INSTRUCTIONS FOR ORGANIZERS

2002 ANNUAL MEETING, POPULATION ASSOCIATION OF AMERICA
Atlanta, Georgia, May 9-11, 2002

**Please read these instructions carefully even if you have organized sessions in previous years and retain for future reference**. **Because we are requiring use of the web for submitting papers and abstracts, we need your help in making this transition as smooth as possible. Each organizer must login to the program website at http://paa2002.princeton.edu in order to view submissions to their session. You should not begin to select papers until after the October 1 submission deadline.**

*KEY DEADLINES*

**October 1, 2001:**     Deadline for organizers to receive submissions.

**November 15, 2001:**   Deadline for organizers to complete the organization of their pre-authorized sessions. This includes providing appropriate notification to all individuals who submitted papers or abstracts to your session and proposing additional sessions to the program committee co-chairs.

**December 15, 2001:**   Notification of abstracts or papers accepted for overflow sessions or posters

**February 15, 2002:**   Final date to make online revisions to abstracts of accepted papers

**April 13, 2002:**      Deadline for submitting completed papers to session chairs and discussants

*UPDATING YOUR CONTACT INFORMATION AT THE WEBSITE*

You may modify your contact information at any time as the need arises. For example, you may provide a changed address if you are relocating. **It is up to you to update your contact information online during the submission time period.**

*SUBMISSION FORMS*

Authors of papers and abstracts have been instructed to complete a Submission Form online via the PAA 2002 Program website at http://paa2002.princeton.edu. The PAA 2002 Program website will allow you, as a session organizer, to view submissions to your particular session as they are received online. Authors can make revisions online to their submissions until October 1, 2001. Authors unable to complete the Submission Form online will be instructed to request a paper copy of the Submission Form via e-mail from Lydia Cook at paa2002@opr.princeton.edu and we, at Princeton, will enter the relevant

information into the website on their behalf.  We would like to avoid unnecessary duplication in the submission process, therefore, we ask that you encourage any authors who communicate directly with you to complete the Submission Form online.

*SELECTING PAPERS*

After October 1 organizers should check that they have received all papers submitted to their session (either via e-mail or paper copy) by comparing them to the organizer's online listing of all submitted titles on the PAA 2002 Program website.  Abstracts should be posted on the website when the Submission form is filed.  **Please make sure that all papers you receive have a completed online Submission Form.**  If a paper is not listed in the website as a submission to your session, please contact the author and request that the Submission Form be completed via the PAA 2002 Program website.

*General Rules to Follow*

- Papers should be selected from among those submitted to you in response to the Call for Papers.  In rare instances, you may invite a paper if you feel there is a need to round out the program, cover an important topic or feature a particularly noteworthy project.

- Select high quality papers based on your professional judgment and knowledge of the field.

- The PAA Board of Directors requires that anyone appearing on the program of the annual meeting be a PAA member.  Exemptions will be granted only in rare cases and must be arranged in advance with the Program Committee chair.

- Sessions should include no more than 4 papers.

*Specific Instructions*

Initially all submitted papers will be designated "not reviewed" on the website.  As you make your selections, you will assign <u>every</u> submission to one of the following categories:

  **ACCEPT** – Mark up to 4 papers as accepted to your primary session

  **ADD SESSION** - If you receive enough high quality papers, propose to the Program Committee an **additional session** from papers you received.  Do not notify authors of definite paper acceptance until the session is approved by the Program Committee.

  **FORWARD** - Consider forwarding to the Program Committee up to a maximum of 2 high quality papers that do not fit in your session (or additional sessions you propose) for possible inclusion in sessions that the Program Committee will organize.

For all papers not selected for a session or forwarded to the Program Committee, note whether the author has indicated on the Submission Form an interest in having the paper considered for a poster session.

**POSTER YES** and **POSTER NO -** If so, please use Poster Yes or Poster No to convey to the Program Committee Chair your recommendation concerning the suitability of the paper for a poster session.

**REJECT** – Papers not designated "accept", "add session" or "forward" where the authors do not wish to be considered for a poster will be in this final category.

