INSTRUCTIONS FOR ORGANIZERS
2011 ANNUAL MEETING, POPULATION ASSOCIATION OF AMERICA
Washington, DC March 31 – April 2, 2011

Please read these instructions carefully, even if you have organized sessions in previous years. All submissions to the PAA program, the review of papers by organizers, and even much of the communications are conducted via the Meetings website. Organizers should use their web browser to login to the program website at http://paa2011.princeton.edu/ to view submissions to their session. You can login as often as you would like to read the submitted papers and abstracts, but you should not begin to select papers until after the submission deadline of September 17, 2010.

KEY DEADLINES
September 17, 2010 - Deadline for authors to submit papers or abstracts to session organizers. (Please allow 1-2 extra days for the usual last-minute crises.)

November 1, 2010 - Deadline for session organizers to complete the organization of their pre-authorized sessions. This includes:
    1) Selecting 4 papers for the pre-authorized session.
    2) Recruiting two discussants (see below).
    3) Agreeing to chair the session or recruiting a substitute chair.
    4) Proposing additional session(s) to the Program Committee Co-chairs, provided that four additional papers are of very high quality.
    5) Providing appropriate notification to all individuals who submitted papers or abstracts to your session.

December 17, 2010 - Deadline for session organizers to notify authors of papers accepted in overflow sessions that have been approved by the Program Committee

February 4, 2011 - Deadline for authors to make online revisions to abstracts of accepted papers

March 1, 2011 - Deadline for authors to post completed papers on the program website

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 change-of-address if you are relocating. It is up to you to update your contact information online. (Data are not updated unless you click the SUBMIT button before exiting.)

SUBMISSION FORMS
Authors of papers and abstracts are required to submit their information online via the PAA 2011 Program website at http://paa2011.princeton.edu/. The PAA 2011 Program website will allow you, as a session organizer, to view submissions to your particular session as they are received online. Authors are allowed to make revisions online to their submissions up until September 17, 2010.

SELECTING PAPERS
After September 17, organizers should examine all abstracts/papers submitted to their session. Extended abstracts or a completed paper should have been posted when the online submission form was filled out.

General Rules to Follow about Selecting Papers
- A long-standing PAA rule is that session organizers cannot accept their own papers or papers from close collaborators. The general principle is one of avoiding real or perceived conflicts of interest. The rule will be strictly enforced. Please contact the President-Elect if you have questions.

- Papers should be selected from among those submitted to you in response to the Call for Papers. 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, but this is highly unusual.

- Sessions should include no more than 4 papers.

Specific Instructions for Selecting Papers
Initially all submitted papers will be designated "not reviewed" on the website. As you make your selections, you will assign every submission to one of the following categories:

ACCEPT – Mark up to 4 papers as accepted for your primary session. For any papers also submitted to another session, please get in touch with the other organizer via email before accepting the paper. If your session is the author's first choice, please let the other organizer know your intention. If your session is the author's second choice, please get the other organizer's permission to accept the paper for your session.

YIELD – If a paper is submitted to your session as well as another, and accepted by the other organizer, please select 'yield". Doing so will insure that the author receives the appropriate correspondence.

ADD SESSION - If you receive enough high quality papers, you may propose an additional session of up to 4 papers from the papers you received. For more instructions, see below. Do not notify authors of definite paper acceptance since the extra session may not be approved by the Program Committee.

FORWARD – You may forward 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. This action is unusual and should be reserved for the highest quality papers.

POSTER - For all papers not selected for a session, coded yield, or forwarded to the Program Committee, session organizers should first note whether the author has indicated that the paper may be considered for a poster session.

If Yes, please rate each paper as Poster A, B or C where
POSTER A - indicates substantial enthusiasm
POSTER B - indicates moderate enthusiasm
POSTER C - indicates no enthusiasm (you wouldn't recommend the paper for a poster session)

In recent years, the Vice-President Elect has received more than 1,000 poster submissions – either directly or indirectly via session organizers. This rating is extremely helpful in judging poster submissions, so please devote considerable attention to it.

If the author indicated that the paper should not be considered for a poster session, then code the paper:

REJECT - a residual category for all papers not designated as "accept", "yield", "add session" or "forward" and where the authors do not wish to be considered for a poster.

A reminder of these definitions is available at:http://paa2011.princeton.edu/outcomeHelp.html.

Once you have made assignments you must click the UPDATE button to save your decisions. These decisions can be subsequently altered by making the change and clicking the UPDATE button. 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 and identify the highest quality papers among those you received so that the Program Organizing Committee can reassign the papers to other 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 only when you have sufficient high quality papers for an additional session. Typically, more such sessions are proposed than can be accommodated in the program.

If you propose an additional session(s), you will need to notify the Program Committee of the papers selected, propose 2-3 candidates to chair the session, and 2-3 candidates to serve as discussant. Note: There is a web interface to do this; organizers fill out an online form outlining the proposed session and linking the papers they want to include. If the Program Committee approves the additional session, you should notify the authors and recruit a session chair and discussant in the normal manner (see below). You do not need to send the papers/abstracts to the Program Committee since these are available on-line.

Submission to Two Sessions
If you are considering including a paper that has been submitted to another session, you may not accept the paper until after you have communicated with the other organizer. If your session is the author's first choice, you have first priority in accepting the paper. When you and the other organizer have reached agreement about a paper submitted to both sessions, the organizer accepting the paper will assign the paper to the ACCEPT category. The other organizer will assign it to the YIELD category. That is important. Putting a paper accepted in another session in the YIELD category will insure that the authors received the correct emails about their participation.

DISCUSSANTS AND CHAIRS
All regular sessions should have discussants. Organizers should select and recruit one or, preferably, two discussants for their session, and recruit discussants for any overflow sessions they propose. One format that works particularly well is to group papers in pairs and recruit a discussant to discuss each pair. Authors, particularly junior authors, profit greatly from the review that a good discussant provides.

Please choose discussants carefully 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 or have conflicts at the meeting. In this case you should recruit a substitute chair.

NOTIFYING AUTHORS
It is your responsibility to notify authors who submitted papers to your session of the outcome. This is done via the web interface, which allows organizers to send automated email notifications to the authors using a different template for each outcome category. Please notify each author that his/her paper has been: (1) accepted in your session; (2) yielded to another organizer who has agreed to accept it; (3) forwarded to the Program Committee for further consideration (including papers proposed for additional sessions); (4) forwarded for consideration by the Poster Session Organizer; or (5) rejected.

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. 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 note that the website allows organizers to automatically send email notification to authors.

Please notify authors of accepted papers that they are required to upload a final copy of their paper on the program website by March 1. Finally, authors should be informed that PAA plans to provide both overhead and LCD projectors in each session room.

CHAIRING YOUR SESSION
Each PAA regular session lasts 105 minutes. Therefore, paper and discussant presentations should be restricted to no more than 15 minutes to allow time for audience discussion. As chair, you are expected to keep the session moving and enforce time restrictions on each presentation. Session chairs are advised to ask authors and discussants to send PowerPoint files to someone who volunteers to load all of the presentations onto their laptops prior to the start of the session. This can save a lot of time.

MONITORING PARTICIPATION
Session chairs are requested to report approximate session attendance. Following the annual meeting, we will send out a reminder regarding this report.

CONTACTS
PAA 2011 Meeting website and information about 2011 Program Committee:
http://paa2011.princeton.edu/

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