



**XVIII ISA World Congress
Of Sociology
Yokohama, Japan
13-19 July 2014**

**Program Coordinator & Session Organizer
Instructional Handbook**





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ISA Guidelines and Deadlines

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 except of an evening time-slot 19:30-20:50 that lasts only 80 minutes and is recommended for Business Meeting.

<http://www.isa-sociology.org/congress2014/guidelines-program-coordinators-and-session-organizers.htm>

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 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 cannot constitute more than 50% of all sessions in which a RC/WG/TG is involved (as host and/or co-organizer).

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

Number of ISA members 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 Organiz-

ers 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 Ses-

sion 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		Research Council Business Meeting (delegates only)		Council of National Associations Business Meeting (delegates only until 16:00)		Opening Ceremony, Presidential Address, and Reception		
Monday 14 July	Presidential Plenary I	RC, WG, TG	Integrative Sessions of RC/NA	Semi-Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG Professional Development Sessions	ISA Officers Election speeches (open meeting)
Tuesday 15 July	RC, WG, TG	RC, WG, TG	Integrative Sessions of RC/NA	Semi-Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG Professional Development Sessions	
Wednesday 16 July	RC, WG, TG	RC, WG, TG	Integrative Sessions of RC/NA	Semi-Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG Professional Development Sessions	President & Vice-Presidents Elections (delegates only)
Thursday 17 July	RC, WG, TG	RC, WG, TG	Integrative Sessions of RC/NA	Semi-Plenaries & Japanese Thematic Sessions	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	RC, WG, TG Professional Development Sessions Council of National Associations Elections (delegates only)	Research Council Elections (delegates only)
Friday 18 July	RC, WG, TG	RC, WG, TG	Integrative Sessions of RC/NA	Presidential Session II & Installation of New President	RC, WG, TG Associations	RC, WG, TG Author meets critics Ad Hoc	Farewell Party (21:00-23:00)	
Saturday 19 July	RC, WG, TG	RC, WG, TG New Executive Committee Meeting (members only)	RC, WG, TG (12:30-13:20)	RC, WG, TG (14:30-16:20)			The out-going & new Executive Committee Dinner (members only)	
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								



Understanding the Confex System

The Conference Exchange (Confex) is a conference management software company, which was founded in 1996 and is located in Cumberland, RI. We have well over 100 clients ranging in size from 50-20,000 attendees. Our clients include those in the Social Sciences as well as Medical/Dental, Education, Science, Industry, Public Health and Information Technology.

The Confex system has different levels of organization. Each level has its own control panel where you can perform different functions. The following is a summary of each:

- **Research Committee Control Panel** (Available only to Coordinators)
 - » See a list of the sessions in your Research Committee, Thematic Group or Working Group.
 - » Schedule sessions
 - » See the abstracts that are not assigned to any session.
 - » See the abstracts that have been rejected.
 - » Send email to persons associated with your Research Committee, Thematic Group or Working Group.
- **Session Control Panel** (Available to Coordinators, Session Organizers)
 - » Change the title of the session
 - » Select the format of the session (Oral, Poster, Roundtable)
 - » Select which language the session will be presented in
 - » Arrange the order of the papers in the session
 - » Set the duration of each presentation in the session (optional)
 - » Transfer abstracts to Program Coordinator bin.
 - » Add/change session organizers and chairs
 - » Add Papers by abstract ID
 - » Send email to persons associated with your Session
- **Abstract Control Panel** (Available to Coordinators, Session Organizers)
 - » Accept/reject the abstract
 - » Transfer paper to Program Coordinator bin.
 - » Set the presentation type (Oral, Distributed, Poster, Round Table)

The levels are nested within each other so you need to drill down to the level you need to work on. For example if a session organizer wanted to accept a paper s/he would click on the arrange button in the Session Control Panel then click on the title of the paper s/he wanted to accept and that would take the organizer to the Abstract Control Panel.

Control panel functionality is always listed on the left side of your screen. The left-hand side of the screen is the control panel. The right side is where results of whatever function you choose are shown and can be worked on. The name of the control panel you are in is always listed at the top of the left-hand side panel under the ISA logo. (See diagram below)

Session Control Panel

Identifies which control panel you are in.

4 steps to submit a session:

1. Groups
2. Setup Session
3. People
4. Confirmation

Options:

- View Submission
- Withdraw
- Non-Paper Events
- Schedule
- Add Papers by ID
- Contact People

Abstracts:

- Print
- Arrange

Navigation:

- Back to Research Committee
- Back to Group
- Back to Meeting

Arrange Session

Filtering Options: Hide Rejected Abstracts

Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410
(63)Global Stratification [Oral #1679 contains 3 abstracts.]
Session Organizer: Hiroko Inoue, University of California-Riverside

30 minutes/paper (default duration)

Start Time	Preferred Format	Special Duration (min.)	No Duration	Final Paper Number	Order Within Group	Accept	Reject	Transfer	Event
10:45 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.1	1	A		<input type="checkbox"/>	(id=16843) Industry, occupation and income inequality . H. Tarohmaru, M. Debnar , and D. Yasui
11:15 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.2	2	A		<input type="checkbox"/>	(id=11075) Trends in global wealth inequality from a perspective . J. Chesters
11:45 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.3	3	A		<input type="checkbox"/>	(id=22189) On the so-called 'new middle class citizen changing capitalist system . H. Setooka

Transfer selected papers to the Program Coordinator:

Control Panel Functions

If you would like to print out the abstracts, click here.



Tasks in the Confex System

Tasks for Session Organizers:

1. Abstracts
 - a. Mark as accepted or rejected.
 - b. Choose a presentation type (oral, distributed, poster, round table)
 - c. Transfer abstracts that do not fit in your session into Program Coordinator bin.
2. Session setup
 - a. Revise title if needed
 - b. Choose format (oral, poster, roundtable)
 - c. Choose language session will be presented in (English, French, Spanish)
 - d. Add estimated attendance
3. Organize papers in your session
4. Assign Moderators
5. Send Notification Letters

Tasks for Program Coordinators:

1. Assign/add/delete session organizers
2. Find sessions for abstracts not assigned to a session
3. Schedule sessions

NA Accepting & Rejecting Abstracts

To accept or reject an abstract follow the steps below:

Upon starting you should be in the Session Control Panel. Your screen will look like this:

The screenshot shows the 'Arrange Session' interface. On the left is a sidebar with a 'Session Control Panel' header, ID: 1679, Password: 251645, and a list of 4 steps to submit a session. The main area shows session details for Wednesday, August 1, 2012, at 10:45 AM - 12:15 PM. A table lists three abstracts. Callouts indicate: 1. 'Make sure you are in the Session Control Panel' pointing to the sidebar header; 2. 'Click Arrange' pointing to the 'Arrange' button in the sidebar; 3. 'Click the title of the abstract you want to review' pointing to the title of the first abstract in the table.

