American Sociological Association

Manual for Annual Meeting Session Organizers

2016
Contents
ASA Policies .............................................................................................................................................3
  Membership .........................................................................................................................................3
  Registration ......................................................................................................................................3
  Submissions ....................................................................................................................................3
  Program Participation ......................................................................................................................4
Regular Session Organizers ........................................... .................................................................4
  Requesting Additional Sessions (Regular Sessions ONLY) ............................................................5
Section Session Organizers ................................................ ............................................................6
Enlisting an Informal Reviewer .........................................................................................................6
Database Instructions ................................................................. ..........................................................7
  Log-in ........................................................................................................................................7
  Getting Started ..........................................................................................................................8
  Review Papers ..........................................................................................................................9
  Accepting and Rejecting Papers ...............................................................................................11
  Adding Papers to a Session ......................................................................................................12
  Adding Session Organizers, Presiders and Discussant to a Session ........................................14
  Closing A Session .....................................................................................................................17
  Sending Acceptance/Rejection Letters .....................................................................................18
Checklist for Regular, Section, and Roundtable Sessions Completion ........................................21
Tips and Noteworthy Information ................................................................. ....................................22
ASA Policies

The ASA Council and Program Committees have developed the following policies covering the structure of and participation in the Annual Meeting Program. Sessions organized by ASA Sections are subject to all ASA policies.

Membership
1. Program session organizers must be members of ASA.
2. All sociologists and students of sociology who are listed on the Program as participants are encouraged to hold membership in ASA.

Registration
1. All participants to be included in the Annual Meeting program must preregister by the deadline specified for the meeting unless otherwise stipulated. Preregistration fees of program participants are non-refundable.
2. Individuals who live in countries outside the U.S. are permitted to register at the Member rate.
3. Any non-member non-sociologist who is invited to be a discussant and who appears on only one session in the Annual Meeting program is not required to register.
4. In cases of multiple-authored papers, co-authors who will not be attending the Annual Meeting are not required to pre-register. However, the presenting co-author(s) must pre-register or the entire paper will be dropped from the program.
5. Each section chair may give one complimentary Annual Meeting registration to one invited, non-member non-sociologist appearing in one of their Section’s sessions.

Submissions
1. All Regular Sessions must be open to submitted papers. Session organizers may not invite papers with a guarantee that such papers will be included. (This ruling does not apply to Thematic Session, Special Session, or other invited session and special program components). Also, to assure wide participation in the program, it is Program Committee policy that organizers not give sole-authored papers in Regular Sessions that they organize.
2. Papers must reflect original empirical or theoretical research or major developments in previously reported research. Papers are not eligible for inclusion if they have been read previously at ASA or other professional meetings, if they have been published prior to the meeting or accepted for publication before being submitted to organizers for consideration, or if they have been modified in only secondary respects after similar readings or publication.
3. Only draft papers, not abstracts or letters of intent, may be considered by session organizers. Papers as submitted are limited to 25-35 pages, including footnotes, table, and bibliographies. Lengthier versions are more suitable for subsequent publications than for oral presentation at the Annual Meeting.
4. For any one paper, authors are limited to submitting the paper to one Regular Session topic only. For example, an author may submit the same paper to one Regular Session topic and one Section topic, or to two Session topics, but not to two Regular Session topics. The options provided in the online submission system reflects this policy.
5. Authors choosing to make dual submission of a paper must identify which topic/organizer has first preference. This gives the first priority organizer first right of acceptance during the initial review processes. The second priority organizer cannot make an acceptance decision on a dual submission until the first organizer releases the submission.

6. At the time of submission, an author may designate whether the submission may be forwarded by the second priority organizer to a roundtable session.

Program Participation

1. Individuals may be listed on no more than two sessions on the Program. This includes all types of participation—except being listed as session organizer of a session. A “participant” is anyone listed as an author, co-author, presider, discussant, panelist, critic, roundtable presenter, discussion leader, or any similar substantive role on the program. There is, however, a “professional service” exemption for seminar and workshop leaders and for representatives listed on informational poster sessions.

