EPC 2008: Guidelines for selection of papers

The submission of abstracts for the EPC 2008 is now closed. You can start making the selection of papers that were submitted to you.

All submissions to the EPC program, the review of the abstracts and much of the communication is conducted through the Meetings website. Please use your web browser to login to the program website at http://epc2008.princeton.edu/ to view submissions to your theme. You can login as often as you would like to read the submitted abstracts and papers.

Selection of papers and sessions
1. Conveners are asked to develop the Theme, which is allotted to them into sets of Sessions. Since the Themes are rather broadly defined, Conveners are asked to develop Sessions, which are more focused.

2. Conveners can determine the number, scope and substance of Sessions based on the submitted abstracts. Sessions will last 90 minutes, allowing the presentation of 4 and maximum 5 papers. Note that only one oral presentation per participant is permitted.

3. All your suggestions for sessions, included papers and session chairs will be reviewed by the International Organizing Committee (IOC) which decides on the final program. Please just use the website for all of these actions (see for more information below) and do **not** send spreadsheets to the IOC. The IOC will use the website information for its decisions.

4. Initially all submitted papers will be designated "not reviewed" on the website. As you make your selection you will assign every submission to one of the following categories:

Accept: Mark 4 (or max 5 papers) for acceptance in the **Session you chair**. For papers also submitted to other themes please get in touch with the convener before accepting the paper. If your theme is the author's first choice please let the other convener know your intention. If your theme is the second choice please get the other organizers permission to accept the paper for your theme.

Add session: You should use this code to select papers to **create Sessions within your theme** (not for the session you will chair, see Accept above). You **select the papers** for these sessions and **propose** 2 alternative candidates to **chair** the session.
Note: Use the web interface to do this; conveners fill out an online form outlining the proposed session and linking the papers they want to include. You do not need to send the abstracts/papers to the Program Committee since they are available on line.

Defer: If a paper is submitted to your theme as well as to another, and accepted by the other convener, please choose defer. This will ensure that the author(s) receive the appropriate correspondence.

Forward: You may forward to the IOC quality papers that do not fit your sessions for possible inclusion in session that are organized by other conveners or the IOC.

Poster: For all abstracts not accepted, deferred, or forwarded, note whether the author has indicated the paper may be considered for a poster session. If yes, please rate each paper as Poster A, B, or C where A indicates substantial enthusiasm, B moderate enthusiasm, and C no enthusiasm (you would not recommend the paper for a poster session).

Reject: This category is reserved for all papers that are not designated accept defer, add session or forward and where the authors do not wish to be considered for a poster session.

Once you have made the assignments you have to click the **UPDATE** button in order to save your decisions. These can be consequently altered by making the changes and clicking the **UPDATE** button.

Submission to two themes
If you consider including a paper that has been submitted to another theme, you may not accept the paper until after you have communicated with the other convener. If your theme is the author's first choice you have first priority in accepting the paper. The convener accepting the paper will assign the paper to the ACCEPT category. The other convener will assign it to the DEFER category. This will ensure that the authors receive the correct emails about their participation.

5. Please do **not** inform authors or proposed session chairs about acceptance until you have heard back from the IOC. The IOC will inform you about the final program and the procedure for notifying authors and session chairs in January 2008.

Important dates

December 1 2007	Convener finalizes selection of papers and suggests session chairs to Program Committee
January 2008	Program Committee finalizes program and notifies authors on outcome of their submission.
Mid-April 2008	Deadline for Final Abstracts via EPC website for inclusion in the book of abstracts

Contacts
The International Organizing Committee (IOC) serves as the Program Committee of the EPC. The EPC 2008 website: http://epc2008.princeton.edu/ email: epc2008@opr.princeton.edu.