



European Consortium for Political Research

**6th ECPR General Conference, Reykjavik
25-27 August 2011**

GUIDELINES AND DEADLINES FOR SECTION CHAIRS

A. Conference format

The academic programme will be organised in the format of sections and panels, with each section chair organising a variety of panels in a given field. There will also be an 'open' section, consisting of stand-alone panels. The programme will be very broad, with more than 50 sections covering all the main areas of political science, political theory, international relations and European studies.

There will be a three stage selection process for the academic programme: first a call for sections (deadline 15 April 2010), followed by a call for panels (deadline 1 September 2010) and finally a call for papers (deadline 1 February 2011). Section chairs must propose a minimum of three and a maximum of eight panels. When approaching potential panel chairs they should make them aware that sections may be rejected or approved with a reduced number of panels. In other words, panels accepted or even solicited for inclusion in a section proposal are by no means guaranteed inclusion in the final programme even if the section itself is accepted. The panels should contain a minimum of four and a maximum of five papers to be presented. A further 2 tabled papers may also be accepted into panels. Tabled papers may not be presented at the panel, but the author(s) will appear in the official programme and they may participate in the discussion from the floor. These papers should also be circulated in advance, and discussants and other paper-givers may refer to these papers in their comments. In the event of scheduled paper-givers failing to attend the panel, the tabled papers may act as a reserve and be presented.

Section Chairs should be aware when they propose their number of panels that, besides any panels they know will be proposed in advance, they may receive a number of panel proposals spontaneously during the period of the call for panels.

The final academic programme will be decided by the Academic Convenors for the Conference (Professor Niilo Kauppi, Institut d'études politiques Strasbourg, Professor Jonas Tallberg, Stockholm University, and overseen by the ECPR Academic Director, Professor Martin Bull, University of Salford) after the final deadline for paper proposals has passed. They may, depending on the number and topics of the panels and papers proposed on a stand-alone basis, use their discretion to allocate those panels and papers to sections and panels where space permits. Section Chairs may, therefore, be asked to accommodate new panels in their sections, and panel chairs may be asked to accommodate extra papers within their panels.

Note that conference participants may only appear in the academic programme once in any one capacity. That is, they may only chair one section, they may only chair one panel, they may only present one paper, they may only act once as a discussant.

B. Proposals to organise sections

- (i) *Who may organise a Section?* Anyone from an ECPR member institution may organise a section. Co-chairs may come from associate or non-member institutions.
- (ii) *What information should the proposal include?* All proposals to organise Sections should be submitted online by **15 April 2010**.

Information required in the proposal is as follows:

- Title of the proposed Section
- Name of Section Chair
- Institution of Section Chair
- Email of Section Chair
- Name of Co-chair (if applicable)
- Institution of Co-Chair (if applicable)
- Email of Co-Chair (if applicable)
- Abstract of Section (up to 300 words)
- 3 keywords
- An indication of how many panels it will have (A minimum of 3 and a maximum of 8)
- List of possible panel titles (if known at this stage)
- List of panel chairs (if known at this stage)

Note: the more details you are able to provide will assist your proposal.

Any queries regarding the academic content of the proposed section should be addressed to Niilo Kauppi and Jonas Tallberg **before** the 15 April deadline.

The accepted Sections will be finalised by the Academic Convenors by **1 May 2010**. The exact size of each Section (i.e. the number of panels awarded) is at the discretion of the Academic Convenors, whose decision is final.

Proposers will be notified of the outcome of their section submission during May 2010. If you have not heard by the end of May 2010, you should contact ECPR Central Services immediately.

C. Proposals to organise panels within sections

From **1 June 2010**, participants will be able to propose panels to the accepted sections. (There are no rules requiring proposers of panels to belong to an ECPR member institution.)

