**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)

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

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:

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 a ... s (sales and services), and this consequently increases th ... she rarely address any other regions but global ... yo 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

Final Comment

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

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

Submit Final Review

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

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)

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. Confirma...

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

---

3. Click on Review.

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Email: amycoli@verizon.net -- Will not be published

Final Comment

Rating:
⦿ Accepted
◯ Rejected
◯ Ungraded

4. Click on box and select "Program Coordinator"

Transfer the abstract to this session: (2859) Program Coordinator ÷
◯ Oral Presentation
⦿ Distributed Paper
◯ Poster

5. Click Submit Final Review

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"

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.

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

Global Stratification

2

Session Control Panel

Format
Oral

3

ID: 1679
Password: 251645

Is this an invited session?
○ Yes
○ No

4 Steps to submit a session:

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

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

4

Options:

View Submission

Session Description (if available):

Add Papers by ID

Submit Information

5

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.)

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 .

(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).

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.

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".
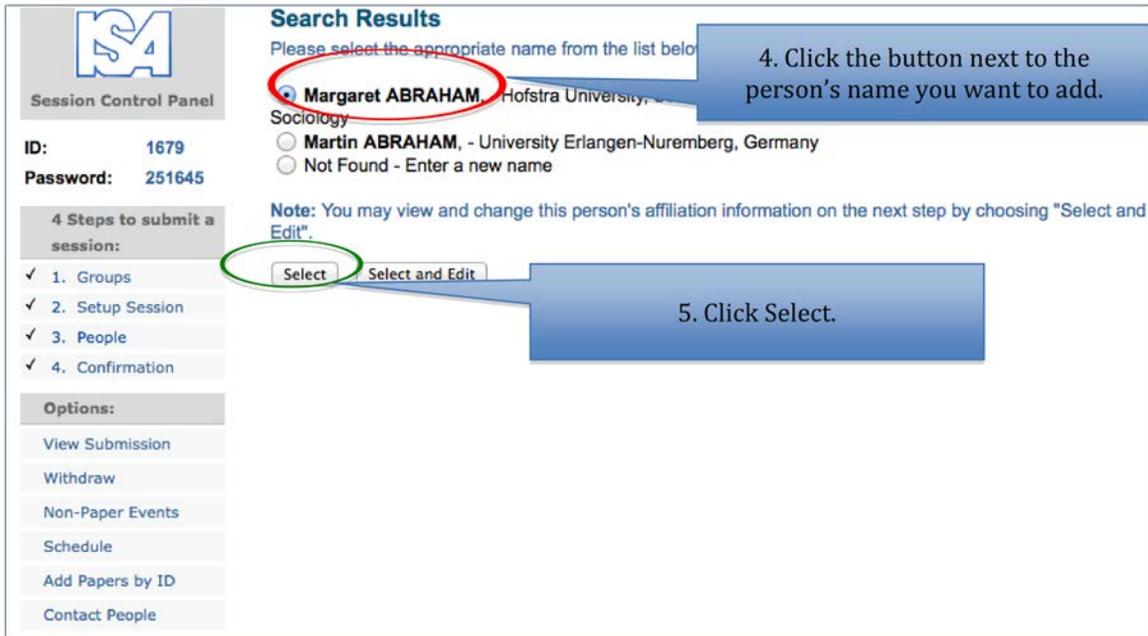
You will see the new chair has been added.

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)

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".

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.

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.

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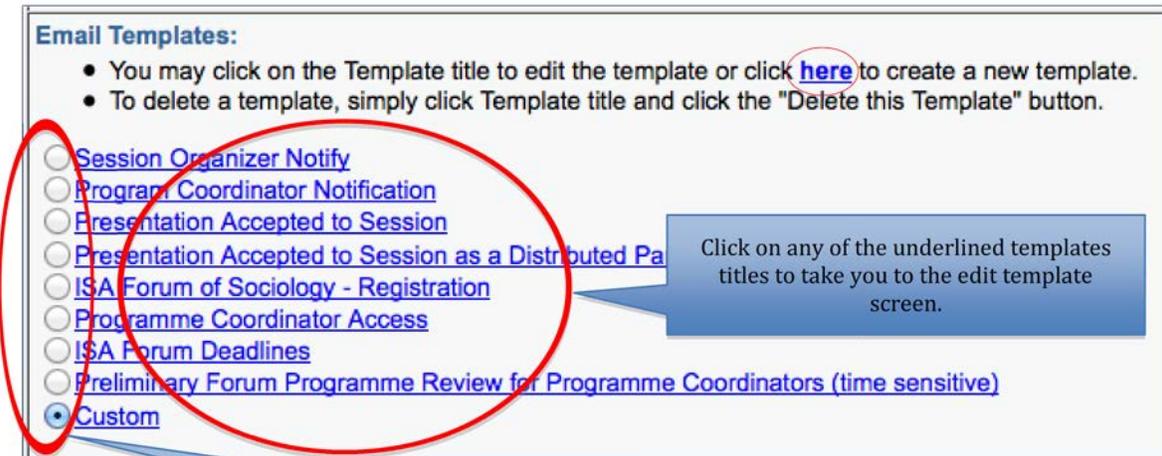
Click on any of the underlined templates titles to take you to the edit template screen.

