



Step-by-step Instructions for Session Organisers

- Log-in: Once the Programme Coordinator of your Research Group/Working Group/Thematic Group enters your name as Session Organiser, you will be provided the link and password in an email from Confex, isaconf@confex.com, the company in charge of designing the on-line programme for the 2012 ISA Forum of Sociology.
- When you log-in, you will see all abstracts submitted to your session on the page entitled Conclude Submission.
- Go to the sub-section 'Abstracts' in the left-hand menu bar and click on 'Arrange' in order to accept, reject, or forward an abstract to the Programme Coordinator if it is considered of high quality, but unsuited for that session.
- For an accepted abstract, you should indicate whether it has been selected for oral presentation or as a distributed paper. Click on 'Print Abstracts' under the sub-section 'Options' in the left-hand menu bar and make your selection in the drop-down box 'Presentation Type.'
- You should inform all abstract submitters by January 15, 2012 if their abstracts have been accepted, rejected or forwarded to the Programme Coordinator. To do this, click on 'Contact People' under the sub-section 'Options' in the left-hand menu bar.
- In order to print or display the full list of abstracts, click on 'Print Abstracts' under the sub-section 'Options' in the left-hand menu bar.

Deadlines

- On-line abstract submission: December 15, 2011
- Abstract selection finalisation by Session Organiser: January 15, 2012
- Email abstract notification to all submitters by Session Organiser: January 15, 2012
- RC/WG/TG programme planning by Programme Coordinator: January 31, 2012
- RC/WG/TG programme completion by Programme Coordinator: March 1, 2012
- Registration for all programme participants: April 10, 2012
- Final programme adjustments by Programme Coordinator: May 15, 2012