Each section chair will be sent a username and password to gain access to the live application system. You will only be able to view panel applications submitted to your own section. Panels

should contain a minimum of 4 and a maximum of 5 papers. **Formal panel submission is required at this stage even if the panel was already included in the accepted section proposal.**

The deadline for all panel proposals is **1 September 2010**. You will then have one month to decide which panels you wish to accept for your section, before submitting the full section information to the ECPR Central Services. The deadline to submit the Panels to the ECPR is **1 October 2010**.

Panel proposers are requested to select which section their panel should be considered for (and also a second section option, in the case of topics that cross more than one theme). Panel proposers will also be required to select up to three key words, which should assist with the organisation of the section.

When completing the online panel proposal form, proposers of panels may add tentative details of paper givers, although this is not a requirement. Including this information will help the Section Chair(s) and Academic Convenors when assessing proposals.

The deadline for all panel proposals is **1 September 2010**. (You can either accept and reject panels as and when they are submitted, or wait until the deadline has passed and assess the applications as a whole). You will then have one month to decide which panels you wish to accept for your section by accepting or rejecting them online. The deadline to confirm the panels is **1 October 2010**.

Sections should contain no fewer than three and no more than eight panels. If panels are rejected, they must be evaluated using one or more of the following criteria:

- (a) insufficient quality
- (b) does not fit section theme
- (c) too many panel proposals received
- (d) a panel chaired by the same person has already been accepted

The Academic Convenors will then review the recommendations of the section chairs and, depending on the number and topics of panels submitted overall, may decide to allocate more or fewer panels to sections. The decision on which panels will be selected will be made by the Academic Convenors by **1 November 2010**, and the Section Chairs will be informed of their final section line-up by this date.

Upon acceptance of your proposal, please inform ECPR Central Services as soon as possible if you have any scheduling requests. Every effort will be made to accommodate scheduling requests, but there is no guarantee that requests will be honoured.

D. Proposals to present papers

From **1 November 2010**, participants will be able to propose papers to the accepted panels within sections. (There are no rules requiring proposers of papers to belong to an ECPR member institution.)

Proposers may submit their paper proposal to **only one panel**. That is, the same paper should not be submitted to more than one panel chair. Proposers of papers may submit more than one paper proposal, but the Academic Convenors are unlikely to accept more than one paper proposed by the same person.

Proposers of papers will be encouraged to select up to three key words, which should assist with the organisation of the Panel.

The deadline for all paper proposals is **1 February 2011**. Panel chairs will then have two weeks to accept or reject papers accordingly. The deadline for this is **15 February 2011**. Each panel chair will be sent a password to gain access to the live application system. Panel chairs will only be able to view paper proposals submitted to their own panel.

Each panel should contain no fewer than 4 and no more than 5 papers to be presented. A further 2 tabled papers may also be accepted into panels. Paper submissions that are rejected must be evaluated with the following criteria:

- (a) insufficient quality
- (b) does not fit panel theme
- (c) too many paper proposals received
- (d) a paper proposed by the same person has already been accepted

Tabled papers may not be presented at the panel, but the author(s) will appear in the official programme and they may participate in the discussion from the floor. These papers should also be circulated in advance, and discussants and other paper-givers may refer to these papers in their comments. In the event of scheduled paper-givers failing to attend the panel, the tabled papers may act as a reserve and be presented.

The Academic Convenors will then review the detailed section/panel/paper information submitted by the section chairs and, depending on the overall number and topics of papers proposed, may allocate papers submitted to the Open Section to panels as space permits. The decision on the final allocation of papers will be made by the Academic Convenors by **30 April 2011 at the very latest**. The section and panel chairs will be informed of the final academic programme by this date.

Upon acceptance of your proposal, please inform ECPR Central Services as soon as possible if you have any scheduling requests. Every effort will be made to accommodate scheduling requirements, but there is no guarantee that requests will be honoured.

Please note that co-authors who do not intend to register and attend the conference should inform ECPR Central Services by 1 July and this will secure their names to appear in the conference programme.

E. Final academic programme

The academic programme will be available on the ECPR website by **1 May 2011**. The Academic Convenors will work together with the local organisers to decide the final timetable and allocate the panels to rooms. The timetable will be available by mid May 2011.