Start Time	Preferred Format	Special Duration (min.)	No Duration	Final Paper Number	Order Within Group	Accept	Reject	Transfer	Event
10:45 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.1	1	A		<input type="checkbox"/>	(id=16843) Industry, occupation and income inequality in global cities and rural area . H. Tarohmaru, M. Debnar, and D. Yasui
11:15 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.2	2	A		<input type="checkbox"/>	(id=11075) Trends in global wealth inequality from a world systems theory perspective . J. Chesters
11:45 AM	Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	63.3	3	A		<input type="checkbox"/>	(id=22189) On the so-called "new middle class citizens" as the powers of the changing capitalist system . H. Setooka

1. Make sure you are in the **Session Control Panel**
2. Click on the **Arrange** button circled in red in the session control panel
3. Click on the underlined title of the abstract you want to accept or reject. See green circle. This will take you to the abstract control panel.
(see screen shots below)
4. Verify you are in the **Abstract Control Panel** (see red circle).
5. Click **Review** under Options in the left-hand panel. (see green circle). Scroll to the bottom of right-hand panel.
6. (Optional) Use **Final Comment** box to add your comments about the abstract or rating (see yellow circle).
7. Indicate your rating for the abstract.
8. If the abstract is acceptable but does not fit into your session transfer the abstract to the Program Coordinator bin by clicking on the down arrow on the box under Transfer.
9. If you have accepted the abstract choose the appropriate presentation format.

4. Make sure you are in the Abstract Control Panel

Abstract Control Panel
ID: 16843
Password: 690381

6 Steps to submit an Abstract:

- ✓ 1. Sessions
- ✓ 2. Title
- ✓ 3. Keywords
- ▶ 4. Author(s)
- ✓ 5. Abstract Text
- ✓ 6. Confirmation

Options:
View Submission
Withdraw
Transfer
Allow Late
Review

Abstract Accept/Reject Form

RC 16843: Industry, occupation and income inequality in global cities and rural area

ACCEPTED

Preferred Presentation Format: Oral Presentation
Keywords: Japan, Tokyo, panel data and social stratification

Topic Selection: Global Stratification (1679)

Abstract Text:
The aim of this paper is to consider the theory of Saskia Sassen from her work *The Global City* regarding relationship between industry, occupation structure and wage inequality and to test her hypothesis on the case of prefectures in Japan. According to this hypothesis, as an effect of globalization, industries such as professional services, IT and banking grow in global cities, while the secondary industry related to middle class decline. Furthermore, these industrial changes give rise to the expansion of both upper (managers and professionals) and lower (sales and services) classes, and this consequently increases the income inequality. In Japan, where the economy rarely address any other regions but global cities, the income inequality is more de-industrialized, the bipolarization of service occupations and hence also wage inequality is higher than in other regions. Using the census data and Basic Survey on Wage Structure, we test the applicability of this hypothesis.

5. Click Review

Abstract Control Panel
ID: 16843
Password: 690381

6 Steps to submit an Abstract:

- ✓ 1. Sessions
- ✓ 2. Title
- ✓ 3. Keywords
- ▶ 4. Author(s)
- ✓ 5. Abstract Text
- ✓ 6. Confirmation

Options:
View Submission
Withdraw
Transfer
Allow Late

Phone Number: +81-90-9718-7918
Email: hs0130yd@yahoo.co.jp -- Will not be published

6. Add comments about the paper or rating (OPTIONAL)

Final Comment

7. Click circle next to Accepted or Rejected to indicate your decision

Rating:
 Accepted
 Rejected
 Ungraded

8. If needed transfer the abstract to the Program Coordinator bin.

Transfer the abstract to this session:
 No Transfers
 Oral Presentation
 Distributed Paper
 Poster

9. Click circle next to type of presentation you have chosen for the abstract.

Submit Final Review

MA Transferring Abstracts

To transfer and abstract to the Program Coordinator bin:

1. Verify you are in the Session Control Panel (red circle)
2. Click on title of abstract you want to transfer (green circle)

The screenshot shows the 'Arrange Session' interface. On the left, the 'Session Control Panel' is circled in red. Below it, the session ID is 2858 and the password is 327603. A list of steps to submit a session is shown, with all four steps checked. Below that are options like 'View Submission', 'Withdraw', etc. The main area shows 'Filtering Options' with a 'Hide Rejected Abstracts' checkbox and a 'Refresh Display' button. Below that, it says 'Unscheduled TEST futures research session [Oral #2858 contains 1 abstracts.]' with 'Session Organizer: Amy Coli'. A table lists abstracts with columns for 'Preferred Format', 'Special Duration (min.)', 'No Duration', 'Final Paper Number', 'Order Within Group', 'Accept', 'Reject', 'Transfer', and 'Event'. One abstract is listed: '(id=30266) Test for acceptance email . C. Williams'. This abstract title is circled in green. Below the table, there is a dropdown menu for 'Transfer selected abstract to this session' set to 'No Transfers' and an 'Update' button. A blue callout box points to the 'Session Control Panel' with the text '1. Verify you are in the Session Control Panel'. Another blue callout box points to the abstract title with the text '2. Click on title of abstract you want to review'.

3. (See Screen Shot Below) Click on "Review" (red circle)
4. Click on box next to "Transfer the abstract to this session" and select Program Coordinator (blue circle)
5. Click "Submit Final Review"

Abstract Control Panel

ID: 30266
Password: 486462

6 Steps to submit an Abstract:

- ✓ 1. Sessions
- ✓ 2. Title
- ✓ 3. Keywords
- ✓ 4. Author(s)
- ✓ 5. Abstract Text
- ✓ 6. Confirmation

Options: View Submission, Withdraw, **Review**

Navigation: Back to Session

Impersonate: Session 2858, Submit

Help: Instructions, Report a Technical Problem

RC 30266: Test for acceptance email

ACCEPTED

Preferred Presentation Format: Distributed Paper
Keywords: tset

Topic Selection: TEST futures research session (2858)

Abstract Text:
test

Options: CONFEX, MS
Phone Number: 401-334-0220
Email: amycoli@verizon.net -- Will not be published

