALES	\$940.94	\$939.13	\$1513.00	\$1451.50

II. Overview of Activities

Michelle and Kayi began working together late November. Michelle looked over and organized materials from the previous 2015 convention, and discussed the upcoming timeline and confirmed next steps with Kayi. In late January in prep for the first convention committee conference call, because Michelle and Kayi were both unable to transport books to Denver due to how far away they lived (Kayi in Ohio, and Michelle in New York), they submitted a request to Gloria and Nori inquiring about recruiting an additional person to be responsible for receiving mailed book donations to then later transport to the convention in Denver. Gloria ultimately generously agreed to receive all mailed books to her home in Las Vegas, who then would recruit her research assistants to assist with driving the books to Denver for the convention.

Throughout the rest of the winter, Michelle finished updating the Book Drive account, as well as organizing and updating all materials to be used for the 2016 year. Michelle and Kayi began researching new and recent titles to add to an existing book list in the spring. They specifically looked for a wide variety of genres, such as fiction, self-help, Asian American psychology, multicultural, social justice, cookbooks, and memoirs. In total, they gathered up to nearly 110 new titles to add to a previous book list for this year that were comprised of titles previously solicited from publishers and authors in 2014 (not 2015, to avoid reaching out to authors and publishers too frequently and save potential contributors for next year, so as to not exhaust contributors by asking them to donate every year).

In mid-May, Michelle and Kayi began the first wave of email solicitations to all contacts gathered throughout the research process. An additional follow-up email was sent about two weeks after the first email. We requested that potential donors mail books to Gloria Wong by no later than the end of June. During the early spring, Michelle unfortunately expressed that she was unable to attend this year's Convention, due to a number of personal and professional conflicts back home. Michelle communicated this to Nori and Gloria, offering suggestions as to finding ways to replace her absence. Nori and Gloria ultimately reached out to Minji Yang, who generously volunteered to join as Book Drive Co-Chair to replace Michelle at the convention and assist Kayi in running sales.

In July, Michelle and Kayi asked Gloria and her RAs to enter 1) titles, 2) authors, and 3) number of copies of books received in the mail on a shared Excel spreadsheet that also contained records of all authors and publishers contacted, their book titles, title info, prices, and additional notes. Throughout the summer, Michelle and Kayi followed up with donors who either confirmed or did not confirm shipment of titles (e.g., books received, en route, not received).

Additional to-do items included coordinating with the Registration Committee Co-Chairs (Will Tsai and Ankita Krishnan) to schedule time to have access to the Eventbrite account to view how the Book Drive Committee Co-Chairs would be able to view credit/debit card sales convention day. This was necessary to do as Michelle organized planning two training sessions with Kayi and Minji over Google Hangout to provide instructions on how to gather together all sales numbers at the end of the convention day. This included knowing how to access the Eventbrite Sales Report online (with Will and Ankita's help). Michelle also contacted the Session Committee co-chairs (Anne Saw and Huijun Li) requesting that all sessions presenters and speakers add a required final slide that Michelle and Kayi produced at the end of their presentations or announce at the end reminders to attendees to stop by the Book Drive. A summer newsletter entry was drafted by Michelle and Kayi to submit to the editors (Vivi Hua and Stephanie Wong) promoting the book sale, and a required submission was provided to the Programming Committee to include details about the Book Drive in the convention program. For the most part, Michelle would produce drafts of materials also as a way to train Kayi on how materials were produced, and then Kayi would provide helpful editing comments and feedback.

In approaching the date of the convention, Michelle and Kayi checked in with Gloria and her team (largely led by her RA, Taylor Lott, who assisted with recording received books into the Excel spreadsheet). Michelle scheduled two training sessions with Kayi and Minji, to provide them with logistical details on how to run the book sale item to item, shift to shift (July 14 and July 21). This was helpful in preparing Kayi and Minji for manning the book sale without the presence and experience of Michelle at the convention.

The above timeline worked well for the co-chairs this year. Over 300 books (nearly 118 titles, with titles often coming in multiple copies) were collected, the highest number of books solicited in recent AAPA Book Drive history. Multiple copies of recently published titles, ranging in genres from fiction, self-help, and Asian American studies were donated. Book publishers and authors expressed interest in promoting titles through our convention, especially titles that were recently published and potentially appealing to conference attendees.

This year, we received a nearly 75% increase in book donations compared to last year! Donations were higher this year in large part due to a greater push for reaching out to a more diversified number of authors and publishers, as well as rigorous follow-ups from Michelle and Kayi's end.