2. Only one sole-authorship is permitted per participant.

Regular Session Organizers

Each Program Committee develops a roster of fairly broad Regular Session topics by drawing upon the experience of past programs as well as suggestions from the membership, its own views of the discipline, and those topics it considers to be of timely and emerging interest in the field. These topics are open to submissions of unsolicited papers from members of the Association and other interested persons. Regular Session organizers, who are selected and invited by the Program Committee, review submissions and designate papers for formal paper-reading presentation in Regular Sessions. Each Regular Session topic is initially allocated one slot on the program. Additional session slots may be allocated to Regular Session organizers, depending on the quality and number of submissions.

Organizers of Regular Session are only required to keep ASA Meeting Services informed of any change of address which might alter listings in that announcement. Organizer information published in the online versions of the Call for Papers includes name and institutional affiliation. If, for any reason, an organizer is unable to follow through on the commitment to organize a session, that organizer should contact ASA Meeting Services immediately.

Organizers have the right and privilege (as do journal editors) to request that authors cut, expand, or change their papers in order to conform to professional standards and to the announced program topic. In fact, organizers are urged to take whatever editorial actions they think will insure a higher quality content. It is not advisable, however, to change the title of the paper without consulting the author(s).

Open submission sessions are open to single paper submissions only. Regular Session organizers may not accept proposals for prearranged panels or sessions. All open submissions must be held open for papers submitted through the online system. Submissions may be solicited, providing, those who contribute appreciate that their papers will still be judged along with the unsolicited papers. With this proviso, the Program Committee encourages organizers to solicit papers from minority scholars, women, sociologists from smaller institutions or who work in government, business, and other applied settings, and international scholars who are known to be doing high quality work.
Regular Session topics have been defined somewhat broadly by the Program Committee in order to discourage multiple submissions of the same paper to organizers of different topics (as with ASA journals). Regular Session organizers should review the Call for Papers webpage to familiarize themselves with the submission criteria and policies which affect all open submission processes.

**Requesting Additional Sessions (Regular Sessions ONLY)**

Regular Session organizers may accept and assign papers to formal presentation in a Regular Session. Each topic on the Program has initially been allocated one session slot, that is, one 100-minute time period. Organizers using the traditional paper reading format may assign four papers to the session and appoint a presider and discussant. Regular Session organizers may use alternate or interactive session formats if they wish. Please note, however, that session listings for Regular Sessions must still list paper titles and authors, even when an interactive format is being used. Otherwise, authors have difficulty proving that they are presenting a paper on the program when they apply for travel funds from their institutions.

If a number of very good papers are received that cannot be accommodated in the time allocation, Regular Session organizers may consider the following alternatives:

1. Reject the “very good” and accept only the superlative papers.
2. Have authors present brief (5-10 minute) summaries rather than longer presentations.
3. Request more session slots. Every effort will be made to accommodate such requests as long as time and space permit.

If you decide to request another session, you should fill out the form found at https://docs.google.com/forms/d/1jCAh7sEU7sEUA2oJn7wevLKFz6OMu9X-d5TF9kbzG8i_0Lk/viewform?usp=send_form

Request for additional Regular Sessions must be received by the announced deadline. Requests will be considered in the order of receipt by ASA Meeting Services. After consultation with the Program Chair, the Meeting Services Program Manager will contact you regarding the disposition of your request. A high priority is given to achieving a prompt turnaround on these requests.
Section Session Organizers

Organizers of Section Sessions are only required to keep ASA Meeting Services informed of any changes of address which might alter listings in that announcement. Organizer information published in the online versions of the Call for Papers includes name and institutional affiliation. If, for any reason, an organizer is unable to follow through on the commitment to organize a session, that organizer should contact ASA Meeting Services immediately at meetings@asanet.org.

Organizers have the right and privilege (as do journal editors) to request that authors cut, expand, or change their papers in order to conform to professional standards and to the announced program topic. In fact, organizers are urged to take whatever editorial actions they think will insure higher quality content. It is not advisable, however, to change the title of the paper without consulting the author(s).

