

General Conference

Glasgow, UK, 3 – 6 September 2014

Guidelines and deadlines

Conference format

The Academic Programme will be organised in the format of Sections and Panels, with each Section organising a variety of Panels in a given field. There will also be an Open Section, consisting of stand-alone Panels and Papers which do not necessarily fit within any of the accepted Sections. The programme will be very broad, with more than 50 Sections covering all the main areas of political science, including Comparative Politics, Public Policy and Public Administration, Political Theory, International Relations and European Studies.

Application process:

A guide for Section Chairs

There is a two-stage selection process for submitting proposals to the Academic Programme:

Stage 1 Call for Sections

10 September – 15 November 2013

Stage 2 Call for full Panels and individual Papers

2 December 2013 – 15 February 2014

There will not be a separate call for Papers; all Panel proposals must include 4–5 Papers. Anyone wishing to propose a Paper individually will need to propose it to a specific Section. If accepted, the Section Chair will then allocate it to an appropriate Panel.

Individuals may perform each conference function (Section Chair, Panel Chair, Discussant, Paper giver) **only once** within the Academic Programme. Each Section should consist of two Chairs.

Stage 1 Call for Sections

Deadline 15 November 2013

Sections Anyone from an ECPR member institution may organise a Section. Co-Chairs can come from non-member institutions; check your institution's [membership status](#).

All proposals to organise Sections must be submitted online using the form under the Events tab of www.ecpr.eu

Before completing the form, please note

- A Section consists of 3–8 Panels on a specific topic. Section proposals should describe the kind of Panels planned for the Section, including themes and potential Chairs. Formal Panel proposals should be submitted by Panel Chairs at the second stage of the application process.
- Only the proposed Section Chair can submit a Section proposal.
- Standing Groups can endorse only one Section proposal; however, this does not guarantee the Section's acceptance.
- The submission process will be managed through the MyECPR part of the ECPR website. The proposed Section Chair and Co-Chair must both have a [MyECPR](#) account (please create an account if you do not already have one).
- Section proposals should be written in English.

You should have the following information to hand to complete the Section proposal form

- The title of the Section (no more than 12 words long)
- The proposal, containing an abstract, 3–8 well-developed Panel ideas, and a biography of each Section Chair (altogether no more than 1000 words long).
- The Section Co-Chair's email address, as registered in their MyECPR account.

Academic Convenors use the following criteria to judge Sections for acceptance:

- Quality of the proposal
- Experience and competence of Section Chairs
- Participation potential

All proposals to organise Sections should be submitted online by 15 November 2013. The Academic Convenors

will accept or reject proposed Sections by **1 December 2013**. The number of Panels in each Section is determined by the Academic Convenors.

Proposers will be notified of the outcome of their Section submission **during December 2013**.

If you have not heard **by the end of December 2013**, contact ECPR Central Services as soon as possible.

Any queries regarding the academic content of the proposed Section should be addressed to the Academic Convenors via

generalconference@ecpr.eu

before the 15 November 2013 deadline.

Stage 2 Call for Panels and individual Papers

Deadline 15 February 2014

The second stage of the process is open to anyone wishing to propose a complete Panel with Papers, and to those who want to propose individual Papers to a particular Section. Panels that have been provisionally proposed as part of accepted Sections must also be submitted through this procedure. Panels should include 4–5 Papers. Proposers of Panels need not belong to an ECPR member institution, but they must hold a [MyECPR](#) account.

Panel and Paper proposers will also have to complete the proposal process through the MyECPR area of the ECPR website. Once logged in, they will be asked to select which Section their Panel or Paper should be considered for (and, in the case of topics that cross more than one theme, to include the name of the alternative 'Section' within their proposal). Panel proposers are also required to select up to three key words. There is also an Open Section welcoming full Panel and individual Paper proposals that do not fit into any of the listed Sections.

When completing their application, Panel proposers must include details of Panel Abstract, Chair, Discussant, Papers and Paper givers.

The deadline to submit complete Panels is **15 February 2014**.

From **16 February 2014**, Section Chairs can view Panels and Papers being proposed to their Section via MyECPR. From this date they may also accept and reject Panel and Paper proposals to their Section. Section Chairs have until **15 March 2014** to finalise their Sections via MyECPR.

Besides Panels provisionally indicated in their original Section proposal, Section Chairs will have received additional Panels (with Papers) and individual Paper proposals to their Section. These Panel proposals should be evaluated equally alongside any already suggested by the Section Chairs.

When judging Panels for acceptance, Section Chairs should use the following criteria:

- Quality of proposal
- Fit with Section theme

From **16 March 2014** the Academic Convenors will review the accepted Panels via MyECPR in order to finalise the Academic Programme. The deadline for Academic Convenors to complete their review is **1 April 2014**.

The Academic Convenors may use their discretion to reallocate Panels and Papers to Sections and Panels where required. 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.

ECPR will email Section Chairs, Panel Chairs, and Paper givers with the Academic Convenors' decision soon after the deadline.

Final Academic Programme

The Academic Programme will be available on the ECPR website by **2 April 2014**. A full timetable will be published **17 May 2014**.

Amendments to Section/Panel/Paper information must be sent to generalconference@ecpr.eu **by 1 July 2014** to be incorporated into the printed programme.

Registration

Online registration opens on **1 April 2014**. Further details, including registration fees, will be on the ECPR website in due course; please check the registration page for the cancellation policy. ***Participants appearing in any capacity in the Academic Programme must register and pay before 15 May 2014.*** Registration and payment takes place through MyECPR.

Anyone who has not registered and paid by 15 May 2014 will be withdrawn automatically from the conference, and replaced by another participant.

Co-Authors who do not intend to register and attend the conference should email generalconference@ecpr.eu by 15 May 2014 to ensure their names appear in the conference programme.

Paper upload

Accepted Papers may be uploaded to the ECPR website via MyECPR from **1 May 2014**. All Paper givers will be sent instructions on how to do this. Papers should be uploaded in pdf format, in English.

After the conference, Papers will be archived in the members-only area of the ECPR website.

Conference timetable

Panels are scheduled in eleven time slots commencing 09:00 on Thursday 4 September and closing at 17:40 on Saturday 6 September. All participants should ensure their availability for **ALL** eleven time slots.

Visas

Visas are the responsibility of the individual participant. Visa letters will only be supplied once the registration fee has been received by ECPR.

Further information

Please contact generalconference@ecpr.eu with questions about any aspect of your Section. The ECPR website will be updated regularly 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 ensure that they are subscribed to the 'Conferences and Events' mailing list via [MyECPR](#).

Key dates and deadlines

2013

10 September	Call for Section proposals
15 November	Deadline for Section proposals
1 December	Academic Convenors confirm acceptance of Sections
2 December	Call for Panel and Paper proposals

2014

15 February	Deadline for Panel and Paper proposals
15 March	Deadline for Section Chairs to accept/decline Panels and Papers
1 April	Academic Convenors finalise the Academic Programme. Acceptance / rejection letter sent out
1 April	Online registration begins
2 April	Academic Programme (without timetable) available on ECPR website
1 May	Papers can be uploaded via MyECPR from this date
15 May	Deadline for registration and payment for participants in the programme
17 May	Academic Programme with timetable available on ECPR website
1 July	Deadline for programme amendments