



HOW TO SUBMIT A PANEL OR PAPER PROPOSAL

The conference format will consist of open themed panels, roundtables and lectures. Approximately 26 sections will be offered (depending on the number of applications received). Section Chairs will be appointed, and should be the first point of contact for any queries. Each panel should contain a minimum of 4 and a maximum of 6 papers. For further information on the conference schedule, please see the day by day timetable.

Proposals to organise panels:

- (i) *Who may organise a panel?* Any graduate student from an ECPR member institution may organise a panel. Participants in panels may be from both ECPR and non-ECPR institutions.
- (ii) *What information should the proposal include?* Which section the panel should be submitted to, title of the panel, an abstract of 300 words, details of all panel participants and their papers. All proposals to organise panels should be submitted online by **1 February 2010**.

Individual paper proposals:

- (i) *Who may present a paper?* Any graduate student from an ECPR or non-ECPR institution may propose a paper. Depending on the proposals received, the academic convenors will group papers into panels.
- (ii) *What information should the proposal include?* Selection of which section the paper should be submitted to, title of paper, an abstract of 300 words, personal information including institutional affiliation and email address. All proposals to present papers should be submitted online by **1 February 2010**.

Note that participants may propose more than one panel or paper, but only one will be accepted.

The Section Chairs and Academic Convenors will assess all proposals and confirm the academic programme during April 2010.

Funding

Applications to the ECPR Mobility Fund should be submitted by **1 March 2010**. Applicants will be notified of the decision by 1 April 2010.

Confirmation of attendance

Once you have received notification that your proposal has been accepted, you should confirm your attendance to the ECPR. An email will be sent to all successful participants in April 2010, and participants should reply by 1 June 2010.

Changes to panel information

Once panels have been accepted, panel chairs will be able to update panel and paper information online. Minor revisions may be made to the programme up until **1 July 2010**. After this date, any changes cannot be included in the final printed programme.

Scheduling of panels and papers

Some participants may need to request special time slots due to travel constraints, teaching commitments, etc. In these cases, they should submit their request to the ECPR Central Services **no later than 1 April, 2010**. Panel times will be assigned during May. Please note that once the timetable has been decided, no changes can be made in any circumstances. We are unable to guarantee scheduling requests, but we will endeavour to incorporate them wherever possible.

Distribution of papers

Papers will be posted on the ECPR web site as they are received. It is the responsibility of the paper giver to ensure that his/her paper is circulated to the chair and discussant in the panel. Panel chairs must therefore ensure that full contact details are provided for all panel participants.

Key dates and deadlines

1 February 2010	Deadline for panel and paper proposals to be submitted
1 March 2010	Deadline for ECPR Mobility Fund applications to be submitted
1 March 2010	Registration and accommodation booking begins
1 April 2010	Deadline for scheduling requests to be received
1 April 2010	Participants are notified of acceptance
May 2010	Timetable to be confirmed
1 June 2010	Deadline for confirmation of attendance
15 June 2010	Deadline for early registration/accommodation booking
1 July 2010	Deadline for amendments to the conference programme
1 August 2010	Deadline for registration
15 August 2010	Deadline for papers to be circulated/uploaded