

Instructions for Organizers

2013 Annual Meeting, Population Association of America New Orleans, LA, April 11-13, 2013

Thank you for serving as an organizer of the PAA 2013 Program! Please read these instructions carefully as procedures have been updated. All submissions to the program, the reviews by the organizers, and even much of the communications, are conducted via the meeting website at the following address:

<http://paa2013.princeton.edu>

Background

Numbers of submissions have been growing steadily in recent years. Last year, there were over 2,800 papers submitted, with most being submitted to two sessions. On average, session organizers received about 55 submissions, with a range from 9 to 135. Most received between 30 and 80.

The Call for Papers will list about 100 initial sessions and the final program will list roughly 200 standard sessions. This means that about 100 overflow sessions will be developed in addition to the 100 initial sessions listed in the Call.

The development of sessions for the final PAA program takes place in three stages once abstracts and papers have been submitted. In the first stage, each session organizer reviews the papers submitted for his or her session and develops the initial session. The organizer may also propose overflow sessions during this phase. During the second phase, the program committee decides on proposed overflow sessions and develops additional sessions as needed to fill out the program. During the third phase, the poster sessions are organized. As a session organizer, your responsibilities will fall primarily, but not exclusively, within the first phase.

Organizer Duties

Session organizers assemble sessions from the abstracts and papers submitted via the meeting website. Your duties as organizer include (1) selecting papers for your initial session, (2) proposing overflow sessions as appropriate, (3) chairing your initial session or recruiting a substitute chair, and recruiting chairs for any approved overflow sessions, and (4) recruiting one or more discussants for each one of your sessions. We discuss each of these activities below.

Co-Organizers

Session organizers may be assisted by co-organizers who help to review the submissions and develop sessions. Co-organizers have read-only access to all the submissions for the session, so primary organizers have full responsibility for entering all decisions and overflow proposals into the meeting website. Co-organizers for sessions that anticipate a large number of submissions are appointed early in the process and listed in the Call for Papers. Co-organizers may also be appointed after the deadline for submissions is past, in consultation with the Program Committee, if needed to handle a large number of submissions. Organizers and co-organizers will be listed in the PAA Program. By PAA convention, they are ineligible to serve as a session organizer for the following two PAA meetings. However, if the number of co-organizers becomes large, we may adopt a one-year waiting period instead.

Key Deadlines

September 21, 2012	Deadline for authors to submit papers online
September 28, 2012	Session organizers may begin entering decisions on line
October 29, 2012	Deadline for session organizers to finish reviewing the submissions to their session and to propose overflow sessions
November 5, 2012	Program Committee sends initial notifications to first authors
November 26, 2012	Program Committee sends notifications for overflow sessions
December 7, 2012	Deadline for session organizers to select chairs and discussants
December 17, 2012	Program Committee sends final notifications
February 6, 2013	Deadline for authors to make revisions online to their accepted submissions
March 11, 2013	Deadline for authors to post completed papers on the website

Contact Information

Please logon to the meeting website and verify your contact information, paying special attention to your email address and affiliation. You may modify this information at any time as the need arises, for example if you are relocating to a different institution.

Online Submissions

Authors submit their papers online via the meeting website. The website allows you, as an organizer, to view submissions to your session as they are received. Authors are allowed to make revisions to their submissions until September 21.

Eligible Submissions

It is expected that organizers will not review their own papers or those of their collaborators, students or advisers. If reviewing a submission sent to your session would create a real or perceived conflict of interest, please email the Program Chairs immediately. With the author's agreement, the paper can be submitted to an alternate session.

As a session organizer, you may encourage submissions for your session but you should not commit to accepting any papers in advance of the submission deadline.