Final Comment

Rating:
 Accepted
 Rejected
 Ungraded

Transfer the abstract to this session: (2859) Program Coordinator

Oral Presentation
 Distributed Paper
 Poster

Submit Final Review

3. Click on Review.

4. Click on box and select "Program Coordinator"

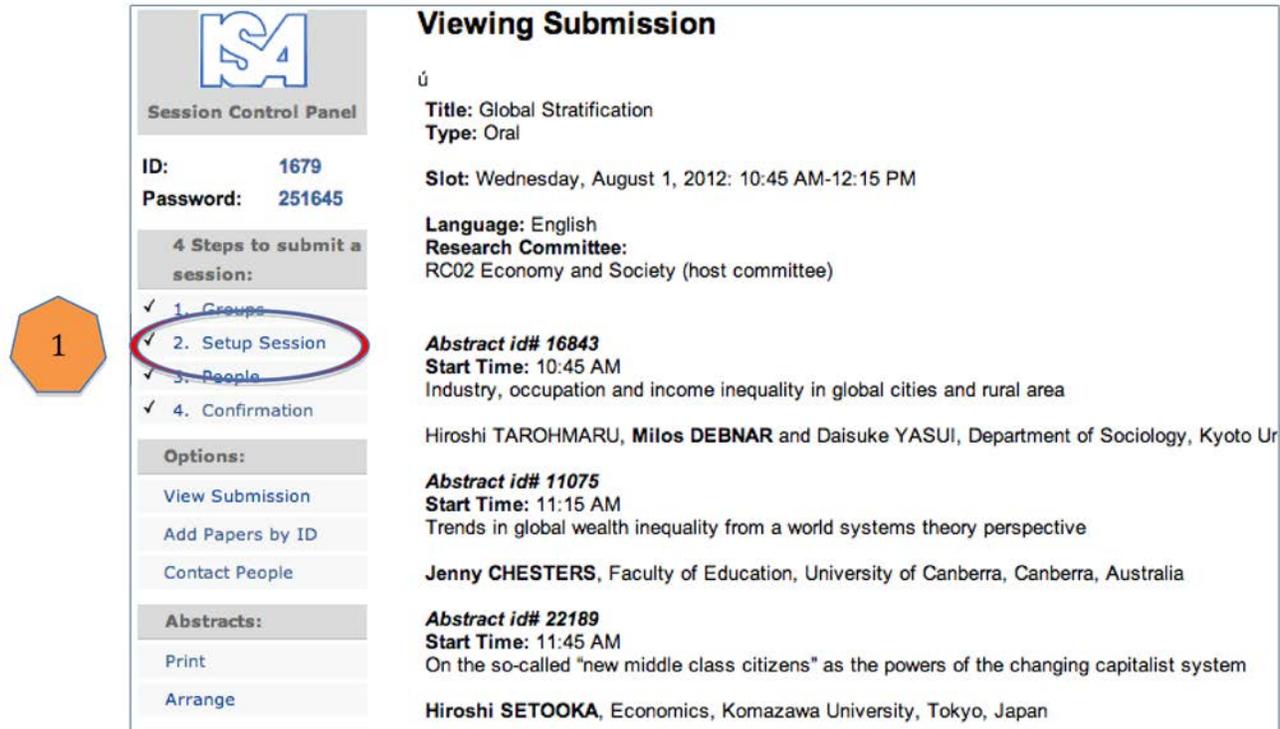
5. Click Submit Final Review



Session Setup

To edit the session title, format and language for the session start at the Session Control Panel.

1. Click on Step 2 “Setup Session” under “4 Steps to submit a session”



Session Control Panel

ID: 1679
Password: 251645

4 Steps to submit a session:

- ✓ 1. Groups
- ✓ 2. Setup Session
- ✓ 3. People
- ✓ 4. Confirmation

Options:

- View Submission
- Add Papers by ID
- Contact People

Abstracts:

- Print
- Arrange

Viewing Submission

ú

Title: Global Stratification
Type: Oral

Slot: Wednesday, August 1, 2012: 10:45 AM-12:15 PM

Language: English
Research Committee: RC02 Economy and Society (host committee)

Abstract id# 16843
Start Time: 10:45 AM
Industry, occupation and income inequality in global cities and rural area
Hiroshi TAROHMARU, Milos DEBNAR and Daisuke YASUI, Department of Sociology, Kyoto University

Abstract id# 11075
Start Time: 11:15 AM
Trends in global wealth inequality from a world systems theory perspective
Jenny CHESTERS, Faculty of Education, University of Canberra, Canberra, Australia

Abstract id# 22189
Start Time: 11:45 AM
On the so-called “new middle class citizens” as the powers of the changing capitalist system
Hiroshi SETOOKA, Economics, Komazawa University, Tokyo, Japan

This will take you to the Session Setup screen as shown below.

2. To edit the title just click in the title box and make whatever changes you want. (see blue circle)
3. To change the format click the arrows and the drop down box and you will be given the choices of oral, poster or roundtable. Click on the choice you would like. (see green circle)
4. Select which language(s) the session will be presented in. You may choose from English, French or Spanish (see red circle)
5. Click **SUBMIT INFORMATION** to finish.

The screenshot shows a web form for session setup. On the left is a sidebar with the 'ISA' logo and a 'Session Control Panel' containing session ID (1679) and password (251645), a progress list of four steps (Groups, Setup Session, People, Confirmation), and options to view submission or add papers. The main form area includes a 'Title' field with the text 'Global Stratification', a 'Format' dropdown set to 'Oral', radio buttons for 'Is this an invited session?' (Yes/No), a language selection section with 'English' checked, a 'Session Description' text area, and a 'Submit Information' button. Four orange callout boxes with numbers 2, 3, 4, and 5 are overlaid on the form: 2 points to the title field, 3 to the format dropdown, 4 to the language selection section, and 5 to the submit button.

ISA

Session Control Panel

ID: 1679
Password: 251645

4 Steps to submit a session:

- ✓ 1. Groups
- ✓ 2. Setup Session
- ✓ 3. People
- ✓ 4. Confirmation

Options:

- View Submission
- Add Papers by ID

Title
Please enter in title case, capitalizing only the first letter in each word
Global Stratification

Format
Oral

Is this an invited session?
 Yes
 No

What language(s) will be used in this session?
 English
 French
 Spanish

Session Description (if available):

Submit Information



Organizing Papers in a Session

To change the order of the abstracts in your session:

1. Verify you are in the Session Control Panel (red circle)
2. Click “Arrange” under the Abstracts section of the Session Control Panel. (green circle.)

Session Control Panel

ID: 1679
Password: 251645

4 Steps to submit a session:

- ✓ 1. Groups
- ✓ 2. Setup Session
- ✓ 3. People
- ✓ 4. Confirmation

Options:

- View Submission
- Withdraw
- Non-Paper Events
- Schedule
- Add Papers by ID
- Contact People

Abstracts:

- Print
- Arrange
- Help

Arrange Session

Filtering Options:

Hide Rejected Abstracts Refresh Display

Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410
(63)Global Stratification [Oral #1679 contains 3 abstracts.]
Session Organizer: Hiroko Inoue, University of California-Riverside

30 minutes/paper (default duration)

Start Time	Preferred Format	Special Duration (min.)	No. Duration	Final Paper Number	Order Within Group	Transfer	Event
10:45 AM	Oral Presentation		<input type="checkbox"/>	63.1	1	<input type="checkbox"/>	(id=16843) Industry, occupation and income inequality in global cities and rural area . H. Tarohmaru, M. Debnar, and D. Yasui
11:15 AM	Oral Presentation		<input type="checkbox"/>	63.2	2	<input type="checkbox"/>	(id=11075) Trends in global wealth inequality from a world systems theory perspective . J. Chesters
11:45 AM	Oral Presentation		<input type="checkbox"/>	63.3	3	<input type="checkbox"/>	(id=22189) On the so-called "new middle class citizens" as the powers of the changing capitalist system . H. Setooka

Transfer selected abstract to this session No Transfers

Update

3. Notice the column in the table on the right hand side frame that says “Order Within Group”. (blue circle)
4. Manipulate the order of the abstracts by changing the numbers in the boxes (blue circle. For example: To put the 1st paper, “Industry, occupation and income inequality in global cities and rural area” in the second spot and the paper in the second spot, “Trends in global wealth and inequality from a world systems theory perspective” in the first spot. To do this you would put a 2 in the first box and a 1 in the second box.
5. Click **Update**.

