

Instructions for Session Organizers

9th African Population Conference

Lilongwe, Malawi, May 20 – 24, 2024

The Union for African Population Studies (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:

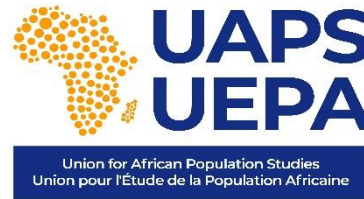
<https://uaps2024.popconf.org/>

Organizer Duties

Your duties as organizer include **(1)** proposing four papers for your session to the ISC for consideration, by ranking all the submissions according to the rubric you will receive, **(2)** proposing additional overflow sessions provided that, beyond the initial set of four papers indicated above, you feel that there are sufficient additional papers of very high quality to sustain another session, **(3)** forwarding your ranking of papers to the ISC within one week of receipt of the submissions, **(4)** notify authors about their sessions and posters immediately upon receipt of concurrence from the ISC, **(5)** chairing or recruiting a chair for your session as well as for any additional overflow sessions you recommend, and **(6)** recruiting a discussant for each of your sessions that is approved. Further information for each of these activities is provided below.

Co-Organizers

For sessions with two organizers, both will have access to the abstract submissions and will be independently responsible for sending the initial rankings referenced (1) above to the ISC. More information on how decisions will be submitted is provided below.



Key Deadlines

February 12, 2024	Deadline for authors to submit abstracts or papers online.
February 19, 2024	Deadline for session organizers to finish reviewing the submissions to their session and forwarding their ranked selections for regular sessions (as well as for overflow sessions) to the ISC.
March 8, 2024	Deadline for notifying authors of posters and additional sessions, including member/partner-initiated meetings to be incorporated in the main programme, after receipt of notification from ISC; select discussants and chairs.
March 22, 2024	Submission of final abstracts/papers for publication in Conference programme
April 5, 2024	Submission of final papers to conference website; discussants and chairs

Contact Information

Please log on to the submissions 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 February 12, 2024. 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.

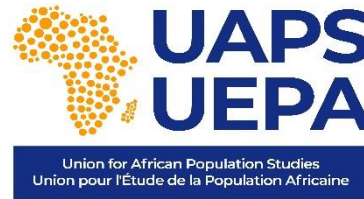
Comments

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

After February 12, 2024, you can start entering your decisions on the website for onward transmission to the ISC. You can view the submissions in a tabular format or a more detailed listing that includes the abstracts. The website also informs in cases where a paper was also submitted to another session and will show what the other organizer’s decision is, if available. As you make your selections you will assign each submission to one of the following eight categories:

Accept	Mark the four papers you want to nominate 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 ISC 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
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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**. These decisions can be altered at any time before March 20, 2024 or until you notify the authors as explained below.

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. In either case, if one of you accepts the paper the other should code yield, so the author receives the appropriate notification.

Author Notification

Once you have completed your decisions and received approval from the ISC you should notify the authors. The website enables you to do this automatically by using a set of standard



templates. We encourage the use of the website for this initial author notification. Alternatively, you may send personal emails to some (or all) authors. If you write your own notifications, please inform authors in the ‘**Add Session**’ category that you have recommended their paper for inclusion in an additional session which is pending approval. A similar comment applies to the ‘**Forward**’ category.

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 ISC and organiser will review the situation and either combine sessions or have it cancelled.

Overflow Proposals

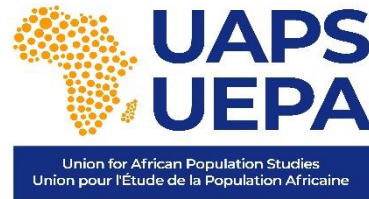
If you propose an additional session, you should fill an online form where you link the papers, suggest potential chairs and discussants and, most importantly, include a justification for the additional session. It is important for the integrity of the program and for fairness to authors that you propose 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 ISC will review and decide on overflow sessions and notify organisers. If your overflow session is approved, you will have a new session page with the selected papers, and you can use that page to notify the authors. If a session is not approved, you should return to your original session page and manually notify the authors. You do not need to worry about notifying the final decisions for forwards or posters, as these are handled by the Program Committee.

Chairs and Discussants

All regular sessions should have a chair and discussant. You are expected to chair your primary session, and you will need to recruit a chair for each overflow session, if any. You also need



to recruit a discussant for each session. Authors, and particularly junior authors, profit tremendously 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 and affiliation.

Contact

For technical support please email 9apc_science@uaps-uepa.org