All papers not included in regular sessions will automatically be forwarded to Program Committee Co-Chair, John Knodel, if authors indicated they wish their paper to be considered for a poster session. You do not need to forward these papers to the Program Committee, but please make sure that the abstract is posted on the website.

In some cases, organizers do not receive enough good quality papers to make up a session. It is perfectly acceptable to decide not to organize a session based on having received too few quality papers. If this is the case with your session, please notify us via e-mail so that the Program Organizing Committee can assign the papers to appropriate sessions.

*More on Proposing Additional Sessions*

Many session organizers will receive more high quality papers than they can include in their allotted session. It is important both for the quality of the program and for fairness to authors that you propose additional sessions when you have sufficient high quality papers for an additional session. If you propose an additional session(s), you will need to notify the Program Committee of the papers, 2-3 candidates to chair the session, and 2-3 candidates to serve as discussant. If the Program Committee approves the additional session, we will ask you to notify the authors and recruit a session chair and discussant in the normal manner (see below). You will not need to send the papers/abstracts to the Program Committee.

*Submission to Two Sessions*

If you are considering including a paper that has also been submitted to another session, please coordinate with the other session organizer involved. Together you should decide which of the two sessions will include the paper.

### DISCUSSANTS AND CHAIRS

All regular sessions are expected to have discussants. Please choose a discussant and secure his/her consent. When recruiting your discussant, please remind him/her that: (1) anyone appearing on the PAA program must be a PAA member, and (2) no one may appear more than twice in any capacity on the program. Make certain that members who

agree to serve as your discussant do not violate the maximum two appearances rule. **Please enter your choice of chair and discussant(s) on your website session page, providing contact information as required.**

You are expected to chair your own session unless you are unable to attend the meetings. In this case you should recruit a substitute chair and inform the Program Committee.

If you are forwarding papers that you cannot include in your session to the Program Committee, please do so by November 15, 2001. Please send these by **express mail,** or if you received the papers electronically, then forward them by e-mail to Lydia Cook at paa2002@opr.princeton.edu.

*RESOLVING CONFLICTS*

The Program Committee will notify you if the author of a paper you have chosen or a discussant already appears twice on the program. If you are notified of a conflict, please contact the author or discussant involved about which of the two appearances he/she prefers. Insure that the other organizer involved is aware of and agrees with any changes. Please notify the Program Committee via e-mail of the resolution.

*NOTIFYING AUTHORS*

It is your responsibility to notify authors who submitted papers to your session of the outcome. Please notify each author that his/her paper has been: (1) accepted in your session; (2) forwarded to the Program Committee for further consideration (including papers proposed for additional sessions); (3) forwarded for consideration by the Poster Session Organizer; or (4) declined.

Authors of papers proposed for inclusion in an additional session should NOT be notified that their papers have been accepted until AFTER the additional session has been approved by the Program Committee. Until you receive this approval, you may inform these authors that their papers have been referred to the Program Committee for further consideration. This approach is necessary because usually more additional sessions are proposed than we can accommodate.

Please notify authors of accepted papers that they are required to send a final copy of their paper to the chair and the discussant by **April 13**, three weeks before the PAA meeting. Also, send the discussant and session participants a roster of the papers and authors. Finally, authors should be informed that PAA will provide an overhead projector, 35mm slide projector and screen in each session room. LCD Projectors for PowerPoint presentations are not provided because of prohibitive costs.

*CHAIRING YOUR SESSION*

Each PAA regular session lasts 110 minutes.  Therefore, presentations (including the discussant's) should be restricted to 15 to 20 minutes to allow time for audience discussion.  As chair, you are expected to keep the session moving and enforce time restrictions on each presentation.

*MONITORING PARTICIPATION*

Session presiders are requested to report approximate session attendance and e-mail the number to Lydia Cook at the address posted below.  Following the annual meeting, we will send out a reminder notice upon returning from Atlanta.

CONTACTS

PAA 2002 MEETING website:  http://paa2002.princeton.edu

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