Instructions for Organizers: Overview

Please read these instructions carefully. This document provides an overview of all organizer duties. All submissions to the program, the reviews by the organizers, and much of the communications are conducted via the meeting website. The website functions for organizers will open later this summer, in the second phase of the PAA transition to new meeting software. We will provide instructions about how to use the organizer functions in a second document. Submissions to the program will begin August 17, when the first phase of the transition has been completed.

Organizer Duties

Session organizers and co-organizers are responsible for: (1) selecting four papers for their session, (2) proposing additional (overflow) sessions provided that the session received sufficient papers of very high quality, (3) chairing the session or recruiting a different person to be chair and recruiting chairs for any approved overflow sessions, and (4) recruiting one or two discussants for each of your sessions. These duties are described below.

Key Deadlines

September 25, 2015	Deadline for authors to submit papers online
October 2, 2015	Session organizers may begin entering decisions online
November 2, 2015	Deadline for session organizers to finish reviewing the submissions to their session and to propose overflow sessions
November 9, 2015	Authors are notified of papers accepted in standard sessions or forwarded for possible inclusion in overflow or poster sessions
November 19, 2015	Organizers are notified of overflow session decisions
December 11, 2015	Deadline for session organizers to obtain chairs and discussants for all sessions
December 18, 2015	Authors are notified of papers accepted into overflow or poster sessions
February 14, 2016	Deadline for making online revisions to abstracts of accepted papers
March 7, 2016	Deadline for posting completed papers on the program website

Online Submissions

Authors submit their papers online at the meeting website. Authors may make revisions to their submissions until September 25. At the close of submissions we lock the website to run a few checks and obtain additional information from authors as necessary. On October 2, the lock is released and organizers 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 to avoid real or perceived conflicts of interest. Please scan the submissions for your session early, even before submissions close September 25, to identify any potential conflicts. If a collaborator or someone else with whom you have a real or perceived conflict of interest submits to your session, please notify the Program Committee about the paper so that it can be directed to

another session, with the authors' permission. For any questions or concerns about conflicts of interest, please email the Program Committee at paa2016@ccpr.ucla.edu.

Online Reviews

For each paper the website will show if it was submitted to another session and whether your session was the submitter's first or second choice. The website also will show the other organizer's latest decision. Each organizer must assign one of the following nine codes for each submission:

Accept	Mark four papers as accepted for your primary session. If your session is the author's second 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 the other organizer has agreed to accept it, please select "yield." This tells us that you did not accept the submission because somebody else already had.
Add Session	If you receive enough high quality papers, or if the Program Co-Chairs have recommended overflow sessions for your session, 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 you want the Program Co-Chairs 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 or not the author wants the paper to be considered for a poster session.

If the poster option is "yes," please rate the paper as a potential poster by selecting one of the four options below. Last year, the Vice-President Elect received more than 2,100 poster submissions. The four-category rating is essential for effectively evaluating poster submissions, but sometimes session organizers give all posters the same rating. Please distribute your ratings across the four categories, drawing on the views you formed regarding the submission's scientific merit when you considered the submission for your session. Please use the "A" rating only for submissions that are so good you regret being unable to accept them.

Poster A	You recommend the paper for a poster session with great enthusiasm.
Poster B	You recommend the paper for a poster session.
Poster C	You recommend the paper for a poster session with reservations.
Poster D	You do not recommend the paper for a poster session.

If the poster option is not selected, and you did not assign it to one of the first four categories (accept, yield, add session, or forward), select:

Reject	The paper is not recommended for a standard or overflow session and the author does not want it considered for a poster session.

These decisions can be altered any time before November 2, but they must be finalized by then.

Dual Submissions

If you want to accept a paper that was also 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 do not 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 support a high-quality session. The Program Co-Chairs will review session statistics to identify sessions with few submissions. After consulting with the organizer and co-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 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 vital 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. More overflow sessions are proposed than can be accommodated in the program. This year in particular the number of hotel meeting rooms will limit the overflow sessions that can be included in the program. Nevertheless the overflow sessions contribute significant breadth and depth to the annual meeting. The Program Co-Chairs will provide more information about overflow session proposals at the end of the submission period.

Notifications about Overflow Sessions

The Program Committee will decide on overflow sessions and notify you of their decisions no later than November 19.   If your overflow session is approved, you do not need to notify the authors of these decisions because all notifications are handled centrally.

Chairs and Discussants

All regular and overflow sessions should have a chair and discussant. Session organizers are expected to chair their primary session and they will need to recruit a chair for each overflow session, if any. Session organizers also need to recruit a discussant for each session. Organizers will be able to enter the chair and discussant on the website between November 2 and December 11. The site will check to see if these people are already in the database, and will request their email address, affiliation, and country of residence otherwise.   The deadline for organizers to secure the consent of chairs and discussants for all standard sessions is December 11.

Contact

For technical support: help@popassoc.org
For questions about organizers' responsibilities: paa2016@ccpr.ucla.edu