In determining the pricing strategy, we decided to discount all books from their original list prices rounded down to the nearest ten. For instance, we had many books discounted to \$10, \$20, \$30, \$40, \$50, and so on. This was an effective strategy implemented the previous year in 2015, as it was easier to manage transactions at the book sale in 2015 with bills more than having to deal with coins. We felt this would help attract more interest in letting attendees better easily know how much books would cost from the start of the convention. We also felt this would help simplify discounts over the course of the day, as it would be easier to calculate. A book / price list was organized and provided to Kayi and Minji that had sale prices readily listed to better track sales and respective transactions throughout the day.

The following discount timeline was implemented on convention day:

1. 7:30am–10am: Sale Price (books were rounded to the nearest lower ten. Any books over \$100 were rounded down to \$90) = **6** books sold
2. 10am–12:15pm: 25% off = **9** books sold
3. 12:15pm–1:30pm: Flash Sale, 50% off = **20** books sold
4. 1:30pm–3:30pm: 25% off = **2** books sold
5. 4pm–5pm: 75% off = **63** books sold
6. 5pm–6pm: Buy 1 book for \$10, get 2 free = **73** books sold
7. Free books for Co-chairs and Gloria's RA (volunteers) = **10**

III. New Tasks Assigned This Year

The two new tasks assigned were 1) receipt and transport of donated books to the convention, and 2) hiring a third co-chair to replace Michelle and assist Kayi with overseeing the book sale at the convention.

As mentioned above, early in January, Kayi and Michelle expressed needing an additional person to assist with receiving and transporting books to the convention. Gloria generously agreed to do so with the help of her RAs.

Additionally, Nori and Gloria reached out to Minji Yang in June after Michelle communicated her inability to attend the convention, who was largely responsible for assisting with bringing supplies to the convention and helping run the book sale alongside Kayi.

One additional task that did arise about a week before the convention date was sharing the Book Sale table with an AAPA member (Nellie Tran) who was interested in selling t-shirts to raise money for the Black Lives Matter movement (50%) and the AAPA Leadership Fellows (50%). It was suggested to sell the t-shirts next to the book payment station. When the t-shirts were sold, initially payments were done on her own PayPal account, but then were ultimately shifted over into the Book Sale field on Eventbrite/PayPal. Nellie kept track of the numbers, and book sales were ultimately subtracted from the total book / t-shirt sales. As will be suggested below, it is recommended that anyone who wishes to be a vendor in forthcoming Conventions should immediately notify members of the Registration Committee (currently Will Tsai and Ankita Krishnan), who are responsible for the Eventbrite account that's linked to the convention PayPal account. The Registration Committee should then be able to create a separate field that is distinguished from the Book Sale field, to avoid any potential further confusion in the future. Vendors should also notify the heads of the planning committee to be provided vendor space at the convention, as the Book Sale typically takes up a majority (if not, all) provided table space that is provided to the Book Drive Committee each year.

IV. New Tasks or Innovations

- Over 100 new books were added to the book list, including more children's books, cookbooks, fiction books, and psychology books.
- Phone and Google Hangout meetings were scheduled throughout the year, in addition to frequent and helpful email communication
 - Two phone call meetings between Kayi and Michelle in early stages of book drive committee tasks (late winter / early spring) for book solicitation process
 - Two Google Hangout video chat meetings with Michelle, Kayi, and new co-chair Minji. Michelle scheduled these two video chat meetings several weeks prior to the August convention date to train both Kayi and Minji on how to man the book sale at the convention. The first Google Hangout meeting was scheduled for going over all the basic logistics, and the second Google Hangout meeting served as a follow-up on any items and questions brought up in the first Google Hangout meeting, as well as last minute logistic details to go over prior to the convention for both Kayi and Minji (since it was their first time manning the sale).
- An additional table was set up as the Check Out Station. Our display was different this year for the books. Kayi had a great idea of displaying like how they display books at Barnes and Noble. We were able to put two long tables together to make them into a square so that people can check out books from four sides. It will make the readers experience even greater if we could have signs telling them what genres of books were available or to group books based on price, e.g., books under \$10.

V. Challenges Faced

- The co-chairs were unable to drive and transport books to the convention this year. Ultimately, Michelle and Kayi reached out to Gloria, who generously agreed to receive mailed donations, and recruited her RAs to help drive the books from Las Vegas to Denver. Because co-chairs may not necessarily be located in the area where

the Convention is held, this can be a challenge for determining where books are mailed and how they'll be transported to the convention. It may be ideal to hire an additional book drive co-chair based on his or her proximity to the upcoming convention in Washington D.C., where he or she will solely be responsible for 1) receiving mailed donations of books, 2) record the title, author, and number of copies of books donated in an Excel spreadsheet shared with the other Book Drive co-chairs, and 3) transport the books to the Convention site the day before the Convention date.

