



## European Population Conference 2016 Guidelines for conveners

The European Population Conference (EPC) is a general scientific conference structured in various themes. All submissions to the EPC programme, the reviews of the abstracts and much of the communications are conducted through the programme website at the following address: <http://epc2016.princeton.edu>. Conveners should use their web browser to login to the program website to view submissions to their theme. You can login as often as you would like to read the submitted abstracts and papers. Note that authors are allowed to make revisions to their submissions until the December 15 submission deadline.

### 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 that are more focused.
2. Conveners need to work on the basis of abstracts and additionally can consult extended abstracts/full papers, which the authors should have uploaded. 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. We ask you to select at least 4 and preferably 5 papers for each session. The Programme Committee will provide guidance on the target number of sessions for each theme based on the final number of submissions.
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 proposed sessions in your theme.
4. All submitted papers will initially be designated "not reviewed". 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 session 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 sessions. You do not need to send the abstracts/papers to the Programme Committee since they are available online.



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

**Poster:** For all abstracts that are not accepted or forwarded, you should rate the submission as either Poster A, B, or C. Poster A indicates you recommend the submission for a poster presentation with substantial enthusiasm, Poster B moderate enthusiasm, and Poster C no enthusiasm (you would not recommend the submission for a poster session i.e. reject). Please 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 eventually may withdraw their presentations because they are unable to make it to Mainz.

A reminder of these categories will be available on your session page.

5. After we have received your evaluation of the submissions the IOC will prepare the final programme. You do **NOT** need to notify authors, this will be done by the IOC after the final decisions have been made. Authors will have an opportunity to revise their abstracts before they are printed in the Book of Abstracts.

### **Important dates**

15 December 2015	Deadline for submission of abstracts by authors
15 February 2016	Deadline for conveners to make final selection of papers and suggest session chairs via <a href="http://epc2016.princeton.edu">http://epc2016.princeton.edu</a>
Early March 2016	IOC finalizes programme and notifies authors of the outcome of their submissions
15 July 2016	Deadline for final abstracts via EPC website for inclusion in the Book of Abstracts

### **Contacts**

The International Organizing Committee (IOC) serves as the Programme Committee of the EPC. For technical support please email: [epc2016@princeton.edu](mailto:epc2016@princeton.edu).