



European Population Conference 2024 Guidelines for Conveners

The European Population Conference (EPC) is a general scientific conference structured in various themes. Submissions to the EPC program will be made to one of the selected conference themes. The reviews of the abstracts and much of the communications are conducted through the program website (<https://epc2024.eaps.nl>)

Conveners can use their web browser to login to the program website to view submissions to their theme. Conveners can login as often as they would like to read the submitted abstracts and papers.

Review process

1. Conveners have access to all submissions in their Theme and will develop these submissions into sets of simultaneous sessions. Since the Themes are broadly defined, Conveners are asked to develop sessions that are more focused.
2. Conveners will work on the basis of abstracts and additionally can consult extended abstracts or full papers which the authors have uploaded. Using these abstracts they will propose the number, title, scope and substance of sessions. The Organizing Committee will provide guidance on the target number of sessions for each Theme based on the final number of submissions. If they have a sufficient number of good submissions, Conveners may propose one additional session above their target, to be decided by the Organizing Committee.
3. Conveners are encouraged to create attractive sessions, which reflect geographical and other diversities of the membership. This means that for instance stacking sessions with submissions from the same institution and/or the same country should be avoided.
4. Sessions at EPC 2024 will last **90 minutes**. Conveners are invited to select **5 submissions** for each **Regular Session** (allowing 12 minutes presentation each). Conveners are also invited to organize at least one **Flash Session** with **8 submissions** (5 minutes presentation each).
5. All sessions should have a Chair; Conveners are expected to chair their primary session themselves. Conveners are invited to suggest Chairs for each of the proposed sessions in their theme (but Conveners should not invite chairs, as this will be done by the Organizing Committee at a later stage).
6. Conflict of Interest. Conveners and/or their colleagues will not be discriminated upon because of the specific role of the Convener in the organization of the conference.



- For reasons of transparency, Conveners are asked to flag any conflicts of interest to the Organizing Committee.
- Conveners can submit an abstract to their own theme and should treat this as any other submission (so review the abstract and suggest a session where this could possibly be presented); Conveners should then ask the Organizing Committee to review this proposal; if the submission is accepted by the Organizing Committee in a regular session, the Convener should not chair this session with his/her own presentation.
- Conveners should treat the submissions of close colleagues as any other submission, but flag this to the Organizing Committee which will then review; if accepted by the Organizing Committee in a regular session, Conveners should try to avoid chairing a session with close colleagues.

Technical instructions are summarized below and will be specified on the program website in due course (<https://epc2024.eaps.nl>)

7. Once the term for submissions ends on 1 November 2023, the work of the Conveners starts. This will be signaled to the Conveners by email, reminding them of the instructions for Conveners that will be published on the program website. Conveners will review the abstracts received in their theme, and:

- Accept them in their primary session
- include them in an overflow proposal (Add Session)
- Forward them to the Program Committee if they do not fit their theme for further consideration (they should only forward a paper in the exceptional case when its subject clearly does not fit their Theme)
- code them Poster A, B or C, with the letters representing decreasing degrees of enthusiasm, so Poster A is recommended with great enthusiasm and Poster C with the least enthusiasm
- code as Conflict, if they cannot accept the paper in a session they chair because of a conflict of interest. Each Convener will be informed by the Program Committee how many sessions to create, based on the number of submissions received.

After selecting papers for your primary session (coded as "Accept"), follow these steps to create additional sessions:

- Code papers as "Add Session"
- Save the Changes
- Click on "Overflow Requests" and then "Create a New Proposal"
- Enter a title
- You can also recommend a Chair and/or discussant (do not invite them, as this will be done by the program committee)
- Select from the papers you coded as "Add Session" (column "include") and then click on save
- Papers will be shown as "Add Session 1", "Add Session 2", and so on