- Table space was a bit limited, so books had to be selectively displayed on the table.
- As with previous years, it is difficult to incentivize attendees to purchase books earlier in the day when prices are higher. Due to a large amount of books, our marketing strategy was to have a lot of flash sales. While helpful, this did not aid in accumulating more revenue than last year. Perhaps we want to avoid notifying customers about flash sales until later in the day (perhaps we should avoid say anything about sales at all? Or do surprise flash sales?).
- Although the books were significantly discounted from its original price, customers did not have this information because they didn't know the pricing when they looked through the books. Instead, they were hoping for bigger discount at the end of the day and still questioned if they got the lowest price. In the future, the co-chairs of the Book Drive may need to be more transparent about the original price and the discounted price so that potential customers feel that they get a good deal from the beginning. This year, we have sold more books than last year but our revenue was slightly lower. This maybe attributed to the fact that 78% of our book sale were generated from sales at the end of the day (from 4 to 6pm), with a 75% off price point or below. In the future, perhaps we can consider giving out coupons (50% off) at the registration desk when people checked in, so that attendees may have greater incentive to check out the book drive earlier than later in the day. We ultimately want to sell more books at a higher price range so that we can generate more revenues.
- There was some confusion about which volunteers were assigned to our book drive at what times.
- Slow internet speed slowed down credit/debit payment processes.

VI. Cost of Purchases

- Gloria and her team were able to drive the books to the convention, and costs to account for include gas and food for individuals transporting to the convention.
- Michelle mailed promotional items with books she kept in storage from the previous year's book sale (flyers for a book that was requested to display them on the table). Mailing books to Gloria was a cost, but was donated personally by Michelle.
- Kayi and Minji were able to provide personal supplies at no cost (scissors, paper, pens, etc.). However, for future years, these supplies may be necessary and may not be able to be provided by co-chairs — but bringing supplies was also done in the previous year of 2015 as well.

VII. Suggestions for Next Year

- Given how many books are leftover (144 — more than previous years), Michelle would recommend that Kayi and Minji need not to reach out too as many authors / publishers as this year (perhaps only up to about 50 maximum instead of up to 120 new and mix of old 2015 publishers to avoid contacting the same publishers / authors every year).
- Consider donations of books from AAPA members?
- Consider other ways to incentivize attendees to purchase books early in the day (raffle, contest?).
- It would be helpful if a 3rd co-chair for next year is based in Washington D.C. or is close enough to commute via car to transport books and supplies.
- Increase promotion of the Book Drive — this year, emails were sent to the AAPA community, and promotional platforms were taken advantage of (AAPA Summer Newsletter). Continue to remind AAPA community to make

room in suitcases for books via presentation slides and emails. Perhaps posters can be made, and volunteers can walk around announcing sales.

- In the future, we may provide incentives to publishers and authors to donate their copies if we specified how we would help promote their books at the convention (e.g., flyers can be included in the newsletters, convention programs, book sale booth throughout the day).
- As mentioned above, clarify volunteers assigned to Book Drive and time shifts. It may be helpful to clarify with volunteer co- chairs prior to the conference so that we can prepared for training and specific guidance on the marketing and sales strategy.
- Kayi received most inquiries about psychology related and Asian American related non-fiction books. Books that were sold earlier during the day were APA published books, self-help books, multicultural and social justice related books, and counseling/therapy related books. In the future, we may focus on soliciting donations from these categories.
- Slow wi-fi problem — in the future, would be helpful to clarify best wi-fi line for speedier credit/debit transactions.
- Provide 50% off coupons when people check in at registration. Avoid selling books at 75% off price point. We may need to push for more sales earlier instead of waiting till after 4pm.
- I would recommend for next year having a volunteer be trained on money transactions and having 3 people doing transactions instead of just Kayi and Minji. Also, for people who had to come back and purchase books (once in morning, again in the afternoon) it was a bit cumbersome for them to have to give credit card information again. Next year if we could have a credit card swiper I think that would be easier — perhaps we can use Square to connect to phones / ipads / laptops to swipe people's cards instead of typing in their card info.

