

The Futures We Want: Global Sociology
and the Struggles for a Better World



3rd ISA Forum of SOCIOLOGY



July 10-14, 2016
Vienna, Austria

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 90 minutes.

Schedule of Sessions of Research Committees, Working Groups and Thematic Groups							
Vienna 2016	08:30-10:00	10:15-11:45	12:00-13:45	14:00-15:30	15:45-17:15	17:30-19:00	19:15-20:45
Sunday 10 July	Registration				Research Council Business Meeting 1 *** Meet ISA Editors	Opening Plenary Session followed by Reception	
Monday 11 July	RC,WG,TG	RC,WG,TG	Plenary Session	RC,WG,TG	RC,WG,TG	RC,WG,TG	LOC Session
Tuesday 12 July	RC,WG,TG	RC,WG,TG	Plenary Session	RC,WG,TG	RC,WG,TG	RC,WG,TG	LOC Session
Wednesday 13 July	RC,WG,TG	RC,WG,TG	Plenary Session	RC,WG,TG	RC,WG,TG *** Junior & Senior Scholars Roundtable	RC,WG,TG	LOC Session
Thursday 14 July	RC,WG, TG *** Research Council Business Meeting 2	RC,WG,TG	RC,WG,TG	RC,WG,TG	RC,WG,TG	Closing Plenary Session	Party

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 2014 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 as of October 2014	No of sessions
250 +	20
200 +	18
150 +	16
100 +	14
75 +	12
50 +	10
Below 50	8

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:

1. A time slot for a Business Meeting.
2. Joint sessions. Joint sessions should not constitute more than 50% of all sessions organised by a RC/WG/TG.

If at the abstract submissions deadline, a RC/WG/TG has more papers accepted than allocated slots can accommodate, it can request up to two additional session(s), though it cannot exceed 20 as its overall total.

Number of sessions allocated to each RC/WG/TG

No. ISA members as of October 2014	250 above	200-249	150-199	100-149	75-99	50-74	25-49
Number of sessions	20	18	16	14	12	10	8
	RC16	RC04	RC02	RC08	RC33	RC01	RC17
	RC31	RC06	RC05	RC12	RC37	RC03	RC29
	RC32	RC21	RC07	RC13	RC38	RC10	RC36
		RC28	RC09	RC14	RC40	RC26	RC43
			RC11	RC18	RC51	RC27	RC50
			RC15	RC20	RC55	RC35	TG07
			RC19	RC23	WG02	RC42	
			RC22	RC25		RC45	
			RC24	RC30		RC49	
			RC34	RC39		RC53	
			RC48	RC41		RC54	
				RC44		WG01	
				RC46		WG05	
				RC47		TG06	
				RC52			
				WG03			
				TG03			
				TG04			

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 90 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 panellists 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 to allow several concurrent *roundtable* presentations in one room.

Each table can accommodate maximum 10 persons, including the presenters and roundtable chairperson. The maximum number of concurrent roundtables depends on room availability but is expected to be five. Each RC can organize up to 2 Roundtable Sessions.

- **Poster session**

Poster presentations of research information and results. Each RC can organize up to 2 Poster sessions. The space reserved by the Local Organizing Committee for Poster Sessions allows for up to 27 posters (size 90 cm x 120 cm). Each RC will be given a specific date/time for its Poster Session.

- **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 in which a RC/WG/TG is involved (as host and/or co-organizer).
- **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.
- **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

- **Announcing Program Coordinators: 15 January, 2015** 24:00 GMT
RC/WG/TG provide name and contact details of Program Coordinator to the ISA Secretariat isa@isa-sociology.org
- **Call for Sessions: 2 February, 2015 – 15 March, 2015** 24:00 GMT
Session proposer must submit session's description on-line via Confex platform. Session proposals must be submitted in English, French or Spanish.
- **Final list of Sessions: 16 March, 2015 - 7 April, 2015** 24:00 GMT
Program Coordinator must finalize a list of sessions. Sessions titles, 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) will be available on the ISA Forum platform run by Confex.

- **Abstracts submission: 14 April – 30 September, 2015** 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: 5 October – 24 November, 2015** 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 to the Program Coordinator's bin as early as possible so that good abstracts may be transferred to other appropriate sessions to enable organizers to consider these transferred abstracts and make decisions within the deadlines.
- **Notification letters: 30 November, 2015** 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.

- **Sessions schedule**

15 December -15 January 2016	Confex schedules Joint Session, Round Table and Poster Sessions
16 January - 26 January 2016	Program Coordinators schedule regular sessions and Business Meeting according to the conference timetable.

- **Applications for financial support deadline: 31 January, 2016** 24:00 GMT
Program Coordinator receives applications for ISA grants submitted by the participants till January 31, 2016.
- **Submission of proposed ISA Grant Recipients: March 1, 2016** 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 5, 2016** 24:00 GMT

Registration must be completed by the deadline. Confex matches registrations with accepted presenters and will send out last reminder to register.

- **Final modifications: April 14 – April 30, 2016 24:00 GMT**
Session Organizer modifies sessions based on withdrawal of non-registered presenters. Chairs and discussants are assigned from among the registered participants. In case the type of an 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 in any of the RC/WG/TG sessions. This includes all types of activities requiring physical presence: chair or co-chair, author or co-author (oral or poster presentation, distributed paper), roundtable presenter, panelist, critic, discussant.

In addition, participants may be listed in the Program up to two more times as Program Coordinators and/or Session Organizers.

RC/WG/TGs can further limit the number of appearances within their own sessions.

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.) must pay registration fees by **April 5, 2016**. If not registered, their names will not appear in the Program Book and in the Abstracts Book.

For co-authored paper, in order for a paper to appear in the program, at least one co-author must pay the registration fee by the early registration deadline April 5, 2016; 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.