You will notice that the two papers are now re-ordered.



Assigning Chairs and Co-Chairs

1. Verify you are in the **Session Control Panel** (red circle)
2. Click on **“3. People”** (green circle) on the control panel.

Session Control Panel

ID: 1679
Password: 251645

4 Steps to submit a session:
✓ 1. Groups
✓ 2. Setup Session
✓ 3. People
✓ 4. Confirmation

Options:
View Submission
Withdraw
Non-Paper Events
Schedule
Add Papers by ID
Contact People

Abstracts:
Print
Arrange

Arrange Session

Filtering Options:
 Hide Rejected Abstracts

Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410
(63)Global Stratification [Oral #1679 contains 3 abstracts.]
Session Organizer: Hiroko Inoue, University of California-Riverside

30 minutes/paper (default duration)

Start Time	Preferred Format	Special Duration (min.)	No Duration	Final Paper Number	Order Within Group	Accept	Reject	Transfer <small>Δ None</small>	Event
10:45 AM	Oral Presentation	<input type="text"/>	<input type="checkbox"/>	63.1	1	A		<input type="checkbox"/>	(id=16843) Industry, occupation and income inequality in global cities and rural area . H. Tarohmaru, M. Debnar , and D. Yasui
11:15 AM	Oral Presentation	<input type="text"/>	<input type="checkbox"/>	63.2	2	A		<input type="checkbox"/>	(id=11075) Trends in global wealth inequality from a world systems theory perspective . J. Chesters
11:45 AM	Oral Presentation	<input type="text"/>	<input type="checkbox"/>	63.3	3	A		<input type="checkbox"/>	(id=22189) On the so-called "new middle class citizens" as the powers of the changing capitalist system . H. Setooka

Transfer selected papers to the Program Coordinator:

(Continued below)

To edit an existing chair or co-chair click on the pen & paper icon under the edit column in the table (red circle).

To delete a chair or co-chair click on the trash can under the delete column (green circle). Then confirm you would like the organizer to be removed

To add a new Chair or Co-Chair click on the “Add new person” button (blue circle).

Role	Registered?	Person	Edit	Delete
Session Organizer	✓	Hiroko INOUE		

Add new person

Presentation	Speaker	Delete	Move
Industry, occupation and income inequality in global cities and rural area	✓ Hiroshi TAROHMARU ✓ Milos DEBNAR ✓ Daisuke YASUI		
Trends in global wealth inequality from a world systems theory perspective	✓ Jenny CHESTERS		 
On the so-called "new middle class citizens" as the powers of the changing capitalist system	✓ Hiroshi SETOOKA		

✓ = registered ✗ = not registered

Next step: **Confirmation**

This will take you to the “Search for a person” screen seen below that allows you to search the database to see if the person you wish to add already exists.

1. Type in the person’s last name (red circle) and
2. click the check box next to “Chair” or “Co-Chair depending on which you want to add. (green circle).
3. Next click the search button. The system will show you anyone that has a matching last name.

Search for a person

Before adding a new name, search the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as *
- You may use [special \(accented\) characters](#)
- If the name is not found, enter it in the data entry form that appears next

Last name:

Role:

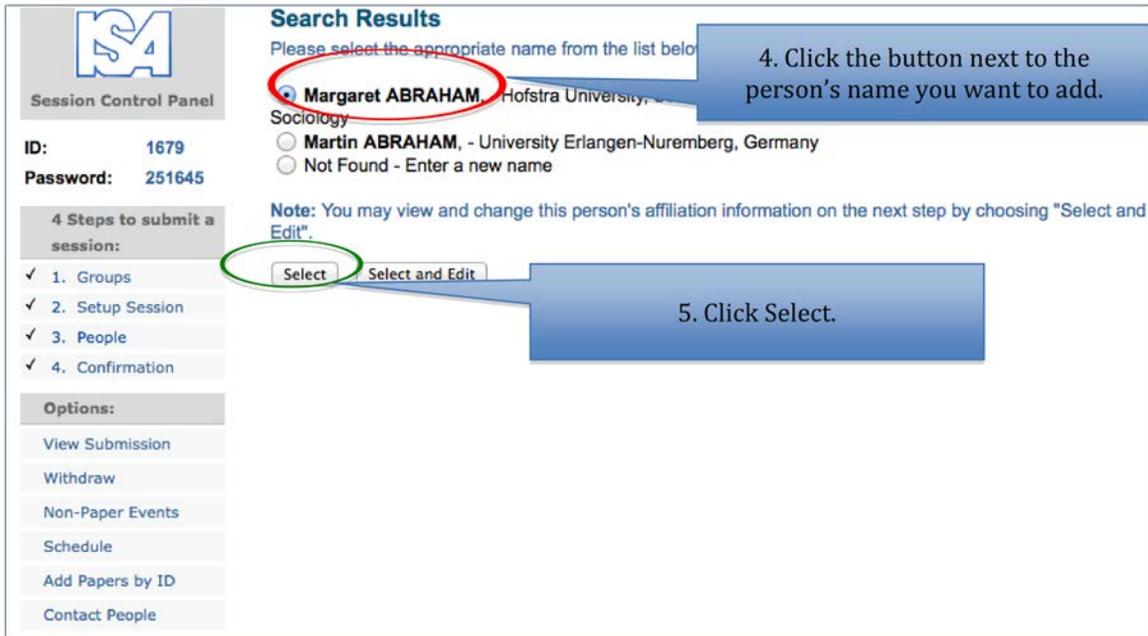
- Session Organizer
- Chair
- Co-Chair
- Panelist
- Discussant
- Critic
- Presenting Author

1. Enter the name of the Chair or Co-Chair here.

2. Select the Role for the person you are adding.

3. Click Submit

4. If you see the person's name that you wish to add click the circle next to their name. If you do not see the person's name click the circle next to "Not Found - Enter a new name".
5. Click the **Select** button. If you see the person you want to add as a chair or co-chair but there is something wrong with his/her information you can chose "Select and Edit".



You will see the new chair has been added.

If you edited a person or added a new person click "Save and Continue" after adding information and then you will be taken back to the "Add/Edit People" screen and you will see the person you added.



Sending Email

To Send an Email:

Click "Contact People". (red circle)

Research Committee
 Control Panel

ID: 8
Password: 773435

3 Steps to submit a Research Committee:

- ✓ 1. Title
- ✓ 2. Organizer(s)
- ✓ 3. Sessions

Options:

- View Research Committee
- Print Abstracts
- Withdraw Research Committee
- Contact People

Sessions:

- Print
- Search

Help:

- Technical Support

Enter Session

RC02 Economy and Society

23 Sessions

Instructions for scheduling the time slots for your sessions:

- Click on the clock/calendar icon in the Schedule column for the first session that you wish to schedule.
- From the drop down list, select the date and time for the Session. Once selected, click 'Submit Information'. The session now scheduled and will move to the top of your session listing.
- If you make a mistake and want to unschedule a session, simply select 'No Slot Assignment' from the dropdown.