MENTOR-MENTEE COMMITTEE REPORT

AAPA 2016 Convention

Co-Chairs: Wells Ling & Wei-Chun "Vivi" Hua

- The early bird professional reception activity was an icebreaker (see attachment). The icebreaker materials were distributed along with the registration packets in order to facilitate interaction among convention attendees. The icebreaker questions focused on two areas: (A) the attendee's relationship with AAPA and (B) general fun facts about the attendee. Two recipients won a prize pack at the Awards and Announcements after completing this activity. Each prize pack consisted of a souvenir Denver shirt, a Denver mug, and Denver magnet.
- The mentor/mentee reception focused on 13 topics of interest. The topics were divided into 6 mentoring groups held in separate rooms. Room assignment sheets (see attachment) were posted in high traffic areas with topics of interest and names of mentors for each group in order to make it easy for participants to find their respective room for discussions. The number of mentors assigned to each group was relative to the expressed interest in each topic by mentees. At the time of registration, 56 people indicated interest in being a mentee and 26 people expressed interest in being a mentor. Evaluation forms (see attachment) were distributed; 9 mentors and 20 mentees completed the form.
- Overall, a majority of mentor/mentees were "Very satisfied" with the mentor-mentee session (1.41 rating out of 5; 1 = very satisfied and 5 = very dissatisfied). Participants on average were "Satisfied" with the quality of their conversations (1.57 out of 5).
- Based on the returned surveys, the most popular topics among mentees were Applying to graduate school (7), Writing and publishing (6), Applying for internship (5), Teaching (4), Social justice/advocacy (4), Leadership development (4), Managing graduate school (3), Work-family balance and self-care (3), Grant writing (2), Health and mental health disparities (2), Early career psychologists (2), and Establishing a private practice (1).

BANQUET COMMITTEE REPORT
AAPA 2016 Convention
Co-Chairs: Jennifer Hsia & Sumin Na

Overview

Initial feedback from attendees and our own observations suggest that the Banquet was received positively overall. There were 135 total attendees, with 122 tickets reserved prior to the day of the Convention through the Eventbrite site. The revenue totaled \$4870. The total cost of the Banquet was \$4827.60, with a net gain of \$42.40

This year's Banquet was held at Aloy Thai in Boulder, Colorado. Facility charge was \$400, labor for six servers was \$150, and gratuities (18% of \$3360) was \$604.80. The banquet chairs also donated \$200 towards entertainment.

Major Tasks/Assignments

- Venue:
 - Held at the Pearl Aloy Thai Restaurant in Boulder, Colorado. The Co-Chairs contacted the manager of the restaurant, Bo, and their staff to coordinate the menu and reservation. The quality of the food and venue was the driving factor, in addition to having the entire venue reserved for the AAPA banquet.
- Food
 - Buffet style Thai meal with vegetarian options and cash bar
- Entertainment/DJ
 - There were Thai dancers and musicians provided for this Banquet.
- Transportation
 - There was no organized transportation provided for the event. The venue was approximately 20 minutes walking distance from the conference site.
- Ticket sales, distribution, and collection:
 - Banquet tickets were initially sold via Eventbrite, which was managed by the registration committee. At the end of online registration, 114 tickets were sold/reserved through the Eventbrite registration site. 8 tickets were reserved for invited guests.

Challenges

- It was really helpful to have the registration list of people attending the banquet, but it was not alphabetized, so it was difficult to find names. In the future, it would be helpful to have two alphabetized lists to facilitate check-in.
- Because we were at capacity, it was difficult to find enough chairs for everyone. The staff and manager were very accommodating however and worked hard to make sure everyone eventually had a seat.
- There was limited view of the stage area from certain parts of the restaurant.
- We were unable to visit the venues to make our selection because neither chair lived in Denver nor had prior knowledge of potential venues.

Costs

Expenses

- Venue: \$400
- Food: \$28/per person (\$3360) + 8%tax (\$312.80) + 18% gratuities (604.80) + Labour \$150
- **TOTAL EXPENSES: approx. \$4827.60**

Revenue

- Ticket sales: \$4870

Net gain: \$42.40

APPENDIX A

CALL FOR PROPOSALS

INTERACTIVE SESSIONS * SYMPOSIA * POSTERS

Submission Deadline: **March 21, 2016 at 11:00 p.m. PST**

Submit proposals at <http://forms.apa.org/aapa/>

ASIAN AMERICAN PSYCHOLOGICAL ASSOCIATION 2016 ANNUAL CONVENTION

August 3, 2016
Denver, Colorado

THEME:

Beyond 'Yellow' Borders: Revealing Our Diverse Community, Expanding Our Coalition Horizon

Our psychology is born from our history: Asian American Psychology today is a product of a long history of personal narratives, pioneering research, and social activism. This past year marked the 50th anniversary of the passage of the Immigration and Nationality Act of 1965, a pivotal moment in our nation's history that helped catalyze the already changing sociocultural landscape of the U.S. A period marked by racial tension and unrest, this moment helped rally Asian American activists to reclaim the word "yellow" (from its historically derogatory origin) and use it to mobilize and empower our community; it facilitated the construction of Asian Americans as a sociopolitical category. As we forge ahead and participate in shaping the next 50 years of our history, AAPA challenges you to look *BEYOND*: *Beyond* the stereotypical conception of Asian American (i.e., to reflect on how diverse our community has become over the past 50 years) and *beyond* a view of history that only focuses on the Asian American journey (i.e., to consider how our stories are entwined with the stories of struggle and successes of other marginalized groups in the U.S.).