General Principles in Organizing Sessions

One of the hallmarks of the PAA is the quality of the sessions at its meetings. Each session should feature high-quality papers that share enough in common subject matter to form a meaningful session. While the fit and quality of the papers should have top priority in your decisions, offering diverse perspectives within a particular topic area is strongly encouraged. Featuring papers that represent a range of methodological approaches can also provide for an interesting session. Consider including a diverse set of authors. For example, audiences and participants benefit when research from different countries is combined rather than segregated into distinct sessions. Be sure to give full consideration to papers by students and junior professionals, scholars from other countries, people from subfields

related to demography (e.g., anthropological or historical demography), and individuals who are not connected with the most visible centers of population research.

Dual Submissions

If you are considering a paper that has also been submitted to another session, which is the usual case, you will need to coordinate with the other organizer. If your session is the author’s first choice you have priority in accepting the paper. If your session is the author’s second choice you need permission from the other organizer before accepting the paper. In either case, if one of you accepts the paper the other should code “yield”, so the author receives the appropriate notification.

Online Reviews

You may review submissions online at any time after the Call for Papers is posted in early August, but you may not begin to take actions on them until September 28. At this point, you may start entering your decisions on the website. You can view the submissions in a compact tabular format or a more detailed listing that includes the abstracts. The website also tells you if the paper was submitted to another session, and will show the other organizer’s decision if available. As you make your selections you will assign each submission to one of the following eight categories:

Accept	Mark four papers as accepted for your primary session. If a paper was submitted to another session as the author’s first choice, please get the other organizer’s agreement before you accept the paper.
Yield	This code is used only under three conditions: (1) a paper submitted to your session has already been accepted in another session, (2) you agreed that the other organizer will accept it, or (3) you have agreed that another organizer can propose the paper for an overflow session.
Add Session	If you receive enough high quality papers you may propose one or more additional sessions with four papers each. You do this by coding the papers ‘add session’ and filling an overflow proposal. Please read section on Overflow Sessions below.
Forward	Depending on your number of submissions, you may be able to forward to the Program Committee up to a designated number of papers that do not fit in your session, or any additional sessions you propose, but would make an important contribution to the program (see discussion below). This action is unusual and should be reserved for the highest quality papers.

If a paper is not assigned to one of the above four categories the next step depends on whether the author wants the paper considered for a poster session. If the poster option is “Yes”, please rate the paper as a potential poster. Many papers that are not likely to make good oral presentations are excellent posters. These include very novel ideas, innovative approaches, replications of other studies, development and implementation of new methods. With this in mind, please select one of the following three options, which will help the Program Committee select posters. In 2012 there were over 1,600 poster submissions. Your rating is extremely helpful in deciding which posters to include in the program and so we would be very grateful for your considered input.

Poster A	You recommend the paper for a poster session with substantial enthusiasm. About 1/3 of papers considered for a poster are given this rating.
Poster B	You recommend the paper for a poster session with moderate enthusiasm.
Poster C	You do not recommend the paper for a poster session.

If a paper is not assigned to one of the top four categories and the poster option is “No”, select

Reject	The paper is not recommended for a regular session and the author does not want it considered for a poster session
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A reminder of these definitions is available online on your session page. **All decisions must be entered by the close of business on October 29**, when the system will be locked. You may alter your decisions at any time before then.

Author Notification

On November 5, all submitters will be notified by the Program Committee as to the status of their submission. The notifications will be sent using a set of standard email templates and you need not take any action. You may also communicate directly with submitters, but in order to avoid confusion, it is very important that, in your communications with submitters, you are cognizant of the three-stage review process (organizer reviews, chair reviews, and co-chair poster reviews).

Sessions Receiving Few Submissions

Although rare, some sessions may receive too few papers to allow for a high quality session. Following the deadline for submissions on September 21, the Program Chairs will review submission statistics to identify sessions that are unexpectedly small (<12 submissions). After consultation with the session organizer, they may elect to combine them with another session, cancel the session, or leave the session on the program.