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

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

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 | ⚲ | ☰ ▾ ☰ ▾ | ✎ ⁿ ⱼ ᵐ ⱼ ⱼ | B *I* | x₂ x² | Ω | Font Family ▾ Font Size ▾ | A ▾

Type your custom message here.

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

Preview   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: Return to Previous Page

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.

List of Session Organizers

Please select the people who should receive
you click the button at the bottom of this page

☑ Aalbers, Manuel B., m.b
☑ Aalbers, Manuel B., m.b   Check or uncheck these boxes to
☑ Aalbers, M   customize who the email is sent to.
☑ Adelman, Miriam, miriar
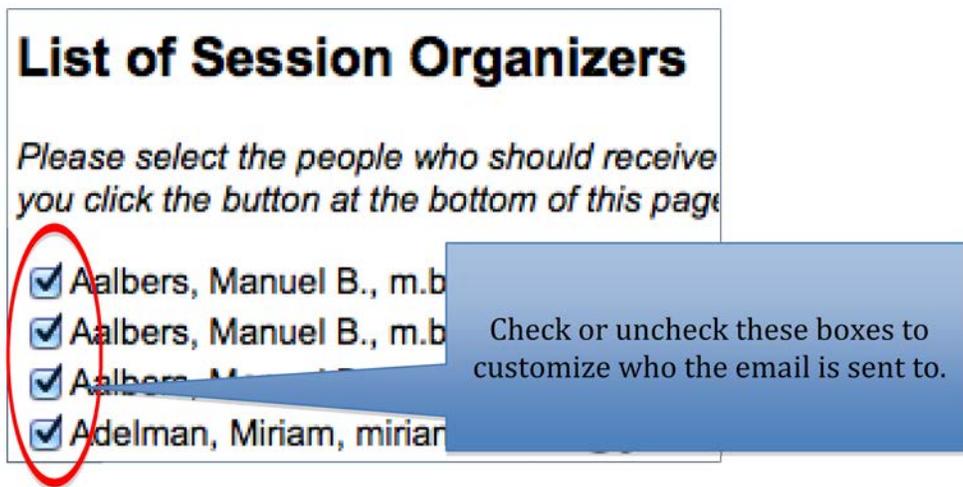
At the bottom of the page you can use   un-select all   if there are a lot of recipients in the list and you only want to select just a few. It may be easier to un-select everyone and then go back and check the boxes of the people you want to send an email to.

Finally, click   Send Emails

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).

(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).

7. 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".

8. 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".

9. 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.

10. 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.

(Continues below)

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.

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

(Continues below)

Schedule Session

2270
Learning to Schedule Sessions

Slot Assignment

No Slot Assignment ⬍

No Slot Assignment
USED – Wednesday, August 1, 2012: 10:45 AM – 12:15 PM NB 410
USED – Wednesday, August 1, 2012: 12:30 PM – 2:00 PM NB 410
USED – Wednesday, August 1, 2012: 2:30 PM – 4:00 PM NB 410
USED – Thursday, August 2, 2012: 10:45 AM – 12:15 PM NB 410
USED – Thursday, August 2, 2012: 12:30 PM – 2:00 PM NB 410
USED – Thursday, August 2, 2012: 4:15 PM – 5:45 PM NB 410
USED – Friday, August 3, 2012: 10:45 AM – 12:15 PM NB 410
USED – Saturday, August 4, 2012: 9:00 AM – 10:30 AM NB 410
USED – Saturday, August 4, 2012: 10:45 AM – 12:15 PM NB 410

[Submit Information]

[Show All Conflicts]

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.

Search for a Person/Abstract

To find a person or abstract in your group go to the Research Committee Control Panel (or Thematic Group or Working Group Control Panel) (red circle). Under the Options section on the left-hand side chose "Search Abstracts". (green circle)

You many then fill in the criteria you wish to use for your search (red circle). If you know the person's last name enter the last name in the box next to "Last Name". If you only know part of the last name or are not sure how to spell the name, click the checkbox and this will show any name that contains whatever you put in the box. For example if you are looking for an author with the last name "Flemming" but you are not sure if the name is spelled with one M or two, then click the box and just enter Flem in the box. Once you click "perform search" button you will see all authors with the letters Flem in their name.

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.

You may also limit the results of your searches by using the options in the right side of the box. For example, you may choose to see all abstracts that have not been deleted or accepted for example.

Enter limits on what you are searching for on this side.

Enter items you want to search for on this side.