This year's theme, "***Beyond 'Yellow' Borders: Revealing Our Diverse Community, Expanding Our Coalition Horizon***," brings together two important foci. First, the theme highlights the presidential mission of drawing awareness to the diverse identities within the AAPI community, which helps challenge the conventional image of Asian Americans as primarily of East Asian descent. Increasing visibility of our different identities and understanding our complexities equip AAPA with the necessary tools to advocate for equity and justice for all members of the AAPI community. With Asian American Psychology rooted in the social justice movement, the

second focus underscores the importance of building coalitions and strengthening ties with other minority/marginalized groups in the U.S. AAPA encourages the AAPI community to focus on the commonalities between the social struggles of AAPIs and those of other marginalized groups (e.g., Latinos, Native Americans, African Americans, refugees). As AAPA continues to further its social justice agenda, we invite the AAPI community to think about our role in the larger social reform movement.

We are seeking proposals that draw attention to the experiences of the underrepresented Asian American groups (e.g., South Asians, Filipinos, religious minorities, LGBTQ). In addition, we are interested in submissions that focus on collaborative projects (both nationally and internationally), interdisciplinary scholarship, multicultural perspective, cross-cultural psychology, and other works that further the social justice movement. We encourage submissions from researchers, community leaders and activists, mental health providers, and educators who work with underrepresented communities. Moreover, we welcome submissions from professionals and scholars in allied fields (e.g., Anthropology, Asian American Studies, Communication, Education, History, Law, Nursing, Political Science, Public Health, Psychiatry, Social Work, and Sociology) with whom we collaborate and whose work informs Asian American Psychology.

Proposals may address, but are not limited to, the following topics within AAPI Psychology:

- Research or outreach with underrepresented AAPI groups (Southeast Asian, Pacific Islanders, LGBTQ, etc.)
- Collaborative and interdisciplinary work examining the diversity of the AAPI community
- Intersections across race, gender, and sexuality (examining complexities of our different identities, focus on the different experiences)
- Research, outreach and other topics involving the LGBTQ community
- Social reform, public policy, and political action (involvement of Asian Americans in current political movements)
- Social justice and equity
- Immigration, immigration reform, needs and challenges of immigrant communities (examination of different adaptation experiences, process of acculturation, code switching, etc.)
- Racial and ethnic identity development across different racial minority groups
- Similarities and differences of racial discrimination across the different racial/ethnic groups
- Intergroup conflicts; intergroup coalitions
- Mental health and Health disparities (research, outreach, programs that focus on access to care)
- Increasing visibility in the education system and clinical and counseling settings
- Colorblind, multicultural, and polycultural perspectives

Who May Submit

AAPA members at all levels of training (professional, graduate level, and undergraduate level), including non-psychologists interested in psychological issues affecting AAPIs are encouraged to submit proposals. Non-AAPA members at all levels may also submit proposals. We particularly encourage submissions from those interested in AAPI psychology who have not previously participated in AAPA conventions. Because strengthening the diversity of our colleagues in other organizations is of particular importance for psychologists of color, we strongly encourage submissions from members of the Association of Black Psychologists, Society of Indian Psychologists, and the National Latina/o Psychological Association.

- While there is no limit to the total number of submitted proposals per person, individuals can only be the first author of **one** proposal submission. In the event that multiple first author submissions are received from an individual, the committee will review only the first proposal received. Exempted from this rule are presenters who are invited speakers.
- Deadline for all submissions is **March 21, 2016 at 11:00 p.m. PST**
- Please submit presentations at: <http://forms.apa.org/aapa/>

- All presenters are required to officially register for the convention

Types of Submissions

- *Interactive Sessions*: In a typical 60-minute session, a facilitator introduces the topic and sets up a context for subsequent discussions and interactions among participants. For questions about submitting an interactive session proposal, please contact Sessions Co-Chair Anne Saw at aapa.sessions@gmail.com.
- *Symposia*: In a typical 60-minute symposium, three or four presentations are given around a common theme. An expert discussant may provide feedback. The symposium proposal submission must include one program summary that integrates the multiple presentations within the session. It must also clearly indicate the titles and contents of each presentation within the symposium. A chair for the symposium must be named on the application portal. No individual paper proposals for symposium presentations are accepted. For questions, please contact Sessions Co-Chair Anne Saw at aapa.sessions@gmail.com.
- *Posters*: Throughout the day, posters are displayed to disseminate information on various conceptual and/or empirical reports. During the designated 60-minute poster session, participants are invited to interact with poster presenters. Single research papers should be submitted as posters. For questions, please contact Poster Session Co-Chair Kimberly Langrehr at aapapostercommittee@gmail.com.