Overflow Sessions

Anyone can propose overflow sessions and should do so if they have high quality submissions that could fit together in a session. **All overflow sessions must be proposed using the template provided by the meeting website by October 29.** Overflow sessions may include four or five papers (see section on Chairs and Discussants below).

It is important for the quality of the program and for fairness to authors that you propose additional sessions only when you have sufficient high-quality papers. Typically more such sessions are proposed than can be accommodated in the program. However, fairness also requires that session organizers be diligent in proposing overflow sessions when warranted by the number and quality of submissions.

If your session receives more than 60 submissions, you are expected to propose at least one overflow session. The program chairs will allocate a certain number of overflow sessions based on the number of submissions. The tentative schedule is as follows, if you have:

60-89 submissions: propose one overflow session

90-119 submissions: propose two overflow sessions

120+ submissions: propose three overflow sessions

This schedule may be adjusted based on the final submission counts. All session organizers may propose overflow sessions regardless of the number of submissions, and organizers receiving 60 or more submissions may propose more than the number allocated. If you propose more than one overflow session (or more than the number allocated), you may wish to indicate which are your highest priorities in the justification portion of the template.

ALL overflow sessions must be approved by the Program Chairs before participants are notified.

How to Propose an Overflow Session

If you propose an additional session you fill an online form where you link the papers, provide a title, suggest *potential* chairs and discussants and, most importantly, include a justification for the session. Please provide a brief justification even if the session you are proposing has been allocated based on the number of submissions. Please do not recruit chairs and discussants until the overflow session has been approved. Co-organizers may wish to serve as chairs of proposed overflow sessions.

Approval of Overflow Sessions

The program chairs will approve overflow sessions as quickly as possible after the October 29 deadline. Once overflow sessions are approved, a new session page is created on the meeting website. Organizers will use this page to complete the session (see discussion of chairs and discussants below).

Forwarding Papers to the Program Committee

If you have 25 or more submissions and have not been able to include high quality papers in a regular or overflow session, you may forward up to a specified number of submissions to the Program Chair. These will be considered in the development of additional overflow sessions. Specifically, if you have:

- 25-49 submissions: forward up to one paper
- 50-74 submissions: forward up to two papers
- 75-99 submissions: forward up to three papers
- 100+ submissions: forward up to four papers

Second-Round Notifications

The Program Committee will decide on overflow sessions and notify the organizers and authors of selected papers by November 26.

Chairs and Discussants

All sessions, including initial and overflow sessions, should have a chair. You are expected to chair your initial session, and will need to recruit a chair for each overflow session, if any.

Discussants have traditionally been a valued aspect of the PAA program. When discussants comment thoughtfully and creatively on the papers as well as the state of the science, they can add greatly to the value of sessions. However, some observers have noted that discussant comments have varied in quality. As a result, we would like to experiment with some variation in format.

For all initial sessions (those listed in the Call for Papers and organized by October 29), please follow the traditional practice of accepting four papers and recruiting a discussant (or two, if you prefer).

For proposed overflow sessions, you may choose to accept five papers and forego a discussant if this makes sense in organizing the session. For example, you may have a fifth paper that would fit perfectly with your first four choices.

Once you select a chair and discussant and secure their consent, you need to enter them on the website by December 7. You will use a link that becomes available on your session page after the review stage. If they are not already in the database you will need to provide their email and affiliation. The website does not send emails to chairs and discussants to confirm their participation; you are responsible for this.

Staying on Schedule

The timeline for organizing the PAA program has little flexibility. There are many people who contribute to creating the final program, many tasks that depend on meeting prior deadlines, and many deadlines that have to be met to successfully assemble the program. In those rare occasions when session organizers are unable to complete their work within the required time frames, the Program Chairs may need to adjust assignments. Session organizers should notify the Program Chair at the earliest possible moment if they anticipate difficulties in completing their work.

Contact

For technical support please email paa2013@princeton.edu. For questions about the process, contact Alice Nixon (jalicenixon@gmail.com).