Amendments to section/panel/paper information can be sent to ECPR Central Services after 1 May 2011, and will be incorporated into the final printed conference programme **up until 1 July 2011**. Amendments received after this date will not appear in the printed programme, and will be amended in the online version only.

F. Paper upload

Accepted Papers may be uploaded onto the ECPR website from 1 month before the conference. This facility will be available after 1 June 2011 and all accepted paper givers will be sent instructions on how to do this after this date. Papers should be uploaded as soon as possible, and definitely by 10 August 2011. Papers that aren't uploaded by this date will not appear in the conference paper site. After the conference, the papers will be archived in the members only section of the ECPR website.

G. Registration

Online registration (via credit/debit card) will be available from **1 February 2011**. Participants will also be able to pay for their registration fees via cheque or bank transfer. Further details, including registration fees, will be available on the ECPR website in due course. Please check the registration page of the website for our cancellation policy.

Note that participants appearing in **any capacity** in the academic programme must register before **15 May 2011**. Anyone who has not registered by this date will not be able to be included in the final printed conference programme and will not qualify for the discounted pre-registration fee.

H. Conference timetable

Panels are scheduled in eleven time slots commencing at 0900 on Thursday 25 August and closing at 1740 on Saturday 27 August. Participants should ensure their availability for any of the eleven time slots listed below.

Wednesday:

- 1500: Registration, Book Exhibition and Information Desk begins
- 1700: Reception (tbc)

Thursday:

- 0800–1800: Registration, Book Exhibition and Information Desk
- 0900–1040: 1st panel session
- 1100–1240: 2nd panel session
- 1400–1540: 3rd panel session
- 1630–1715: Welcome Address, Awards
- 1715-1845: Roundtable
- 1900: Opening Reception

Friday:

- 0830–1800: Registration, Book Exhibition and Information Desk
- 0900–1040: 4th panel session
- 1100–1240: 5th panel session
- 1400–1500: Plenary lecture
- 1500–1640: 6th panel session
- 1700-1840: 7th panel sessions
- 1900: Drinks reception (tbc)

Saturday:

- 0830–1700: Registration, Book Exhibition and Information Desk
- 0900–1040: 8th panel session
- 1100–1240: 9th panel session
- 1400–1540: 10th panel session
- 1600–1740: 11th panel session
- 1740: Close of academic programme
- 1930: Closing reception

I. Further information

Please contact the ECPR Central Services (ecpr@essex.ac.uk) if you have questions about any aspect of the organisation of your section. The ECPR web site will be regularly updated with information about the academic and social programmes, registration, hotel accommodation, etc. We will also make regular announcements in ECPR e-bulletins. Section chairs should therefore ensure that they subscribe to our mailing list (see: www.ecprnet.eu for details).

J. Key dates and deadlines

15 January 2010	Call for Section proposals
15 April 2010	Deadline for Section proposals
May 2010	Academic Convenors confirm acceptance of Sections
1 June 2010	Call for Panel proposals
1 September 2010	Deadline for Panel proposals
1 October 2010	Deadline to submit accepted Panels to ECPR
October 2010	Academic Convenors confirm acceptance of Panels
1 November 2010	Call for Paper proposals
1 February 2011	Deadline for Paper proposals
1 February 2011	Online registration begins
15 February 2011	Deadline for Panel Chairs to submit accepted Papers to Section Chairs
1 March 2011	Deadline for Section Chairs to submit accepted Papers to ECPR
April 2011	Academic Convenors confirm final Section line-ups
1 May 2011	Academic Programme goes live
1 May 2011	Amendments to section/panel/paper details can be sent to ECPR from this date
15 May 2011	Deadline for early registration
1 June 2011	Papers can be uploaded from this date
1 July 2011	Deadline for programme amendments
10 August 2011	Deadline to upload papers
20 August 2011	Deadline for registration