NOTE: Joint sessions and Round table sessions have been scheduled by ISA, so you will not have a clock/calendar icon for these sessions. The phrase "Scheduled by ISA" will appear in the schedule column. Joint and Round Table sessions can not be rescheduled.

UPDATED 5/7/2012 To see Scheduling for Joint and Round Table sessions, click [here](#).

Title	Schedule	Delete
Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410 Global Stratification [contains 3 abstracts]		
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, APT 16 Alternatives to neoliberal globalization: Comparing counter-hegemonic projects - Part I [contains 5 abstracts]	Session Scheduled by ISA	
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 410 Political Economy, Knowledge, Ecology [contains 4 abstracts]		
Wednesday, August 1, 2012: 02:30 PM - 04:00 PM, Faculty of Economics, NB 410 Latin America and global social change [contains 4 abstracts]		
Thursday, August 2, 2012: 09:00 AM - 10:30 AM, Faculty of Economics, NB 410 Diversity in corporate networks [contains 4 abstracts]		

There are three steps to sending an email:

1. In step 1 – “How would you like to contact people?” – you do not need to do anything. Leave this one “Send an email message”.

1. How would you like to contact people?

- Display names with all available contact information (includes abstract id, abstract title, phone, fax, email, and postal address) to view or create a printed listing
- Display names and physical addresses that can be used for mailing labels
- Display email addresses that can be copied and pasted into another email system
- Send an email message

- Remove all duplicate email addresses from the returned list. **CAUTION! Check with technical support to learn if you should use personsimplification before you exercise this option.**
- Remove only duplicate person IDs from the returned list
- Require slot assignment [need help?](#)
- Include papers not assigned to a session
- Do not format dates or times
- Preview all messages

Page 23

2. In step 2 – “Whom would you like to contact” - you are selecting who you would like to send the email to. There are a number of choices that allow you to send emails to groups of people with the same role.

2. Whom would you like to contact?

- Program Coordinator
- All Accepted Authors
- Session Chairs
- All Authors
- All Accepted Presenting Authors
- All Non-Accepted Presenting Authors
- Session Organizers

3. In step 3 – “What message would like to send?” you are selecting what message you would like to send. You have a lot of flexibility in this step to either use a templated message or create your own. See below for a screen shot and explanation of the different ways you can choose who gets a reply to the message or copied on the message. You may choose one of these options or any combination of them.

3. What message would you like to send?

To send an email message:

- Choose a standard message from the template list, OR
- Create a custom message in the text box below.

NOTE: If you are generating a report using one of the first three options on step 1 above (that is, you are not sending an email), skip directly to the "Preview" button at the bottom of this page.

Return Email Address:

- This must be a valid email address. Put your email address here to have all replies come back to you. isaconf@confex.com.'

Return Address:

Admin Email Address:

- If you wish to send a sample copy of this email to yourself, please enter your email address(es) here.
- To send from multiple email addresses, separate with commas. Example: isaconf@confex.com, isaconf@confex.com.
- This must be a valid email address.

Admin Email:

BCC Email Address:

- WARNING:** This address will receive a copy of every email sent. (Each email address will receive 750 copies).

BCC Email:

Put the email address of anyone you would like to get one copy of the email being sent.

Put the email address of anyone you would like to get a blind copy (others cannot see this person has been copied.) WARNING: Any email address you use here will get one copy of each email sent to each recipient.

Next pick the message you would like to send. An Email template is used when you are going to send the same message multiple times. You can edit templates if you want to change it slightly or create a new template entirely. (this is limited to Program Coordinators) If you are sending the message just once you can choose the “Custom” option. You can add up to two attachments by clicking on the browse button and navigating to where your attachment is located on your computer.

Email Templates:

- You may click on the Template title to edit the template or click [here](#) to create a new template.
- To delete a template, simply click Template title and click the "Delete this Template" button.

[Session Organizer Notify](#)

[Program Coordinator Notification](#)

[Presentation Accepted to Session](#)

[Presentation Accepted to Session as a Distributed Pa](#)

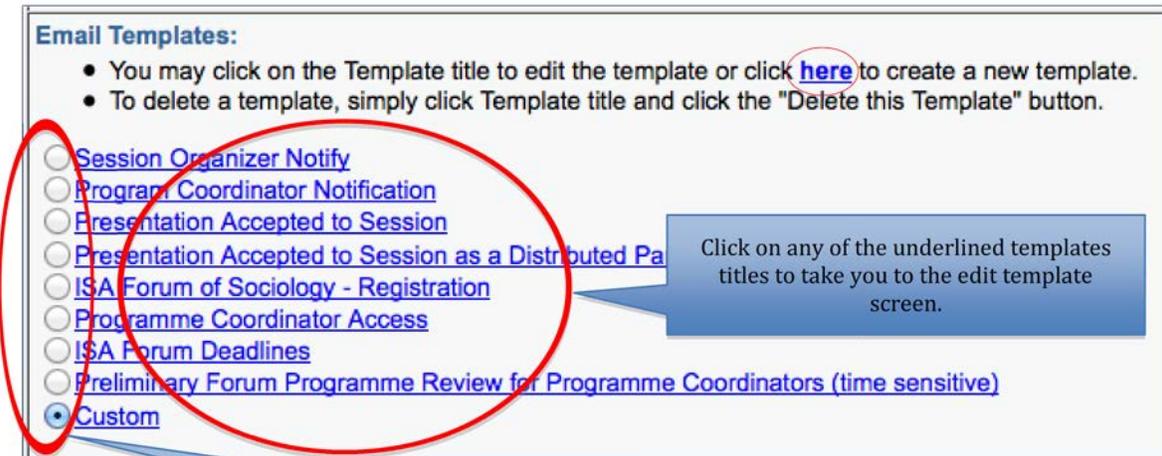
[ISA Forum of Sociology - Registration](#)

[Programme Coordinator Access](#)

[ISA Forum Deadlines](#)

[Preliminary Forum Programme Review for Programme Coordinators \(time sensitive\)](#)

[Custom](#)



Click on any of the underlined templates titles to take you to the edit template screen.

Click on any of the radio buttons to select which template you would like to use.

