



**GUIDELINES and CRITERIA for**  
**BEST EXTENSION SERVICES IMPLEMENTATION PAPER AWARD**  
**and**  
**BEST IN ORAL PRESENTATION AWARD**

**1. Paper Qualification**

The paper on extension services experiences, implementation, management, or practices **must be related to the Convention's theme** (e.g., attainment of Sustainable Development Goals).

The paper must be original and unpublished accomplishments or documentation of an Extension Services experiences/implementation by the author(s) or the institution focusing on any of the following: Management and control system, external linkage and networking, and organization management and support services. The Best Extension Implementation/Practices may be any of one of these four Development Program categories:

- \* Social Welfare Development (SWD)- *Basic social services extension programs are provided for the improvement of the educational, leadership, values formation, socio-cultural, sport & health or well-being*
- \* Socio-Economic Development (SED) - *Literacy, entrepreneurship, agriculture, and technical skills training programs for livelihood improvement opportunities*
- \* Infrastructure and Technological Development (ITD)- *Technical assistance on infrastructure, technology, and engineering works*
- \* Environmental and Ecological Development (EED) - *Concern for a healthy, safe, and secured environment.*

**2. The Full Paper**

Full papers should be well-organized, concise, and contain information on the following: The Title and the Contents.

- The Title



Title Page (Title, Author(s) and their designation and agency, address, and contact numbers).

The title of the paper should be in capital letters. In case the title exceeds one line, it should be in an inverted pyramid form. The full underline name (s) of the author (s) starting from the first/given name. An asterisk must be placed after the name of the author who will present the paper.

In a case where the paper has many authors presenting one or different institutions, superscript numbers should be used to indicate the author's corresponding position, institution, and, if applicable, address. The use of the abbreviation is not accepted.

The particular development program category for paper entry (SWD, SED, ITD, and EED) must be specified.

- **The Contents**

The full paper must contain the **Abstract** (5 points), **Introduction** (with Rationale and Objectives) (10 points), **Methodology** (with the specific ES implementation/management experiences, practices, or strategies) (40 points), **Discussion/Innovations** (20 points), **Conclusions** (10 points) and **Recommendations** (10 points), **References** (5 points).

### ***3. Submission of the full formatted paper***

All full paper submissions should be in soft copy format (MS Word version), laid out on US Letter size paper (8.5 x 11), with a one (1) inch margin on all sides.

A maximum number of pages is 10, including the abstract, tables, figures, diagrams, references, and appendices.

Font type is Time New Roman, and font size is 12 pts for text and 14 pts for titles of new sections.

Diagrams, figures, and tables are black and white and not grey as the latter would be difficult to reproduce in print. No color should be used



at all. No color shading should be used at all on text and figures, diagrams, and tables.

No indents to be used on new paragraphs. All paragraphs must be right-justified. Each paragraph is to be separated by one line from the previous one. A new section is to be separated by two lines of the prior section's last paragraph.

All full papers are to be identified by file names as follows: **<surname of the principal author.firstname>.paepi.doc**, so for example, a paper from Angelica Baylon will be baylon.angelica.paepi2021.doc.

If the author has more than one paper, the papers should be identified as follows: baylon.angelica1.paepi2021.doc and baylon.angelica2.paepi2021.doc

#### ***4. Selection of papers for Competition***

Full papers that do not abide by the above guidelines will be returned for corrections to authors. All papers submitted will be screened and evaluated for the award and presentation during the Convention.

Official communication will be sent to the author(s) that have been considered for Competition. They will be advised to revise the paper (if necessary) and to submit them online, on or before the date specified before the Convention. All competing paper abstracts accepted shall form part of the Souvenir program.

#### ***5. Presentation of Papers***

The audience should read the PowerPoint presentations from a distance of about 15-20 meters.

The actual time allotted for the presentation is 20 minutes, including the question and answer portion.

#### ***6. Prize***

Authors of the Best ES Implementation/ Management Paper Award shall receive a plaque and cash prize.



All paper presenters shall also appreciate.

receive a certificate of



## **7. Pointers for the development of the ES Paper or Poster**

Should the author wish that his/her paper be considered for publications in the International Convention of PAEPI Journal, the paper should follow the PAEPI format for uniformity.

- ***Abstract***
- ***Introduction***
- ***Methodology***
- ***Discussion /Interpretation***
- ***Conclusions and Recommendations***

The author's paper should present actual practice or experience on how Extension Services (ES) project was implemented.

It should depict any of the following: experience, concerns, issues, or problems (implementation and control system, external linkages and networking, organizational implementation concerns) in conducting an ES project.

## **CRITERIA FOR BEST IN ORAL PRESENTATION**

1. Content (25%)
2. Organization of ideas (25 %)
3. Audience impact (25%)
4. Time management (25%)

Based on the submitted entries and areas of development programs: The Platinum, Gold, and Silver prize may be awarded to the best oral presenter per area of extension services development program categories (4) that addresses SDGs.