Open submission sessions are open to single paper submissions only. Section Session organizers may not accept proposals for prearranged panels or sessions. All open submissions must be held open for papers submitted through the online system. Submissions may be solicited, providing, those who contribute appreciate that their papers will still be judged along with the unsolicited papers. With this proviso, the Program Committee encourages organizers to solicit papers from minority scholars, women, sociologists from smaller institutions or who work in government, business, and other applied settings, and international scholars who are known to be doing high quality work.

Enlisting an Informal Reviewer

Some organizers may have a high volume of papers in their online queues to manage. ASA has instituted a new process and feature within the module in which the Session Organizer may designate one additional reviewer to assist them in their work.

Informal reviewers must hold membership with the ASA. The informal reviewer does not constitute any formal role in the development of the session. An informal reviewer will not be listed as a “Session Organizer” in the online or printed listing for the session in which they are providing assistance. Only the Session Organizer—the official administrator of the session—will be listed in the program materials. It is solely the Session Organizer’s responsibility to be in communication with the informal reviewer assisting them. ASA will not be in contact with the informal reviewer.

Session Organizers must complete these actions in order to enlist the assistance of an informal reviewer within their Session Organizer Module. Those acting “informal reviewers” will be granted access to review and make recommendations on the papers in the Session Organizer’s online queue. The Session Organizer will see any comments/reviews on the papers and will make the final, official decision on the submissions in the online queue.

- Send an email to meetings@asanet.org with the name of the additional reviewer (only one informal reviewer is allowed per session). Session Organizers must provide the name, affiliation, and email address along with what session they are to review. Upon receipt, ASA will update the Module and provide confirmation to the Session Organizer that access has been granted. It is the Session Organizer’s responsibility to alert the informal reviewer that access has been granted – ASA will not be in contact with the informal reviewer.
Database Instructions

Log-in
2. Under Resources for Session Organizers, click on Session Organizer Module
3. You will need to sign in using your ASA ID and password.
4. Under Annual Meeting, click on Session Organizer Module
Getting Started

Before reviewing any papers, you may want to create a report so that you are able to see everyone that submitted to your queue along with their email addresses.

1. Click on Request Reports on the Session Organizer Menu.

2. Click on Submission Reports

3. Click on Paper Submitters Report

4. Select the Unit Type by clicking on the box and then click on request report.

5. Click on the refresh button until it says ready to download (this takes less than three minutes). Once it says ready to download, click on ready to download and it will open a document in excel.
**Review Papers**

To be eligible for formal paper presentation, complete papers must be submitted; abstracts or paper proposals are insufficient bases for acceptance decisions. As organizer, once you begin the review process, you will find that submissions usually fall into three groups:

- **Papers that are simply no good.** If you reject a paper because of poor quality, it is best to inform the author of that fact. If you give authors ambiguous or vague reasons for not including their papers, you inadvertently encourage them to resubmit the same inadequate paper elsewhere.

- **Papers that are good but not appropriate for your session.** You may forward one good sole submission within the online system. For dual submissions, however, the only option available to the 1st submission choice organizer is to release the paper to the 2nd submission choice organizer because all open submission organizers are required to meet the same deadlines. All release and referral actions should be taken as soon as possible and authors should be informed. In deciding what to do with submissions, keep in mind that organizers of other sessions or other parts of the Program should not be considered as “dumping grounds” for mediocre papers.

- **Papers that are seriously considered for inclusion on the program.**

1. Click on Manage Sessions

2. Find your topic or section and click on it (if you are organizing more than one topic)
3. Click on Review/Final Decision

4. Click on Download Paper/Proposal to review the paper

5. Once you have read the paper, you can write comments to the author. If you do not wish to make comments you must type “None.”
Accepting and Rejecting Papers

Now that you have reviewed the paper and commented to the author you will need to accept or reject the paper for your session.

1. If the paper is to be accepted, click on the Accept button and then click on Accept and Continue.

2. If the paper is to be rejected, click on Reject. If the submitter chose a second session to send the paper to it will be stated as it is below. In this case, the submitter has selected that if their paper is rejected that it be forwarded to Secion on Sociology of Religion. Once you click Reject then click Accept and Continue and it will be sent automatically to Secion on Sociology of Religion.
3. You will now see in your queue the papers that are accepted/rejected. Please note you will not see a rejected paper that selected a second choice.