Guidelines for Proposals

- All online proposals should include:
 - Contact information for the presenters
 - Abstract (50 to 100 words) with no author names
 - Program Summary (500 to 700 words) with no author names
 - 3-4 Learning Objectives (not required for poster submissions)
- Proposals will be sent for anonymous reviews. As such, the Abstract and Program Summary should *not* include identifying information of the author(s) and/or presenter(s).
- Submitters will be notified by email upon receipt of their proposal.
- For submissions highlighted as being potential programs, which can award Continuing Education units (CEs), individual authors will be contacted to provide additional information.
- Submission outcomes will be sent via email by the third week of April 2016.

Proposal Rating Criteria

- Proposals will be rated based on the following criteria: Relationship to convention theme, Relevance/timeliness of topic, Membership appeal, Innovation and creativity, Scientific/empirical soundness (for research symposia and posters), Adequacy of strategy for involving audience (for interactive sessions), Contribution to the field.

Additional Information

- Presenters should bring their own laptops (those with Mac laptops should bring the appropriate adaptor to connect to the LCD projector). LCD projectors for power point presentations will be provided. Requests for additional AV equipment will be addressed after the final selection of presenters has been decided.

Visit the AAPA website at aapaonline.org for more information on the 2016 Convention. For all other questions regarding the 2016 AAPA Convention, please email one of this year's co-chairs, Nori Lim at noriel.lim@emory.edu or Gloria Wong at gloria.wong@unlv.edu.

APPENDIX B1

AAPA 2016 **Judge Welcome Letter**

Dear Dr. ***:

Thank you very much for your help in serving as a judge for the poster session! As a judge, you will be evaluating 8 posters; two judges will evaluate each poster. Only one award will be given at the end of the poster session.

Please review the following details and keep in mind that time will be very limited during the session.

It is very important that you go to Tivoli Building Room 329 so that all of the judges can discuss the posters they reviewed and decide on a winner.

Before the Poster Session. Presenters have been instructed to set up their posters in the morning upon their arrival to the Conference. This allows the judges ample time to preview the posters prior to the formal Poster Session (3:50 pm – 4:50 pm). If you would prefer to avoid the heavy traffic during the actual session, please feel free to begin your review process before 3:50 pm.

During the Poster Session. Presenters have been informed that the judges will be walking around during the Poster Session. Please feel free to ask questions or have a brief discussion with the poster presenters. It has been suggested that they prepare 8.5 x 11 paper handouts of their posters.

Judge's Packet. When you register for the conference, you should receive a packet containing several copies of an evaluation worksheet. Please feel free to use the worksheet to guide your review.

Should you need any assistance, please feel free to contact us.

Poster Session Co-Chairs: Sunny Ho (*Cell phone: 626-297-0890*)
Kimberly J. Langrehr

Your Assigned Posters

P#	Title & Author(s)
1	A Human Science Approach to API LGBTQI Sexual Identity Presenter: Inthava Bounpraseuth, M.A.
2	Acculturation, Cultural Beliefs, and Risky Behaviors: Examining Asian and Pacific Islander Youths' Sexuality (Presenters: Sheena Balolong Publico, B.S. et al.)
3	After Political Violence: Psychological Adjustment among Adolescents and Young Adults in Hong Kong Presenters: Nathan Rhees and Ka Yan Danise Mok, M.A.
5	Antecedents of Acculturative Family Distancing Among East Asian American Students Presenters: Stephanie Carrera, M.S. and Meifen Wei, Ph.D.
6	Asian Americans and Discrimination in Hawaii: Psychometric Assessment and Impact on Physical and Mental Health Presenters: Laurie McCubbin, Ph.D. et al.
7	Asian International Students' Country of Origin and Acculturative Stress: A Multilevel Analysis Presenters: Monica Oh, B.A. et al.
8	Balancing the Cultural Adaptation Equation: A Concurrent Examination of Acculturation and Enculturation Effects on Mental Disorders (Presenters: Sut Yee Shirley Chan, M.A. and Nolan Zane, Ph.D.)
9	Beyond the Trial of Peter Liang: Asian American's Civil Rights Movement in a new era Presenters: Shaozhuan Li, M.Ed. and Jacks Cheng, Ed.M., M.A.

APPENDIX B2

AAPA 2016 CONFERENCE **Poster Judge Evaluation Worksheet**

Judge: _____	Time Table	
	3:50 – 4:15	Individual judging. Each judge selects ONE top poster.
	4:15	Judges convene in private room (ROOM 329)
	4:15 – 4:30	Judges select Top 2 or 3 Overall finalists
Poster Number: _____	4:30 – 4:50	Review finalists' posters. Reconvene to determine one Winner

Please feel free to use this document to facilitate your review process. The guidelines ensure consistencies across all judges in the standards used to evaluate the posters.

