INSTRUCTIONS FOR ORGANIZERS

2005 ANNUAL MEETING, POPULATION ASSOCIATION OF AMERICA
Philadelphia PA, March 31 to April 2, 2004

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. This new system worked very well in 2004 and we are confident that it will be successful again this year. Organizers should use their web browser to login to the program website at http://paa2005.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 23, 2004.

KEY DEADLINES

September 23, 2004: Deadline for submitting papers or abstracts to organizers.

November 1, 2004: 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, 2004: Author notification for abstracts or papers accepted in overflow regular sessions or poster sessions.

February 1, 2005: Final date to make online revisions to abstracts of accepted papers.

March 1, 2005: Deadline for posting 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 2005 Program website at http://paa2005.princeton.edu/. The PAA 2005 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 up until September 23, 2004.

SELECTING PAPERS

After September 23rd 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

• 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.

• 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 chairs.

• Sessions should include 4, and in no case more than 5 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. If you are not the first choice session for the paper we ask that you coordinate with the first choice organizer before accepting.

DEFER – If you would like to accept a paper but are deferring to another organizer who has agreed to accept it, please select 'defer.' This category is intended for cases where 2 organizers want a paper, one will "accept," the other will "defer".

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. Do not notify authors of definite paper acceptance until the session is 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.

For all papers not selected for a session, deferred, or forwarded to the Program Committee, 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)

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", "defer", "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://paa2005.princeton.edu/outcomeHelp.aspx

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 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 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, propose 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 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 and your session is not the author's first choice, please coordinate with the organizer who has first claim to the paper. (Please do so even if the other organizer has rejected the paper since decisions are often revised.) If your session is the author's first choice you may accept the paper without contacting the other organizer.

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 1, 2004.

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) deferred 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 110 minutes. Therefore, presentations (including those of discussants) 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 chairs are requested to report approximate session attendance. Following the annual meeting, we will send out a reminder.

CONTACTS

PAA 2005 MEETING website and information about 2005 Program Committee: http://paa2005.princeton.edu/

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