

# Hall Award: Terms of Reference

## Definitions:

Award: Hall Award.

CSZ: Canadian Society of Zoologists.

CMD Section: Comparative Morphology and Development Section of CSZ.

Annual Meeting: Annual meeting of the CSZ.

## Full award name:

Brian K. Hall Award in Comparative Morphology and Development

## Working award name:

Hall CMD Award

## Etymology of the award:

Named in honor of Brian K. Hall, a distinguished Canadian evolutionary developmental biologist and founding sponsor of the award.

## Objectives:

The Award is given for the best oral presentation by a honours or graduate student on a topic in comparative morphology and development at the Annual Meeting.

## Date established:

2005

## Historical:

Brian K. Hall provided a generous donation to establish the initial endowment for this award in fall 2005. He also made a separate donation to ensure the initial award could be made at the 2006 Annual Meeting in Edmonton.

## Award:

The recipient currently receives an award of \$400.

## Funding of Award:

Funded through the Hall Fund of ZET.

## Frequency of Award:

Normally, one Award is given annually at the Annual Meeting, with the winner being announced at the awards ceremony.

## Eligibility:

Undergraduate, M.Sc. and Ph.D. students are eligible to apply. At the time of application, a student must either be in an active undergraduate/graduate program, or have completed his/her bachelor's degree or defended his/her thesis since the last Annual Meeting.

Recently completed Ph.D. students are also eligible, so long as their thesis was defended after the last annual meeting. For a student who has already defended his/her thesis, the research incorporated in the presentation must have been conducted during the applicant's graduate program.

A student who has previously won the Hall Award is not eligible to apply again unless he/she is currently in a different degree program and working on a different research project than the one for which the Hall Award was initially awarded.

Applicants who are not sole author of a presentation should read the next section carefully.

## **Application procedures:**

To apply, students will normally

- a) verify that the topic of their talk falls within the CMD subject areas,
- b) indicate that they wish to be considered for the Award at the time of abstract submission, and
- c) confirm that they are a paid-up member of the CSZ and an active member of the CMD Section.

In the case of multi-author presentations, applicants must be first author, and must also submit a letter from their supervisor (or the most senior co-author) attesting that the research being presented was primarily that of the applicant (i.e., first author). The letter should be addressed and sent to the CMD Past Chair (E-mail is sufficient).

If an applicant has previously won the Hall award, then they are required to clarify that they are in a different degree program and are conducting different research (via email to the CMD Past Chair). This must be done by the abstract deadline.

## **Adjudicators:**

Judges will be selected by, and judging will be organized by, the CMD Past Chair (or, if necessary, an alternate CMD member selected by the CMD Chair). A minimum of three judges will be selected. One judge will be designated the Head Judge and at least one judge should be fluent in French. Additional judges may be selected if the number of applicants warrant, but in all instances the total number of judges will be an odd number.

## **Selection criteria:**

The best student presentation will be the one that is the most memorable in terms of the quality and significance of the research, and the quality of the presentation. Recommended criteria and weighting are as follows:

- a) (50%) quality & significance of the research: Was the research well justified (did it address an important question)? Were the results compelling and stimulating? Were the conclusions well supported? How exciting or memorable was the research?
- b) (20%) technical quality of the presentation (quality of graphics, clarity of figures and tables, quality of organization & timing),
- c) (20%) quality of the defense of the research (e.g., during the talk or during questions), and
- d) (10%) poise of the speaker throughout the presentation and questions.

In the event that the judges feel two presentations were of equal quality, preference should be given to the more junior student (e.g., M.Sc. over Ph.D., on the grounds that the M.Sc. student has had less experience and time to do the research).

Judges have the option of selecting one additional candidate for Honorable Mention. This candidate will be identified on the CMD web site, but will not receive any prize money.

## **Selection procedure:**

The head judge will:

- a) ensure that all judges are informed of the selection criteria and the selection procedure,

- b) determine which judges will evaluate which presentations (where feasible, all judges should view all presentations, to ensure equitability; at least two judges must view each presentation),
- c) ensure that no judges are asked to adjudicate presentations by their own students,
- d) ensure that at least one French-speaking judge adjudicates presentations given in French,
- e) supervise the voting procedure as soon as possible after the final applicant has presented.
- f) transmit the **name of the award winner to the CSZ secretary as soon as possible after judging is completed** so that an award notice can be prepared and awarded at the Banquet.

To streamline voting, the following procedure is recommended:

- i) ask each judge to rank his/her top 5 candidates: 5= highest rank, 4= next highest rank, etc. If a judge feels two candidates were equally good, they may be considered as a tie, for example, two candidates tied for highest rank would be assigned ranks of 4.5 each and two candidates tied for second highest rank would be assigned ranks of 3.5, etc.),
- ii) sum the ranks of all the judges for each candidate; the candidate with the highest sum is the winner,
- iii) in the event of a tie, the head judge is encouraged to do a re-count where only the ranks of the tied candidates are considered (e.g., for each judge, assign 2 to the highest ranked candidate, and 1 to the lowest ranked candidate, if two candidates are tied), the candidate with the highest sum of ranks is the winner,
- iv) in the event that a tie persists following the second round of ranking, the head judge will then supervise a discussion of the strengths and weaknesses of the tied candidates, until consensus is reached about a winner.

## **Advertising:**

The CMD Chair will:

- a) ensure that the Local Organizing Committee creates a space on the registration form of the Annual Meeting for students to indicate that they wish to be considered for the Hall Award, and
- b) endeavor to remind all current CMD members about the award well before the CSZ abstract submission deadline.

## **Notification of applicants/nominees:**

The CMD Chair will:

- a) announce the award at the awards ceremony at the Annual Meeting, and
- b) be responsible for notifying the recipient of the Award if the recipient is not present at the awards ceremony.

## **Awarding of prize:**

The CMD Past Chair shall notify the CSZ Secretary of the **name of the recipient** as soon as possible after judging is completed so that an award notice can be prepared and awarded at the Banquet. Contact information is available from registration details, so no additional information is needed.

The award winner will receive a form at the banquet (or have it mailed to them if they do not attend) that they mail to the CSZ Treasurer. The form returned by the recipient will contain all relevant payment information.

## **Date of this revision:**

April 8, 2016