

Instructions for Organizers

2015 Annual Meeting, Population Association of America
San Diego, CA • April 30-May 2, 2015

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://paa2015.princeton.edu>

Organizer Duties

The duties of session organizers include (1) selecting four papers for your session, (2) proposing additional sessions provided that the session received sufficient papers of very high quality, (3) chairing or recruiting another person to chair your session, and recruiting chairs for any approved overflow sessions, and (4) recruiting one or two discussants for each one of your sessions. We discuss each of these activities below.

Co-Organizers

Twenty 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 26, 2014	Deadline for authors to submit papers online
October 1, 2014	Primary organizer may start entering decisions online
November 3, 2014	Deadline for session organizers to finish reviewing the submissions to their session and to propose overflow sessions
November 10, 2014	Authors are notified of papers accepted in standard sessions
November 26, 2014	Organizers and authors are notified of overflow session decisions
December 15, 2014	Deadline for session organizers to select chairs and discussants for all sessions
December 19, 2014	Authors are notified of poster session decisions
February 16, 2015	Deadline for authors to make revisions online to their accepted submissions
April 6, 2015	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, affiliation and country of residence. 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 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 26. 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 October 1 the lock is released and the primary organizer may start entering decisions.

Conflicts of Interest

As a general rule, organizers should not review their own papers or papers from close collaborators; organizers should direct these papers to alternate sessions so as to avoid real or perceived conflicts of interest. If you have any questions or concerns regarding a potential conflict of interest, please email the Program Committee at paa2015@umn.edu.

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.

Online Reviews

For each paper the website shows if it 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:

Accept	Mark four papers as accepted for your primary session. If your session is the author's second choice, please get the first choice organizer's agreement before you accept the paper.
Yield	If a paper submitted to your session has already been accepted in another session, or the other organizer has agreed to accept it, please select "yield." This tells us that you didn't accept the submission 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 creating an overflow proposal as explained below.
Forward	Sometimes you receive high-quality submissions that do not fit the theme of your session. If you spot these during the submission stage, please contact the author and suggest a more appropriate session, if any. Otherwise, if you think the paper would make an important contribution to the program and want the Program Chair to consider it for an overflow session, code it "forward." This action should be reserved for exceptional cases.

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:

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 1,500 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.
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A reminder of these definitions is available online in your session page. These decisions can be altered at any time before November 3 but must be finalized by then.

Dual Submissions

If you want to accept a paper that has also been submitted to another session, which is the usual case, 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. In either case, if one session accepts the paper the other should code "Yield."

Author Notification

All author notifications are handled centrally using a standard set of templates, so you don't need to take any action. If you communicate directly with the authors, you should be careful to tell those in the "Add Session" category 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.

Low-Submission Sessions

Some sessions may receive too few papers to allow for a high-quality session. The Program Chair 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. To do so the primary organizer fills out an online form to link the papers, suggest potential chairs and discussants, and, most importantly, provide a justification for the session. It is important for the quality of the program and for fairness to authors that you propose additional sessions if, and only if, you have sufficient high-quality papers that fit together. Typically more overflow 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 November 26. 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 of these decisions, as all notifications are handled centrally.

Chairs and Discussants

All regular sessions should have a chair and discussant. Session organizers are expected to chair their primary session and will need to recruit a chair for each overflow session, if any. They also need to recruit a discussant for each session. The primary organizer will be able to enter the chair and discussant on the website between November 3 and December 15. 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 between November 3 and December 15 the primary organizer will have an option to change the order of presentation of the papers using a web interface.

Contact

For technical support please email paa2015@princeton.edu