Custom Message Subject:

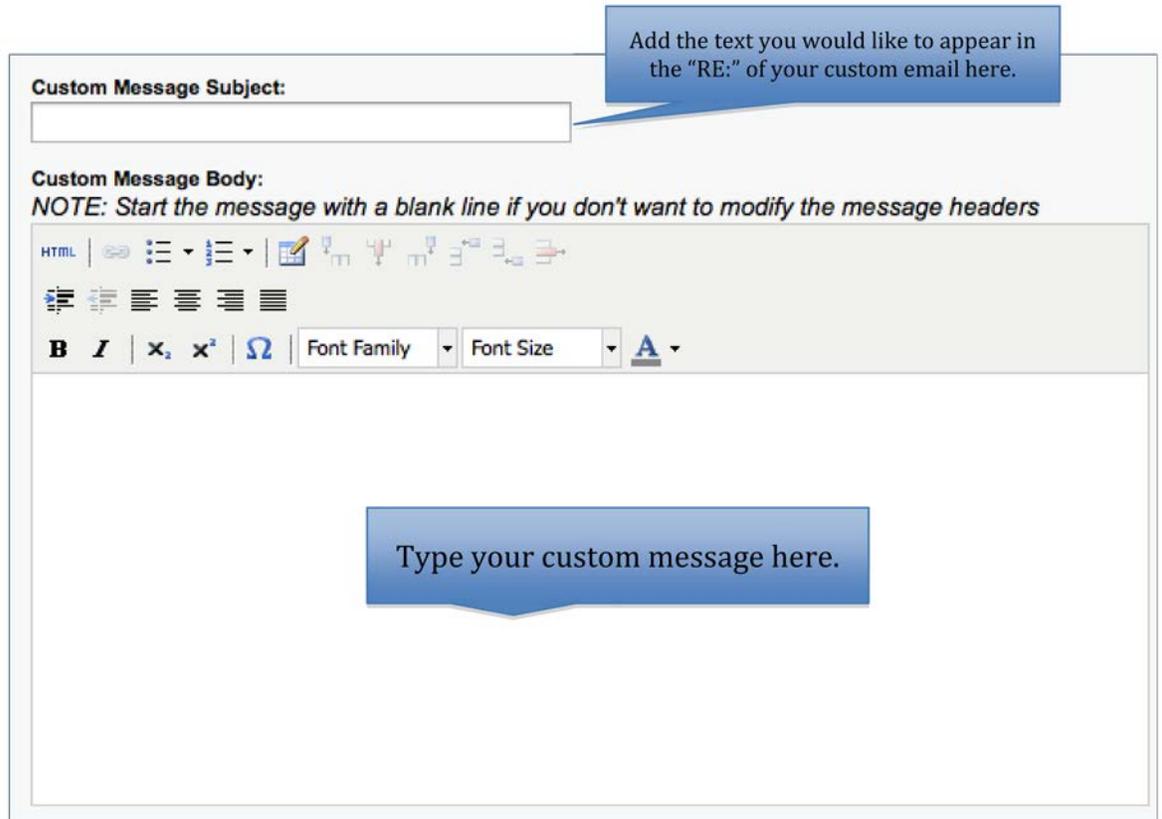
Custom Message Body:
NOTE: Start the message with a blank line if you don't want to modify the message headers

HTML | 



B *I* | ~~x~~ x₂ x² |  Font Family | Font Size | 

Type your custom message here.



Add the text you would like to appear in the “RE:” of your custom email here.

Type your custom message here.

Once you have either chosen an email template or created a custom one click the



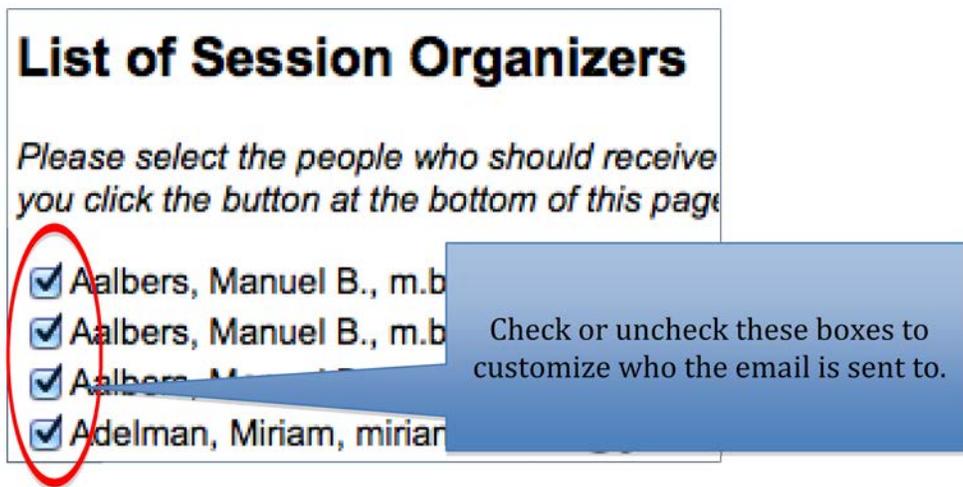
button at the bottom of the page.

You will be shown two examples emails to proof read.

If the text in the email is **not** correct use:



Under the example emails you will see a list of recipient names. You can add or remove names by click or unclicking the checkbox next to their names. Occasionally one person has multiple occurrences of their name. This is because they are listed more than once in the program. (For example one person may be the Session Organizer in more than one Session.) You can unclick multiple occurrences of the person's name to have them get just one copy of the email.



At the bottom of the page you can use



if there are a lot of recipients in the list and you only want to select just a few. It may be easier to un-select everyone and then go back and check the boxes of the people you want to send an email to.

Finally, click



Once you press this button you will see a list of the addresses the email has been sent to. This is how you know your email was sent successfully.



Adding/Deleting Session Organizers

PROGRAM COORDINATORS ONLY

1. Verify you are in the Research Committee Control Panel (red circle).
2. Click on session from which you would like to add/delete the session organizer (green circle).

Enter Session

RC02 Economy and Society

23 Sessions

Instructions for scheduling the time slots for your sessions:

- Click on the clock/calendar icon in the Schedule column for the first session that you wish to schedule.
- From the drop down list, select the date and time for the Session. Once selected, click 'Submit Information'. The session is now scheduled and will move to the top of your session listing.
- If you make a mistake and want to unschedule a session, simply select 'No Slot Assignment' from the dropdown.

NOTE: Joint sessions and Round table sessions have been scheduled by ISA, so you will not have a clock/calendar icon for those sessions. The phrase "Scheduled by ISA" will appear in the schedule column. Joint and Round Table sessions can not be rescheduled.

UPDATED 5/7/2012 To see Scheduled Sessions, click [here](#).

	Schedule	Delete
Wednesday, August 1, 2012: 09:45 AM - 11:00 AM, Faculty of Economics, NB 410 Global Stratification [contains 3 abstracts]		
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, APT 16 Alternatives to neoliberal globalization: Comparing counter-hegemonic projects - Part I [contains 5 abstracts]	Session Scheduled by ISA	
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 410 Political Economy, Knowledge, Ecology [contains 4 abstracts]		
Wednesday, August 1, 2012: 02:30 PM - 04:00 PM, Faculty of Economics, NB 410 Latin America and global social change [contains 4 abstracts]		
Thursday, August 2, 2012: 09:00 AM - 10:30 AM, Faculty of Economics, NB 410 Diversity in corporate networks [contains 4 abstracts]		

(See Screenshot below)

Once you have clicked on the session title you will be taken to the session control panel (red circle).