Adding Papers to a Session
The session shells for each topic and section session have been created. Once the papers are accepted you will need to add the papers to that session shell.

1. Click on the Session tab and then click on the session title. (The session title can be changed, please send the title change to meetings@asanet.org)

2. Click on Edit Participants.
3. Click View Accepted Papers

4. The list of accepted papers will appear. Click in the check box and then click on add for each paper you are adding to the session and then click accept and continue.

5. Note: LCD projectors (for powerpoint presentations) laptop/computer and screens will be available in each session room-except for roundtable and poster sessions. No audio-visual or tape recording equipment is supplied or permitted at any of the Roundtables or Poster Sessions. Click Accept and Continue.
6. Review the information and if everything looks correct, click accept and continue.

Adding Session Organizers, Presiders and Discussants to a Session
Each session is to have a Presider and Discussant. If you have more than four papers in your session, you may choose to not have a Discussant.

To add a Presider and Discussant to your session:

1. Click on the Session tab and then click on the session title.

2. Click on Edit Participants
3. Type last name of the person you want to add as Presider or Discussant and click on Search by Last Name.

4. A list of people should appear with the last name you typed. If you find the person you want to add and click on Add Presider or Add Discussant, then proceed to Step 6. If the name does not appear click on Add Unlisted Participant.
5. After clicking on Add Unlisted Participant, Type in their first and last name, their affiliation, and their email address. Click on Accept and Continue.

6. Once you have added the Presider and Discussant you will click on accept and continue until you come back to the session listing.
Closing a Session
Once you have completed accepting the papers for your session you will need to close your session. This is important to do so that no other papers will be forwarded to your queue.

1. Click on set/edit preferences

2. Next to Session Creation Complete, click Yes and then click Save
Sending Acceptance/Rejection Letters
It is important to send acceptance/rejection letters to the submitters and it is a professional courtesy. Meeting Services does not communicate the acceptance/rejection decision nor does the system do this automatically.

1. Click on Send Bulk Email in the task menu for your queue.

2. Click on the down arrow and select submitters then click on select.

3. Click on the down arrow and select either accepted or rejected and then click on select.

4. Click on Individual Submissions and then click select.

5. Click on Paper and then click on select.
6. Click on the down arrow and select Acceptance Letter Notification and click select.

7. Click the box under Compose for each person you are sending the email, add your subject message and any other text you want to add to the letter and then click preview.
8. Click on Send. A copy of this message is automatically saved in the outbox.
Checklist for Regular, Section, and Roundtable Sessions Completion

Checklist for Regular Sessions and Section Sessions
- Are all my papers accepted or rejected?
- Are all of my papers placed into the session shell? You will know this if it says Accepted-In Session by each of the accepted papers listed in your queue. (page 14)
- Is your Session closed? (page 17)
- Do I have a presider for each session? (page 16)
- Do I have a discussant for each session? You do not need a discussant if you have five papers in a session (page 16)
- Have I sent out acceptance/rejection notices? Use the Send Bulk Email function for this (page 18)
- Have I downloaded a report to have for my records? (page 10)
- Have I downloaded the papers for the session so that my discussant will have a copy to review? (click on download for each paper and save the paper on your computer and pass along to the discussant)

Checklist for Roundtable Organizers
- Are all my papers accepted or rejected?
- Are all of my papers placed into the table shells? You will know this if it says Accepted-In Session by each of the accepted papers in your queue. (page 14)
- Do I have a table presider for each table? (page 16)
- Have I sent out acceptance/rejection notices? Use the Send Bulk Email function for this (page 18)
- Have I downloaded a report to have for my records? (page 10)
- Does each table have a title?
Tips and Noteworthy Information

- **Do not use the back button on your browser!** Use the menu buttons or the back button that is within the database system to navigate.

- A session should consist of four to five papers with a presider and discussant. This will give each participant ample time to present their work.
- A presider should be listed for each and every session.
- A table presider is needed for each roundtable.
- Stay engaged with participants to ensure a successful session.
- Be the voice for the session and alert ASA to any changes or issues.
- If you have any questions, call 202-383-9005 ext. 305 or email meetings@asanet.org.