Content	1 --- 2 --- 3 --- 4 --- 5
<ul style="list-style-type: none">• <i>Clarity</i>• <i>Methodological soundness</i>• <i>Contribution to the field</i>	
Strengths:	
Areas for Improvement:	

Visual Presentation	1 --- 2 --- 3 --- 4 --- 5
<ul style="list-style-type: none">• <i>Clarity</i>• <i>Flow of information</i>• <i>Aesthetic appeal</i>	
Strengths:	
Areas for Improvement:	

Other Considerations
<ul style="list-style-type: none">• <i>Oral presentation</i>

APPENDIX B3



5/21/2016

Dear AAPA 2016 Convention Proposal Reviewer,

The 2016 AAPA Convention Planning Committee would like to thank you for your professional contribution in reviewing this year's convention proposals! We wouldn't have had a smooth and efficient proposal reviewing process without all of your help! Thanks for your dedication to our association. We hope you continue supporting the reviewing process for our future conventions.

We look forward to seeing some of you this year in Denver, Colorado for our annual convention on August 3rd.

Sincerely,

AAPA 2016 Convention Planning Committee

APPENDIX C1

AAPA 2016 Annual Convention – Ask Me... Icebreaker Response Sheet

Hello everyone and welcome to the AAPA 2016 annual convention. To encourage the exchange of vocally produced audible waves of pressure and displacement through the air (also known as talking), we have created this fun and informative ice breaker activity. In your registration packets, you should have received two “Ask Me...” name tags, which should be visibly worn (e.g., on your shirt or on your head if you are feeling silly). The purpose of this ice breaker is to go up to as many people as possible and get their answer to one of their “Ask Me...” questions. Responses should be recorded below. The two individuals who collect the most responses will each win a prize! Please return your completed sheet to the registration table when you are done! If you need extra sheets come to the registration desk. Good luck!

Name: John Smith **Ask Me...:** My favorite article of clothing **Response:** My Clifford the big red dog shirt!

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

Name: _____ **Ask Me...:** _____ **Response:** _____

APPENDIX C2



2016 AAPA Mentor-Mentee Reception 5PM - 6PM

<p>Room</p> <p><u>Topics:</u> <i>to Graduate School Managing Graduate School Applying for Internship</i></p> <p><u>Mentors:</u></p> <p>Dr. Phillip Akutsu Dr. Stephen Cheung Prof. Sumie Okazaki Dr. Winston Seegobin Dr. William Tsai</p>	<p>Room</p> <p><u>Topics:</u> <i>Social Justice/Advocacy Leadership Development</i></p> <p><u>Mentors:</u></p> <p>Dr. Alvin Alvarez Dr. Puni Kalra Ms. Christina Shea Dr. Nellie Tran Dr. Jorge Wong</p>	<p>Room</p> <p><u>Topics:</u> <i>Early Career Psychologists Establishing Private Practice</i></p> <p><u>Mentors:</u></p> <p>Dr. Christine Iijima Hall Dr. Helen Hsu Dr. Uma Chandrika Millner Dr. Jeffery Mio Dr. Reiko True</p>
<p>Room</p> <p><u>Topics:</u> <i>Teaching Writing/Publishing Grant Writing</i></p> <p><u>Mentors:</u></p> <p>Prof. Wei-Chin Hwang Dr. Matthew Lee Dr. Richard Lee Dr. Qian Lu Dr. Joel Wong</p>	<p>Room</p> <p><u>Topics:</u> <i>Health & Mental Health Disparities</i></p> <p><u>Mentors:</u></p> <p>Dr. Gordan Hall Dr. Nolan Zane</p>	<p>Room</p> <p><u>Topics:</u> <i>Work-Family Balance & Self-Care Non- Traditional Careers</i></p> <p><u>Mentors:</u></p> <p>Dr. Krista Chronister Dr. Michi Fu Dr. Lisa Kiang Dr. Grace Kim</p>

APPENDIX C3



2016 Mentor-Mentee Reception Feedback

1. You participated in the Reception as a: Mentee Mentor (Please circle one)

2. Overall, how was your experience today?

1 2 3 4 5
Very satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

3. Approximately how many mentees/mentors did you speak with today? _____

4. How satisfied were you **with the number** of mentees/mentors you spoke with?

1 2 3 4 5
Very satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

5. How satisfied were you with **the quality of the conversations** you had?

1 2 3 4 5
Very satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

6. Which of the following topics did you talk about today?

<input type="checkbox"/> Applying to Graduate School	<input type="checkbox"/> Writing & Publishing
<input type="checkbox"/> Managing Graduate School	<input type="checkbox"/> Teaching
<input type="checkbox"/> Applying for Internship	<input type="checkbox"/> Social Justice/Advocacy
<input type="checkbox"/> Establishing a Private Practice	<input type="checkbox"/> Leadership Development
<input type="checkbox"/> Early Career Psychologists	<input type="checkbox"/> Non-Traditional Careers
<input type="checkbox"/> Work-Family Balance and Self Care	