3. Click on "3. People" (green circle) on the control panel.

To edit an existing organizer, click on the “pen & paper” icon under the edit column in the table (red circle).

To delete an organizer, click on the “trash can” under the delete column (green circle). Then confirm you would like the organizer to be removed.

4. To add a new organizer click on the “Add new person” button (blue circle).

This will take you to the “Search for a person” screen (see below) that allows you to search the database to see if the person you wish to add already exists.

5. Type in the person’s last name (red circle) and

6. Click the check box next to “Session Organizer” (green circle).

- Click the search button. (blue circle)The system will show you anyone that has a matching last name. If you see the person’s name that you wish to add, click the circle next to their name. If you do not see the person’s name, click the circle next to “Not Found – Enter a new name”.
- Click the “Select” button. If you see the person you want to add as a session organizer, but if there is something wrong with his/her information you can choose “Select and Edit”.

Search for a person

Before adding a new name, search the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as *
- You may use [special \(accented\) characters](#)
- If the name is not found, enter it in the data entry form that appears next

Last name: **5. Enter the name of the new session organizer here.**

Role:

- Session Organizer **6. Click the checkbox next to Session Organizer**
- Chair
- Co-Chair
- Panelist
- Discussant
- Critic
- Presenting Author

7. Click the search button

Search Results

Please select the appropriate name from the list below, or select "Name Not Found".

- Margaret ABRAHAM, - Hofstra University, Sociology ; Hofstra University, Sociology ; Hofstra University, Sociology
- Martin ABRAHAM, - University Erlangen-Nuremberg, Germany
- Not Found - Enter a new name

Note: You may view and change this person's information by clicking "Select and Edit".

8. Click here if the person you choose is in the list but you need to correct their information

8. Choose select if you see the person you are searching for and you need no changes

- If you selected someone who was listed in the database and do not need to edit their information, click “Select” button and you will be taken back to the Add/Edit People screen. You will see the new organizer has been added.
- If you edited a person or added a new person click “Save and Continue” after adding information and then you will be taken back to the “Add/Edit People” screen and you will see the new organizer.



Transferring Abstracts without a Session

PROGRAM COORDINATORS ONLY

One of the responsibilities of Program Organizers is to look at abstracts that have been accepted but did not fit into the session they were submitted to. The organizer can then move these abstracts to a different session.

1. Verify you are in the Research Committee Control Panel. The screen shots show the Research Committee Control Panel, but the functionality works exactly the same for Thematic Groups and Working Groups. (See red circle)
2. Click the Program Control session title. (see green circle) This will take you to the session control panel, where you can see all of the abstracts that are available to transfer.

Research Committee Control Panel

ID: 15
Password: 563402

3 Steps to submit a Research Committee:

- ✓ 1. Title
- ✓ 2. Organizer(s)
- ✓ 3. Sessions

Options:

- View Research Committee
- Print Abstracts
- Withdraw Research Committee
- Contact People

Sessions:

- Print
- Search

Help:

- Technical Support

Retirement, older workers, and pension policy
[contains 4 abstracts]

Friday, August 3, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 440
Intergenerational solidarity: Bringing the public and the private into dialogue
[contains 4 abstracts]

Friday, August 3, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 456
Participation and cultural sociology of the life course. Part II
[contains 4 abstracts]

Friday, August 3, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 440
Intergenerational Relations: Intimate Ties and Solidarity
[contains 5 abstracts]

Friday, August 3, 2012: 02:30 PM - 04:00 PM, Faculty of Economics, NB 468
Demographic challenges associated with aging populations in the developing world
[contains 5 abstracts]

Saturday, August 4, 2012: 09:00 AM - 10:30 AM, Faculty of Economics, APT 110
Transformation of leisure and ageing perspectives
[contains 6 abstracts]

Saturday, August 4, 2012: 09:00 AM - 10:30 AM, Faculty of Economics, NB 440
Generations: Connections across the life course
[contains 4 abstracts]

Saturday, August 4, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 440
Old age and society: Views from Latin America
[contains 4 abstracts]

Saturday, August 4, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 440
Images of old age
[contains 6 abstracts]

Saturday, August 4, 2012: 02:30 PM - 04:00 PM, Faculty of Economics, NB 440
Public policies to promote healthy and happy aging
[contains 6 abstracts]

Unscheduled Sessions (if any) are shown below.

Program Coordinator
[contains 0 abstracts]

Save

(Continues below)

The screenshot shows the 'Arrange Session' interface. On the left is a sidebar with a 'Session Control Panel' (circled in red) containing ID: 2674 and Password: 505524. Below it are steps to submit a session (1-4) and options like 'View Submission' and 'Withdraw'. The main area shows 'Filtering Options' with 'Hide Rejected Abstracts' checked. Below that, the session title 'Program Coordinator' (circled in green) is shown. A table of papers is displayed with columns: Preferred Format, Special Duration, No Duration, Final Paper Number, Order Within Group, Accept/Reject, Transfer, and Event. The 'Transfer' column has a dropdown menu circled in blue, with a checkbox checked for the first row. Below the table, the text 'Transfer selected papers to the Program Coordinator:' is followed by a dropdown menu circled in yellow, which is open to show a list of sessions including '(2867) TEST session RC04 Sociology of Education'.

3. Notice you are now in the Session Control Panel. (see red circle) and the session title is "Program Coordinator". (see green circle)
4. Find the column in the table called "Transfer". Click the checkbox next to the paper you want to transfer. (see blue circle)
5. Next to "Transfer selected papers to the Program Coordinator", click on the drop down box's arrow to see all the sessions you can transfer the paper to. (see yellow circle)
Choose the session you want to transfer the paper into by clicking on the title of the session.
6. Click "Update."

NOTE: The session "Program Coordinator" should never be scheduled.



Scheduling Sessions

PROGRAM COORDINATORS ONLY

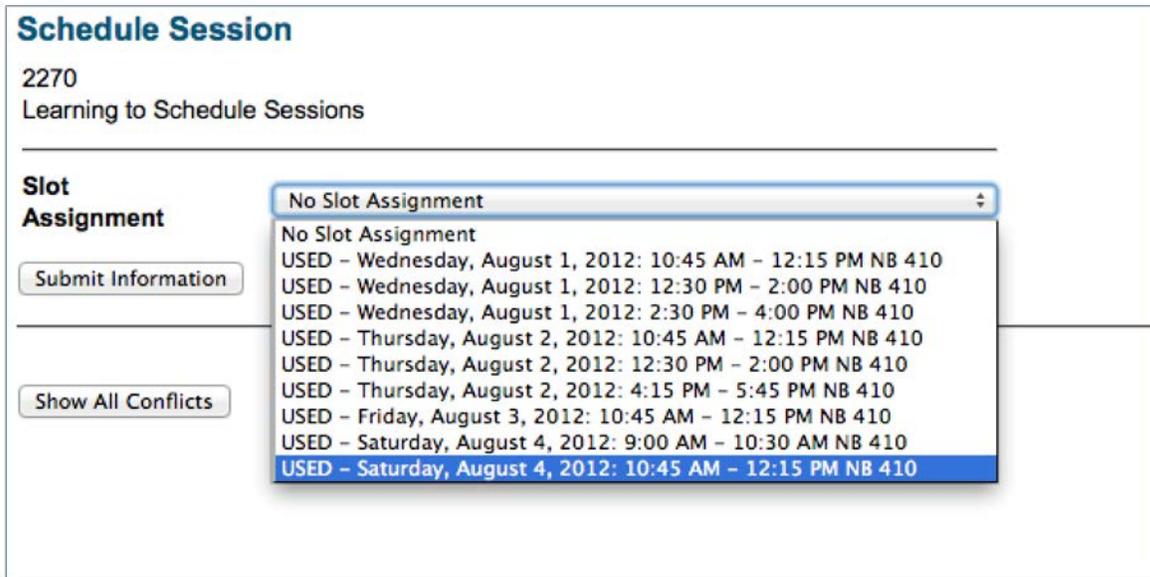
Program Coordinators may schedule sessions from the Research, Thematic or Working Group Control Panel. The screen shots show the Research Committee Control Panel but the functionality works exactly the same for each. (see red circle)

