



European Population Conference 2020 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 (<http://epc2020.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. The work of the Convener starts when the term for submissions ends.

Review process

1. Conveners have access to all submissions to 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.
3. Conveners are encouraged to create attractive sessions, which reflect geographical and other diversities of the membership. This means that e.g. stacking sessions with submissions from the same institution and/or country should be avoided.
4. Sessions at EPC 2020 will last **90 minutes**, with 12 simultaneous sessions in one time slot. Conveners are asked to select **5 submissions** for each session.
5. All regular sessions should have a chair and Conveners are expected to chair their primary session. Conveners are also asked 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 IOC at a later stage).
6. Conflicts 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 will be asked to flag any conflicts of interest to the Organizing Committee. Conveners can submit to their own theme and should treat this as any other submission but flag this to the Organizing Committee which will then review the



proposal; if this submission is accepted by the Organizing Committee in an oral 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 an oral 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 <http://epc2020.eaps.nl/>

7. Once the term for submissions ends on 1 November 2019, the work of the Conveners starts. This will be signaled to the Conveners by email, reminding them of the instructions for Conveners published on the website. Conveners will review the papers received in their theme, and (a) **Accept** them in their primary session, (b) include them in an overflow proposal (**Add Session**), (c) **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), (d) code them **Poster** A, B or C, with the letters representing decreasing degrees of enthusiasm, or (e) 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.

Important dates

1 November 2019 **Deadline for submissions; start work of Conveners**

20 December 2019 **Deadline for proposals from Conveners on sessions and chairs on <http://epc2020.eaps.nl/>**

January 2020 **IOC finalizes program and notifies authors of the outcome of their submissions**

1 May 2020 **Deadline for final abstracts via EPC website (for inclusion in the Book of Abstracts)**