



## European Population Conference 2012 Guidelines for conveners

The European Population Conference (EPC) is a general scientific conference structured in various themes. All submissions to the EPC program, the review of the abstracts and much of the communication is conducted through the Program website. Conveners should use their web browser to login to the program website at <http://epc2012.princeton.edu/> to view submissions to their theme. You can login as often as you would like to read the submitted abstracts and papers. The deadline for submissions has passed authors can now not make revisions to their submissions.

### *Review process*

- 1.** Conveners are asked to develop the submissions to their Theme into sets of Simultaneous Sessions. Since the Themes are broadly defined, Conveners are asked to develop Sessions which are more focused.
- 2.** Conveners need to work on the basis of Abstracts and additionally can consult extended abstracts/full papers, which are requested from the participants. Using these Abstracts they will determine the number, scope and substance of Sessions. Sessions will last 90 minutes each with around 10 simultaneous sessions in one time slot. Given the large number of submissions we ask you to select at least 4 and preferable 5 papers for one session.
- 3.** Papers should be selected from those submitted to your Theme in response to the call for abstracts. All regular sessions should have a chair and you are expected to chair your primary session, you are asked to suggest chairs for each of the other created sessions in your theme.
- 4.** All submitted papers will initially be designated "not reviewed" on the program website. As you make your selection you have to assign every submission to one of the following categories:

**Accept:** Mark 5 (or at least 4) papers for acceptance in the Sessions that you will chair yourself.

**Add session:** please use this code to select papers to create new Sessions within your theme (not for the session you will chair yourself, see Accept above) Note: There is a web interface to do this; conveners have to fill out an online form outlining the proposed session and linking the papers they want to include. When proposing additional Sessions you will have to propose candidates to chair the session. You do not need to send the abstracts/papers to the Program Committee since they are available on line.

**Forward:** You may forward to the Program Committee quality papers that do not fit your Theme for possible inclusion in sessions that are organized by other conveners or the Program Committee.



**Poster:** For all abstracts that are not accepted or forwarded, you should note whether the author has indicated if the paper may be considered for a poster session. If this is the case please rate the submission as either Poster A, B, or C. A indicates you recommend the submission for a poster presentation with substantial enthusiasm, B moderate enthusiasm, and C no enthusiasm (you would not recommend the submission for a poster session). Please, do take this rating seriously as poster sessions are created based on your judgment. Furthermore, we will draw from those submissions with good ratings to complete oral sessions where authors are eventually unable to make it to the EPC in Stockholm.

**Reject:** This category is reserved for all submissions that are not designated as Accept, Add Session or Forward and where the authors do not wish to be considered for a poster session.

Once you have made the assignments you have to click the **UPDATE** button in order to save your decisions. It is advisable to use the UPDATE button regularly during the assignment process to make sure that all your decisions are saved! Note that you can always go back to your decisions and change them if needed by again clicking the **UPDATE** button.

5. After we have received your evaluation of the submissions the IOC will prepare the final program. You do **NOT** need to notify authors, this will be done by the IOC after these final decisions have been made. Upon acceptance of the Provisional Abstract and the allocation of this Abstract to a particular Session, authors will be required to prepare a Final Abstract which will be printed in the Book of Abstracts. Note that if the deadline for the Final Abstract is missed, **no** abstract will be printed in the Book of Abstracts.

#### **Important dates**

October 15, 2011     Deadline for submission of abstracts by authors

December 24, 2011     Deadline for conveners to make final selection of papers and suggestion of session chairs via <http://epc2012.princeton.edu/>

January 2012             IOC finalizes program and notifies authors on the outcome of their submission.

April 2012                Deadline for Final Abstracts via EPC website for inclusion in the book of abstracts

#### **Contacts**

The International Organizing Committee (IOC) serves as the Program Committee of the EPC. The EPC 2012 website: <http://epc2012.princeton.edu/>  
email: [epc2012@opr.princeton.edu](mailto:epc2012@opr.princeton.edu).