

# Instructions for Organizers

## 2012 Annual Meeting, Population Association of America San Francisco, CA • May 3-5, 2012

Please read these instructions carefully. 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://paa2012.princeton.edu>

### Organizer Duties

Your duties as organizer include (1) selecting four papers for your session, (2) proposing additional sessions provided that you received at least four more papers of very high quality, (3) notifying authors on a timely basis of your decisions, (4) chairing your session or recruiting a substitute chair, and recruiting chairs for any approved overflow sessions, and (5) recruiting one or more discussants for each one of your sessions. We discuss each of these activities below.

### Key Deadlines

September 23, 2011	Deadline for authors to submit papers online
November 11, 2011	Deadline for session organizers to finish reviewing the submissions to their session and to propose overflow sessions
December 16, 2011	Deadline for session organizers to notify participants in overflow sessions and to select chairs and discussants
February 6, 2012	Deadline for authors to make revisions online to their accepted submissions
April 2, 2012	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 at 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 23. We ask that you wait for the deadline before selecting papers.

### Eligible Submissions

As a general rule, organizers should not review their own papers or papers from close collaborators; you should direct these papers to alternate sessions so as to avoid real or perceived conflicts of interest. You may invite an author to submit to your session if you feel there is a need to round out the program, cover an important topic, or feature a particularly noteworthy project, but this is highly unusual.

### Online Reviews

After September 23 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	If a paper submitted to your session has already been accepted in another session, or you agreed that the other organizer will accept it, please select "yield", so the author knows you didn't accept it because somebody else already had.
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 as explained below.
Forward	You may forward to the Program Committee up to a maximum of two high-quality papers that do not fit in your session, or any additional sessions you propose, but would make an important contribution to the program. 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 by selecting one of the following three options, which will help the Program Committee select posters:

Poster A	You recommend the paper for a poster session with substantial enthusiasm.
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.

In recent years the vice-president elect has received more than 1,000 poster submissions. This rating is extremely helpful in judging poster submissions, so please devote considerable attention to it.

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. Your decisions can be altered at any time before November 18 or until you notify the authors as explained below.

### Dual Submissions

If you are considering a paper that has also been submitted to another session, which is the usual case, we ask that you 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. In either case, if one of you accepts the paper the other should code yield, so the author receives the appropriate notification.

### Author Notification

Once you have completed your decisions you should notify the authors. The website lets you do this automatically by using a set of standard email templates. Alternatively, you may send personal emails

to some (or all) authors. If you write your own notifications please note that all you can tell authors in the 'Add Session' category is that you have recommended their paper for inclusion in an additional session, but must wait to see if the session is approved. A similar comment applies to the 'Forward' category.

### **Overflow Proposals**

If you propose an additional session you fill an online form where you link the papers, suggest potential chairs and discussants and, most importantly, include a justification for the session. 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.

### **Second-Round Notifications**

The Program Committee will decide on overflow sessions and notify the organizers by December 16. If your overflow session is approved you will have a new session page with the selected papers, and you can use that page to notify the authors. If a session is not approved you should return to your original session page and manually notify the authors. You do not need to worry about notifying the final decisions for forwards or posters, as these are handled by the Program Committee.

### **Chairs and Discussants**

All regular sessions should have a chair and one or two discussants. You are expected to chair your primary session, and will need to recruit a chair for each overflow session, if any. You also need to recruit a discussant for each session. Authors, particularly junior authors, profit greatly from the review that a good discussant provides. Once you select a chair and discussant and secure their consent, you can enter them on the website using 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.

### **Contact**

For technical support please email [paa2012@opr.princeton.edu](mailto:paa2012@opr.princeton.edu).