ISA Guidelines for Program Coordinators and Session Organizers of the Research Committees, Working and Thematic Groups

1. Conference format

Schedule of the sessions

All sessions of Research Committees (RC), Working Groups (WG) and Thematic Groups (TG) will last 110 minutes and will be held at the following times: see Appendix I.

Session allocation

The number of sessions will be allocated based on the number of the ISA members in good standing in the group as of October 2012 according to the scheme provided below. Members in good standing are individual members who have paid both ISA and the RC/WG/TG membership due for the current year.

Number of ISA members in each group as of October 2012	Number of sessions
250 members and more	26
200-249 members	24
150-199 members	22
100-149 members	18
50- 99 members	14
25- 49 members	10
Less than 25 members	6

The number of allocated sessions is the total number of all sessions assigned to RC/WG/TG and includes all types of sessions as well as:

- A time slot for a Business Meeting;
- Joint sessions. Joint sessions cannot constitute more than 50% of all sessions organised by a RC/WG/TG.

Number of sessions allocated to each RC/WG/TG:

Number of ISA members in each group as of October 2012	> 250	200-249	150-199	100-149	50-99	25-49	< 25
Number of sessions	**26**	**24**	**22**	**18**	**14**	**10**	**6**
	RC16	RC04	RC02	RC01	RC03	RC17	TG07
	RC32	RC21	RC05	RC08	RC10	RC43	
		RC31	RC06	RC14	RC12	RC45	
			RC07	RC18	RC25	RC49	
			RC09	RC20	RC26	RC50	
			RC11	RC23	RC29	WG05	
			RC13	RC27	RC35	TG06	
			RC15	RC28	RC36		
			RC19	RC30	RC37		
			RC22	RC33	RC38		
			RC24	RC39	RC40		
			RC34	RC42	RC41		
			RC48	RC44	RC46		
				RC47	RC53		
				RC51	RC54		
				RC52	RC55		
				TG03	WG01		
				TG04	WG02		
				TG05			

Type of sessions

RC/WG/TG are encouraged to diversify the form of their sessions. A combination of the following types of sessions is suggested:

- ***Paper presentation session***
  It is recommended that each session uses its 110 minutes to accommodate 4-5 papers and 15-20 minutes of collective discussion.

  All other papers should be listed as ***distributed papers*** in the relevant session and serve as "waitlist" for Session Organizers. These papers will be listed in the program and, providing the authors register in time, their abstracts will be included in the abstracts book. If a participant does not show up, the first participant listed under distributed papers will be asked to present a paper.

- ***Featured or Keynote Speaker***
  A session featuring a leading researcher in one of the RC/WG/TG fields, with a presentation of between 35 and 60 minutes duration, followed by a discussion period. This kind of session can attract more people from outside your group.
  These sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

- ***Panel Session***
  Panel session accommodates a larger number of invited panelists who will debate around a specific theme or on current issues of particular importance to the area of research. The floor will then be opened to the audience.
  Panel sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

- ***Invited Session***
  Sessions organized directly by Program Coordinators and/or Session Organizers. These are not open for abstract submission.

- ***Author meets their Critics***
  A debate around an important recent publication that could be presented by the author(s), with commentators and opening the floor to the audience. These sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

- ***Roundtable Session***
  In order to accommodate more papers, a regular session time-slot may be used for a maximum of 5 concurrent running *round table* presentations in one room (maximum of 5-6 presenters at each table). Five tables will be set up at the same time and in the same room. Each table will accommodate 10 persons including the presenters (suggested number of 5 presenters).

- ***Poster session***
  Poster presentations of research information and results.

- ***Joint Session***
  Joint Sessions are sessions organized jointly by two or more RCs, or an RC combined with a WG or TG on a theme of overlapping interest. Please note that Joint Sessions must be included in the regular session allocation of one of the participating units. Joint sessions cannot constitute more than 50% of all sessions organized by a RC/WG/TG.

- ***Integrative Session***
  Integrative Sessions connect around a debate on a common theme at least 3 Research Committees, Working Groups, Thematic Groups, National Associations (ISA collective members), or a combination of any 3 units. The deadline for submitting proposals is January 15, 2013.
  For more details, see http://www.isa-sociology.org/congress2014/integrative-sessions.htm

- ***Business Meeting***
  Each RC/WG/TG is obliged to hold a Business Meeting to discuss current organizational matters as well as to conduct election, if appropriate. As an evening time-slot 19:30-20:50 is shorter and lasts only 80 minutes, it is recommended for Business Meeting.

