



european consortium for political research

**6<sup>th</sup> ECPR General Conference, Reykjavik  
25-27 August 2011**

## **GUIDELINES AND DEADLINES FOR PANEL CHAIRS**

### **A. Conference format**

The academic programme will be organised in the format of sections and panels, each section containing between 3 and 10 panels. There will also be an 'open' section, consisting of stand-alone panels that do not fit neatly into any of the listed sections. Panel sessions are scheduled to last one hour and forty minutes and include a chair person, discussant and up to five paper givers.

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).

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 panels**

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.) **Formal panel submission is required at this stage even if the panel was already included in the accepted section proposal.**

- (i) *Who may organise a Panel?* Anyone may organise a panel.
- (ii) *What information should the proposal include?* All proposals to organise Panels should be submitted online by **1 September 2010**.

Information required in the proposal is as follows:

- Section applying to (Panel Chairs should submit their proposal to the Open Section if their panel topic does not fit into any of the accepted Sections)
- Title of the proposed Panel
- Name of Panel Chair
- Institution of Panel Chair
- Email of Panel Chair
- Name of Co-chair (if applicable)
- Institution of Co-Chair (if applicable)
- Email of Co-Chair (if applicable)
- Name of discussant (if known at this stage)
- Institution of discussant (if known at this stage)
- Email of discussant (if known at this stage)
- Abstract of Panel (up to 300 words)

Any queries regarding the academic content of the proposed panel should be addressed to Niilo Kauppi and Jonas Tallberg **before** the 1 September deadline.

The accepted panels will be finalised by the Section Chairs by **1 October 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 panel submission during October 2010. If you have not heard by the end of October 2010, you should contact ECPR Central Services immediately.

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.

### **C. 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 decide on the composition of their panel and should accept/reject papers accordingly. Each Panel Chair will be sent a username and password to gain access to the live paper proposal system. Panel Chairs will only be able to view applications submitted to their own panel. **Formal paper**

**submission at this stage is required even if the paper was already included in one of the accepted panel proposals.**

Each panel should contain no fewer than 4 and no more than 5 papers. 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 and panel 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.

**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.**

#### **D. 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. 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.

#### **E. Paper upload**

Accepted Papers may be uploaded onto the ECPR website from 1 month before the conference. This facility will be available after 1 May 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.

## F. 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.

## G. 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: 1<sup>st</sup> panel session
- 1100–1240: 2<sup>nd</sup> panel session
- 1400–1540: 3<sup>rd</sup> panel session
- 1630–1715: Welcome Address, Awards
- 1715-1845: Roundtable
- 1900: Opening Reception

Friday:

- 0830–1800: Registration, Book Exhibition and Information Desk
- 0900–1040: 4<sup>th</sup> panel session
- 1100–1240: 5<sup>th</sup> panel session
- 1400–1540: 6<sup>th</sup> panel session
- 1600–1740: 7<sup>th</sup> panel session
- 1800-1940: Plenary lecture
- 2000: Drinks reception

Saturday:

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

## **H. Further information**

Please contact the ECPR Central Services ([ecpr@essex.ac.uk](mailto: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.org](http://www.ecprnet.org) for details).

## **I. Key dates and deadlines**

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