Instructions for Organizers

2019 Annual Meeting, Population Association of America
Austin, TX ● April 10-13, 2019

Please read these instructions carefully. The success of the PAA meeting depends on your full completion of your responsibilities and doing so in a timely manner. We thank you in advance for being a conscientious and thorough session organizer and helping produce a superb annual program!

All submissions to the program, reviews by the organizers, and much of the communications, are conducted via Pampa, the meeting website at:

http://paa2019.populationassociation.org/.

Organizer Duties

Each session organizer is responsible for: (1) selecting four papers for the primary session; (2) proposing one (or two) overflow sessions if necessary; (3) providing grades for all papers not selected but to be reviewed for poster sessions; (4) providing final outcome decisions for all papers submitted to the session; (5) signing up to chair the session or recruiting another person to chair and recruiting a chair for any approved overflow session; and (6) recruiting one or two discussants for each session and for any approved overflow session. All of these duties are described in more detail below.

Co-Organizers

A few sessions have two organizers: a primary organizer who has full access to the session page, and a secondary organizer who has read-only access. While both organizers may read the submissions, all decisions have to be entered on the website by the primary organizer. The only exception is the comment facility described further below, which is open to both primary and secondary organizers. Please keep this distinction in mind as you read the rest of this document.

Key Deadlines

September 16, 2018	Deadline for authors to submit papers online
October 13, 2018	Deadline for session organizers to finish reviewing **ALL** submissions
October 26, 2018	Deadline for organizers to propose overflow sessions
November 13, 2018	Authors are notified of papers accepted in standard sessions
December 3, 2018	Organizers and authors are notified of overflow session decisions
December 4, 2018	Authors are notified of poster session decisions
December 28, 2018	Deadline for session organizers to select chairs and discussants for all sessions
January 14, 2019	Deadline for presenting authors, chairs and discussants to register for meeting

Contact Information

PAA and Pampa are now integrated, so please logon to the PAA website and verify your contact information, paying special attention to your email address (which you will use to log onto Pampa), affiliation and country of residence.

Online Submissions

Authors submit their papers online at the meeting website. The website allows you to view submissions to your session as they are received, but keep in mind that authors are allowed to make revisions to

their submissions until September 16. You can view the submissions in a compact tabular format or a more detailed listing that includes the abstracts. At the close of submissions we lock the website to run a few checks. On September 21 the lock is released and the primary organizer may start entering decisions.

Comments

As you read the submissions you may annotate them by entering short comments. We store only one comment per submission per organizer. Both primary and secondary organizers may use this facility, which serves as a means of communication between them. Comments are not visible to organizers of other sessions or to the Program Committee.

Conflicts of Interest

As a general rule, organizers should not review their own papers or papers from close collaborators, recent students or postdocs. Please direct papers for which you have conflict of interest to alternate sessions as soon as possible.

Online Reviews

Pampa will show if a paper was submitted to another session and will also show the other organizer's latest decision. The primary organizer must assign each submission to one of the following eight categories:

Conflict	Organizer has a conflict of interest with one of the authors.
Accept	Selected for your primary session. If you are not the first-choice session for the paper, please coordinate with the first-choice organizer before accepting.
Add Session	Recommended, usually one of a slate of four, for inclusion in an overflow session.
Forward	One of a limited number of very high-quality papers that do not fit in primary or additional session, instead recommended for inclusion in an extra session that the Program Committee may organize.

If a paper is not assigned to one of the above four categories the next step depends on whether or not 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:

Poster A	A paper not selected as accept, conflict, add session, or forward, wants to be considered for a poster session, and you think the paper would make an excellent poster.
Poster B	A paper not selected as accept, conflict, add session, or forward, wants to be considered for a poster session, and you think the paper would make a good poster.
Poster C	A paper not selected as accept, conflict, add session, or forward, wants to be considered for a poster session, but you do not recommend it.

In recent years the vice-president elect has received more than 1,500 poster submissions. This rating is extremely helpful in judging poster submissions, so we would be grateful if you devote considerable attention to it. Please distribute your ratings roughly equally across the three categories.

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.

A reminder of these definitions is available online in your session page. These decisions can be altered at any time before October 13, but they must be finalized by then.

Dual Submissions

If you want to accept a paper that has also been submitted to another session, please 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.

Flash Sessions

Organizers of flash sessions should choose 6–8 papers and a chair. Flash sessions will not not have discussants. Each presenter will do a five-minute, five-slide presentation (think Prezi or PowerPoint) and display a printed poster. Following these presentations, authors will be available for further discussion at their posters.

Author Notification

All author notifications are handled centrally using a standard set of templates, so organizer do not need to take any action. If you communicate directly with the authors, please be careful to inform those in the "Add Session" category that you have recommended their submission for inclusion in an overflow session but approval is pending. A similar comment applies to the "Forward" category.

Low-Submission Sessions

Some sessions may receive too few papers to produce a high-quality session. The Program Co-Chairs will review session statistics to identify sessions with few submissions. After consultation with the organizer these sessions may be combined with other sessions or cancelled.

Overflow Proposals

Organizers with large numbers of submissions may propose one or more overflow sessions by filling out an online form to link the papers and suggesting potential chairs and discussants. The program committee will provide information via email on whether an overflow session is likely due to the number of submissions to the session. A small number of sessions that receive very large numbers of submissions will be invited to propose two overflow sessions.

It is vital for the quality of the program and for fairness to all authors that you propose additional sessions if, and only if, you have sufficient high-quality papers with related content. More overflow sessions are usually proposed than can be accommodated in the program. Nonetheless, the overflow sessions contribute significant breadth and depth to the annual meeting. The Program Co-Chairs will provide more information about overflow session proposals via email at the end of the paper submission period.

The Program Committee will decide on overflow sessions and notify the organizers by December 3. If your overflow session is approved, you will have a new session page with the selected papers. You do not need to worry about notifying the authors, as all notifications are handled centrally.

Chairs and Discussants

All sessions must have a chair and discussant. Session organizers are usually expected to chair their session, although they can designate a different person. Session organizers will need to recruit a chair and one or two discussants for each overflow session that is approved. Chair and discussant decisions should be finalized and entered by December 28, 2018. Here is a list of those who volunteered to be chairs and/or discussants, sorted by topic area. Please note that you will need to check with proposed chairs and discussants before adding their names to ensure that they will attend. Keep in mind that a person can appear on the program no more than four times (and can present only two times). For overflow sessions, enter proposed chair and discussant when proposing the session as the proposed chair and discussant will be taken into consideration when choosing among the proposed overflow sessions. The site will check if they are already in our database, and will request their email address, affiliation and country of residence otherwise.

Order of Presentation

When sessions are created the papers are numbered alphabetically by first author, but the primary organizer can change the order until December 28, 2018.

Contact

For technical support please email paa2019@popassoc.org.