- ***Other formats***
  Having a variety of types of sessions can enhance the quality of a meeting, especially if the organizers find the right people to participate in them. The above are simply suggestions. Other formats, such as a hands-on workshop, or a session on pedagogy may also be appropriate for your group.

Linguistic diversity

Although English is the administrative language of ISA, the Association does have three official languages, English, French and Spanish.

Presentations are primarily in the official three. However RC/WG/TGs are encouraged to support language diversity. If paper presentations are in languages other than English, then it is up to the RC/TG/WG to work this out creatively, given that ISA does not have funds to support simultaneous interpretation.

Suggested possibilities:

- to have a translation of the abstract available as overheads, Power Point or distributed hard copy;
- for the presenter to use a mixture of English and their preferred language;
- to provide an oral sequential informal interpretation/summary by another RC member;
- to have a whispered interpretation/ summary provided by another RC member;
- to have a volunteer typing on a computer a summary of the remarks as they are made;

Most likely, there are other strategies as well. Implementing the strategies requires advanced planning, including the recruiting of qualified volunteers. It is equally important that the possibility of using such strategies also be widely known in advance, for the information of both potential paper presenters and also members of the audience and for the necessary technological devices to be available on the spot. Conference rooms are provided with screen and computer for PowerPoint presentations.

2. Program Coordinators and Session Organizers

Role of Program Coordinator and Session Organizer

The Program Coordinator of each RC, WG and TG is responsible for organizing a program of high-quality sessions.

In cooperation with the Board of the group the Program Coordinator must define session themes and, perhaps, an overall theme for the group's program, and choose competent Session Organizers who will ensure that the program achieves the academic quality expected at a World Congress.

The Program Coordinator will be contacted by the ISA Secretariat about any matters concerning the group's program and, if needed, the Program Coordinator will then inform Session Organizers.

After the issuing of the Call for Papers, the Program Coordinator will help Session Organizers to decide on acceptance of abstracts submitted on-line by conference participants. If needed, the Program Coordinator can transfer abstracts between various sessions of the group.

The Program Coordinator is expected to keep close track of the progress made by each Session Organizer and decide on the final structure of the program. The Program Coordinator is also responsible for sessions' schedule.

Session Organizer is responsible for all correspondence concerning the session. It is the Session Organizer's responsibility to submit accurate details about the session. All changes/updates should be done via on-line system.

It is very important that Program Coordinators and Session Organizers respect conference deadlines. No extension of deadlines is possible.

3. Duties and deadlines

- **Call for Sessions: 15 January, 2013** 24:00 GMT
  RC/WG/TG provide name and contact details of Program Coordinator and indicate a deadline for sessions' proposals submission having in mind that a final list of sessions needs to be received at the ISA Secretariat isa@isa-sociology.org by April 7, 2013. Those Calls for Sessions will be posted on the ISA Congress website.

- **Proposals for Integrative Sessions: 15 January, 2013** 24:00 GMT
  Proposals for Integrative Sessions which involve at least 3 RC/WG/TG, 3 National Associations or a combination of any three units, must be received at the ISA Secretariat isa@isa-sociology.org for selection process. Guidelines for applying for integrative sessions are available on http://www.isa-sociology.org/congress2014/

- **Call for Papers: 7 April, 2013** 24:00 GMT
  Program Coordinator must submit final list of sessions and their extensive descriptions and the language in which they will be held (English, French or Spanish), as well as contact details of session organizers (name, affiliation, country, e-mail) to the ISA Secretariat at isa@isa-sociology.org for posting on the ISA Congress website as Call for Papers.

- **Abstracts submission: 3 June – 30 September, 2013** 24:00 GMT
  Participants must submit abstracts on-line via Confex platform. Abstracts must be submitted in English, French or Spanish. Only abstracts submitted on-line will be considered in the selection process.