On the right panel you will see there is a heading in bold that says “Unscheduled Sessions”. (see green circle) Underneath this are all unscheduled sessions. Next to the title of each session is a calendar with a clock.  (see blue circle.)

1. Click on this icon to schedule your session. (see blue circle.)

The screenshot shows the Research Committee Control Panel interface. On the left, there is a sidebar with the 'Research Committee Control Panel' logo and ID/Password fields. The main content area displays a list of sessions with their titles, dates, times, and locations. A section titled 'Unscheduled Sessions (if any) are shown below.' is highlighted with a green circle. Below this section, there is a link 'Learning to Schedule Sessions' and a 'Save' button. A blue circle highlights a calendar icon with a clock next to the 'Learning to Schedule Sessions' link.

(Continues below)



2. Click on the drop down box next to Slot Assignment. Choose any time slot that does not have the word “USED” next to it. Click “Submit Information” button.

If you need to swap two sessions after you have completed the scheduling, choose “No Slot Assignment” for one session and then click “Submit Information”.

This will unschedule the session.

Go back to the Research Committee Control Panel (Select the session you want to swap with, and then using the instructions above to get back to the Schedule Session screen, pick the new slot (it will be the only one that does not have “USED” next to the slot. This will free up the slot it was in previously. Now go back to the first session and select the newly opened slot.



Helpful Reports

There are four helpful reports you can access from the Research Committee Control Panel (also on the Thematic Group Control Panel and the Working Group Control Panel) They are as follows:

Email Log:

This report will show a log of all the emails sent from your group using the Confex system. The report is filterable so you can do the following:

- See an email sent to a particular person or one sent on a particular date.
- Sort by who the email was from
- Sort by the subject of the email,
- See where the email was generated from - was it an automatic email or sent from the send email functionality?
- See the status of the email – did the email get sent okay or was there an error?

You can also choose what data will be shown in the report:

- Typical email items such as Date, From, To, Subject
- Where the email was generate from
- The status of the email – did it send ok?
- A hyperlinked resend button that allows you to resend the email easily
- Text of the message.
- The full header of the message
- Status detail of the message
- The IP address from which the report was sent.

You may sort the report by any column header and you may download the report to an Excel report.

Presenters:

This report allows you to have a report of all the presenters in your group. It contains a hyper-linked Abstract ID number that will allow you to easily see the person's abstract. Other information available on this report is:

- Co-sponsor – was there a co-sponsoring group for the paper
- Session – what was the session title of the abstract
- ID – hyperlinked abstract id for the abstract
- Presenters – who were the presenters of the paper
- Presenter Email Address
- Date the paper will be presented

- Start time of presentation

You can sort this report by any of the column headers. This report is downloadable as an Excel report

Transfers:

This reports shows the transfer history of an abstract. It allows you to see:

- The abstract id
- The paper title
- The session title and ID the paper is currently in
- The session title that the paper was transferred out of
- The time of the transfer and the IP address from the computer that initiated the transfer.

You can sort the report by any of the column headers. This report is downloadable to an Excel Report.

Session Grid:

This report allows you to see the sessions in your group in a grid format. You can click on the session titles to see the sessions.

To access any of these reports go to the Research Committee Control Panel (red circle) and look on the left hand control panel. The reports can be found under the Reports section (green circle). To open them click on the link of the report you want to run.

The screenshot shows the Research Committee Control Panel on the left and the 'Enter Session' page for 'RC02 Economy and Society' on the right. The 'Research Committee Control Panel' is circled in red, and the 'Reports' section is circled in green. The 'Enter Session' page displays 23 sessions with a table of session details.

Title	Schedule	Delete
Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410 Global Stratification [contains 3 abstracts]		
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, APT 16 Alternatives to neoliberal globalization: Comparing counter-hegemonic projects - Part I [contains 5 abstracts]	Session Scheduled by ISA	
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 410 Political Economy, Knowledge, Ecology [contains 4 abstracts]		
Wednesday, August 1, 2012: 02:30 PM - 04:00 PM, Faculty of Economics, NB 410 Latin America and global social change [contains 4 abstracts]		
Thursday, August 2, 2012: 09:00 AM - 10:30 AM, Faculty of Economics, NB 410 Diversity in corporate networks [contains 4 abstracts]		
Thursday, August 2, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410 Theorizing gender, state and economy [contains 6 abstracts]		
Thursday, August 2, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, APT 16 Alternatives to neoliberal globalization: Comparing counter-hegemonic projects - Part II [contains 6 abstracts]	Session Scheduled by ISA	



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RC02 Economy and Society

23 Sessions

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- Click on the clock/calendar icon in the Schedule column for the first session that you wish to schedule.
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- If you make a mistake and want to unreschedule a session, simply select 'No Slot Assignment' from the dropdown.

NOTE: Joint sessions and Round table sessions have been scheduled by ISA, so you will not have a clock/calendar icon for sessions. The phrase "Scheduled by ISA" will appear in the schedule column. Joint and Round Table sessions can not be rescheduled.

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Title	Schedule	Delete
Wednesday, August 1, 2012: 10:45 AM - 12:15 PM, Faculty of Economics, NB 410 Global Stratification [contains 3 abstracts]		
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, APT 16 Alternatives to neoliberal globalization: Comparing counter-hegemonic projects - Part I [contains 5 abstracts]	Session Scheduled by ISA	
Wednesday, August 1, 2012: 12:30 PM - 02:00 PM, Faculty of Economics, NB 410 Political Economy, Knowledge, Ecology [contains 4 abstracts]		

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You may also search for groups of people. For example if you want to see a list of all the abstracts from authors who are from Japan. Type Japan in the box next to country and click "Perform Search" and you will see all abstracts from Japan.

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<input type="checkbox"/>	Earliest Withdrawn Modification	<input type="text"/>
<input type="checkbox"/>	ID	<input type="text"/>
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<input type="checkbox"/>	Last Name	<input type="text"/>
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