7. How satisfied were you with the topics available? (e.g., Applying to Internship, Teaching, etc)

1 2 3 4 5
Very satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

8. What other topics would you like to see available? _____

9. How likely are you to participate in this event in the future?

1 2 3 4 5
Very Likely Somewhat likely Neutral Somewhat Unlikely Very Unlikely

10. Comments/suggestions for improvement: _____

Thank you for your participation and feedback!

APPENDIX D1



UNIVERSITY of
DENVER

GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY

APPLICATION FOR CONTINUING EDUCATION (CE) EVALUATION AND APPROVAL

Applicant (Name of Organization or Individual requesting approval of CE Program): _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Contact Person: _____

Name of CE Program: _____

Date(s) of Program: _____

Location of Program (general site, i.e. hotel, school or other facility): _____

Type of Program: (check one)

- _____ Workshop (<4 hours)
_____ Conference (4+ hours)
_____ Distance Education
_____ Lecture Series

Number of CE credits requested: _____

Program sophistication: _____ Introductory _____ Intermediate _____ Advanced

Estimated Program registration fee(s): _____

Supporting Materials: Please include the following supporting materials with this application:

- a. Title of Program (and each session, as applicable)
- b. The narrative description of the Program (and each session, as applicable)
- c. The learning objectives for the Program (and each session, as applicable)
- d. Current CV for each instructor
- e. The number of credits to be awarded for Program (and each session) (1 credit per hour).
- f. A copy of the draft of printed promotional materials (e.g. flyer or brochure) prior to distribution which must include the following items:
 - i. Educational objectives;
 - ii. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced)
 - iii. Schedule
 - iv. Cost, including all fees and the refund/cancellation policy;
 - v. Instructor credentials, including relevant professional degree and discipline, current professional position, and expertise in program content
 - vi. The number of CE credits offered per session, as applicable.

APPENDIX D1

- vii. A clear indication of any activities within the Program that are not offered for CE credit.
- viii. Notification of any known commercial support for the Program or instructors or any other relationships that could be reasonably construed as a conflict of interest.
- ix. The DU/GSPP logo (provided by GSPP and used in conformance with the University of Denver style guide, see <http://www.du.edu/marcomm/brandguidelines/styleguide.html>)
- x. The following statement MUST be used in all promotional materials:
"This program is approved for XX hours of continuing education. The University of Denver, Graduate School of Professional Psychology (GSPP) is approved by the American Psychological Association to sponsor continuing education for psychologists. GSPP maintains responsibility for this program and its content."
- xi. Special accommodation statement (e.g., handicap accessibility, interpreters for hearing impaired, etc.)
- g. Plan for documentation of registration and evaluation/assessment (attach sample evaluation form, if available).
- h. Copy of written procedures for addressing participant complaints.
- i. Proof of insurance.

APPLICATION MUST BE RECEIVED FORTY-FIVE (45) DAYS PRIOR TO THE PROGRAM

Application fee must be included with application. Application will not be reviewed until payment is received. Make check payable to **University of Denver -GSPP**. If Program is denied, a full refund will be issued. If the Program is approved but is cancelled for any reason, there will be a \$50.00 non-refundable processing fee.

By signing this application, and upon approval of GSPP of the CE Program, applicant agrees to

- a. adhere to the *APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists*, February 2009, <http://www.apa.org/ed/sponsor/about/standards/index.aspx>;
- b. organize and deliver the Program as stated above and according to GSPP Guidelines provided with this Application;
- c. collect sign-in sheets, evaluations, and request for CE credit forms filled out in entirety from each participant requesting APA credit and keep records of participant's CE credits; and
- d. upon conclusion of the Program, report to GSPP the number of psychologists/non-psychologists participants and electronic copies of promotional materials.

The undersigned represents and warrants that the information provided in this application is accurate and that the undersigned is duly authorized to complete, execute and deliver this Application on behalf of the Applicant.

Signature

Date

Printed Name

Title

Important:

Please notify GSPP if any changes to the Program that differ from the information provided in this Application (i.e.-time, date, location, credit hours). Additional review may be required to approve changes. Report of changes after Program may result in revocation of approval by GSPP for further program offerings.