- **Abstracts selection: 4 October – 24 November, 2013** 24:00 GMT
  Session Organizer must complete selection of abstracts and provide a final presentation designation (oral, distributed, poster, round table). Session Organizer can move good quality abstracts unsuited for the session to the Program Coordinator's bin for transfer to another session. Note: abstracts transfers should be done as early as possible so that abstracts may be transferred to other sessions.

- **Notification letters: 30 November, 2013** 24:00 GMT
  Session Organizer must send notification letters to:
  1. Authors and co-authors of accepted abstracts;
  2. Submitters whose abstract was rejected in this session but has been transferred to Program Coordinator for review and possible consideration in another session;
  3. Authors of rejected abstracts.

  A final presentation designation (oral, distributed, poster, round table) needs to be stated; this information can be modified later once registration check has been completed.

- **Applications for financial support deadline: 31 January, 2014** 24:00 GMT
  Program Coordinator receives applications for ISA grants submitted by the participants till January 31, 2014.

- **Submission of proposed ISA Grant Recipients: March 1, 2014** 24:00 GMT
  Program Coordinator sends a list of selected individuals and amounts recommended to the ISA Secretariat (isa@isa-sociology.org) for verification and posting on the ISA website.

- **Registration deadline for presenters: April 1, 2014** 24:00 GMT
  Confex matches registrations with accepted presenters.

- **Final modifications: April 14 – May 1, 2014** 24:00 GMT
  Session Organizer modifies sessions based on withdraw of non-registered presenters. Chairs and discussants are assigned from among the registered participants. In case a type of individual's presentation is changed, or if a presentation is transferred to a different session, Session Organizer sends a new notification.
  Program Coordinator completes sessions schedule according to the conference timetable.

4. Rules for all presenters

- **Limited appearance in the Program**
  Participants may be listed **no more than twice** in the Program. This includes all types of participation – except being listed as Program Coordinator or Session Organizer. Program Coordinators and Session Organizers can organize a maximum of two sessions where their names will be additionally listed in the program.

  A "participant" is anyone listed as an author, co-author, plenary speaker, roundtable

presenter, poster presenter, panelist, critic, discussant, session (co)chair, or any similar substantive role in the program.

A participant cannot present and chair in the same session.

- **ISA and RC/WG/TG membership**
  ISA does not require anyone to be a member in order to present a paper, and provides different registration fees for members and non-members. Those RCs which require that presenters in their sessions are members of the RC, and/or also of ISA, should clearly inform potential presenters about these requirements from the very start of conference preparations.

- **Registration payment**
  In order to be included in the program the participants (presenters, chairs, discussants, etc.) need to pay registration fees by **April 1, 2014**. If not registered, their names will not appear in the Program Book and in the Abstracts Book.

  In case of a co-authored paper, in order for a paper to appear in the program, at least one co-author should pay the registration fee by the early registration deadline April 1, 2014; the names of other co-authors will be listed as well.

  If other co-authors wish to attend the conference they must pay the registration fee.

Appendix I. Schedule of the sessions

Yokohama 2014	08:30-10:20	10:30-12:20	12:30-13:50	14:00-15:20	15:30-17:20	17:30-19:20	19:30-20:50	21:00
Sunday 13 July						Opening Ceremony, Presidential Address, and Reception		
Monday 14 July	Presidential Plenary I	RC, WG, TG	parallel Integrative Sessions of RC/NA	semi-parallel Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG	*ISA Officers Election speeches*
Tuesday 15 July	RC, WG, TG	RC, WG, TG	parallel Integrative Sessions of RC/NA	semi-parallel Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG	
Wednesday 16 July	RC, WG, TG	RC, WG, TG	parallel Integrative Sessions of RC/NA	semi-parallel Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG	
Thursday 17 July	RC, WG, TG	RC, WG, TG	parallel Integrative Sessions of RC/NA	semi-parallel Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG	
Friday 18 July	RC, WG, TG	RC, WG, TG	parallel Integrative Sessions of RC/NA	Presidential Session II & Installation of New President	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	Congress Party (till 24:00)	
Saturday 19 July	RC, WG, TG	RC, WG, TG	RC, WG, TG	RC, WG, TG				
Yokohama 2014	08:30-10:20	10:30-12:20	12:30-13:50	14:00-15:20	15:30-17:20	17:30-19:20	19:30-20:50	21:00
RC, WG, TG = Research Committees, Working Groups, Thematic Groups sessions								