

Instructions for Session Organizers

Eighth African Population Conference

Entebbe, Uganda, November 18 -22, 2019

Please read these instructions carefully. UAPS is counting on your cooperation throughout this process, and thanks all session organisers in advance for contributing to the organisation of a successful program.

All submissions to the program, the reviews by the organizers, and even much of the communications, are conducted via the conference website at the following address:

uaps2019.popconf.org

Organizer Duties

Your duties as organizer include **(1)** selecting four papers for your session, **(2)** proposing additional sessions provided that you received more than four more papers of very high quality, **(3)** recommending papers for poster presentations, **(4)** chairing your session or recruiting a substitute chair, and recruiting chairs for any approved overflow sessions, and **(5)** recruiting a discussant for each one of your sessions. Further information for each of these activities is provided below.

Co-Organizers

For sessions with two or more organizers, all will have access to the abstract submissions and can input comments. However, only the primary organiser will be able to submit decisions about papers or make any other changes on the system. More information on how decisions will be submitted is provided below.

Key Deadlines

June 30, 2019	Deadline for authors to submit papers online
July 31, 2019	Deadline for session organizers to finish reviewing the submissions to their sessions and to propose overflow sessions
August 15, 2019	Authors are notified of papers accepted in standard sessions
August 31, 2019	Organizers and authors are notified in papers accepted in overflow sessions
September 1, 2019	Authors are notified of poster session decisions. Deadline for organizers to select chairs and discussants for all sessions
September 15, 2019	Deadline for authors to make revisions online to their accepted submissions
October 1, 2019	Deadline for authors to post completed papers on the website

Contact Information

Please logon to the meeting website and verify your contact information. Pay special attention to your email address and affiliation. You may modify this information at any time as the need arises, for example if you are relocating to a different institution.

Online Submissions

Authors are expected to submit their papers online at the meeting website. The website allows you, as an organizer, to view submissions to your session as they are received. Authors are allowed to make revisions to their submissions until June 30. We recommend that you wait for the deadline before selecting papers.

Eligible Submissions

As a general rule, organizers should not review their own papers or papers from close collaborators; you should direct these papers to alternate sessions so as to

avoid real or perceived conflicts of interest. You may invite an author to submit to your session 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.

Comments

During the review process, organisers and co-organisers may enter comments on the system about a paper/an abstract. However only the main organiser would be able to submit decisions for that paper via the system. Hence the main organizer should ensure that all comments for the paper are reflected in the final decision.

Online Reviews

Accept	Mark four papers as accepted for your primary session. If a paper was submitted to another session as the author's first choice, please get the other organizer's agreement before you accept the paper.
Add Session	If you receive enough high-quality papers, you may propose one or more additional sessions with four papers each. You do this by coding the papers 'add session' and filling an overflow proposal as explained below.
Forward	You may forward to the Program Committee up to a maximum of two high-quality papers that do not fit in your session, or any additional sessions you propose, but would make an important contribution to the program. This action is unusual and should be reserved for the highest quality papers
Conflict	This code is intended for those cases where there is a conflict of interest with one of the authors, so you abstain from reviewing the submission

If a paper is not assigned to one of the above four categories the next step depends on whether the author wants the paper considered for a poster session. If the poster option is **"Yes"** (the author indicated that they would like their papers to be considered for a poster) please rate the paper as a potential poster

by selecting one of the following three options, which will help the Program Committee select posters:

Poster A	You recommend the paper for a poster session with substantial enthusiasm.
Poster B	You recommend the paper for a poster session with moderate enthusiasm.
Poster C	You do not recommend the paper for a poster session.

If a paper is not assigned to one of the first four categories and the author selected “No” on poster option, then select: **Reject**.

Reject	A paper you did not select for inclusion in one of your sessions and the author did not want it to be considered for a poster session. (This paper may have been accepted by another organizer.)
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These decisions can be altered at any time before July 31, 2019.

Dual Submissions

If you are considering a paper that has also been submitted to another session, we ask that you 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.

Author Notification

All author notifications are handled centrally using a standard set of templates, so you don’t need to take any action.

Low-Submission Sessions

In the event that some sessions receive very few papers to constitute a session that meets the quality of the program, the Program Committee and organiser will review the situation and either combine the session with another or cancel it.

Overflow Proposals

If you propose an additional session, you should fill an online form where you link the papers, suggest potential chairs and discussants and, most importantly, include a justification for the session. It is important for the quality of the program and for fairness to authors that you propose additional sessions only when you have sufficient high-quality papers. Typically, more of such sessions are proposed than can be accommodated in the program.

Second-Round Notifications

The Program Committee will review and decide on overflow sessions, organisers will be notified by **August 23, 2019**. If your overflow session is approved, you will have a new session page with the selected papers. You do not need to worry about notifying the authors of these decisions, as all notifications are handled centrally.

Chairs and Discussants

All regular sessions should have a chair and discussant. You are expected to chair your primary session, and you would need to recruit a chair for each overflow session, if any. You also need to recruit a discussant for each session. Authors, particularly junior authors, profit greatly from the review that a good discussant provides. Once you select and secure the consent of a chair and discussant you can enter their required information on the website; If they are not already in the database, you will need to provide their email, affiliation, and country of residence.

Contact

For technical support please email uaps2019@popconf.org