

# Instructions for EASA2018 convenors: how to manage your panels during/after the CFP

Wed, Feb 28, 2018 at 4:51 PM

Dear EASA2018 panel convenors,

The lengthy email below should explain all you need to know to administer/run your panel over the coming weeks. We know you are busy, but please read the whole thing now so as to be clear what is expected of you during and after the Call for Papers and how to manage it all. **Even if you are very familiar with managing EASA panels and Cocoa, please read carefully, as some things have changed.** Please do not hesitate to contact me if anything remains unclear, or you require additional information.

## Call for Papers

The call for papers for EASA2018 closes on April 9. The call has been widely publicised via the EASA2018 website, added to noticeboards, Facebook, Twitter, emailed to members list etc.

**Please circulate the call to other lists you are members of, around your department, professional networks etc; you can use the wording we have sent out to you in the Call for Papers announcement, or you can simply refer your colleagues to the [website](#).**

This time around, papers started coming in before we even had the announcement out, so I am daydreaming of a world where anthropologists submit throughout the call, not at 23:57 on the deadline day. Help me keep this dream alive and encourage colleagues to submit papers early on in the call, not last minute.

All paper proposals must be made via the online system, **and not via email**. All the panels have a "Propose a paper" link beneath the long abstract. If approached by email, please direct proposers [to the website](#).

When a proposal is made, you will be sent an email notification of the proposal. You do not need to respond to that email (if **you decide to do so, please do not hit 'reply all'**). It is possible that you will not receive the email and that it ends up in your spam box. It would be wise, if you have the facility to do so within your email, to whitelist any email from the [easaonline.org](#) domains. But do not worry if you can't do this, as the best place to view the proposals is via our login environment 'Cocoa'.

## COCOA AND CONTACT DETAILS

To login to Cocoa, [go to the conference website](#) and click on Login (top left corner of the page) using your name and date of birth when prompted.

Most of you will quickly proceed past your contact details (for those using a small screen, the "Proceed" button is under your personal details), but first please note a couple of points:

- the name field can take the full range of accented characters. Simply paste these in from a word processor, and then your name can be correctly represented on the website and in the conference programme;
- what you place in the 'Institution' field will be what shows on the public panel page and on your conference badge. Give this some thought: if it's too long it won't fit on the badge; if it's too cryptic, no-one will know where you work, etc.

How you are represented is under your control; we often get emails asking us to alter the data visible on the panel page. We always advise delegates to log in and make the changes themselves to make sure it gets corrected in the right way.

## PANEL DETAILS

Once past your contact details page in Cocoa, you will see the title of your panel. Please ignore for now the message about the allocation of sessions. Click on the panel title to see the details page. There you will see your panel title, the two abstracts and, listed below, any paper proposals.

Both abstracts will be shown online, and be searchable from the EASA2018 site search facility. We don't have a 'keywords' field for your abstract, so ensure that any relevant keywords are incorporated into your long abstract.

**You can add the name and institution (the latter in brackets) to the Chair/Discussant fields at any time.**

Presenters are able to indicate their required AV equipment needs, so you do not need to make AV requests at panel level unless this is for equipment which your paper-givers have not requested. Otherwise just ignore that field.

Please do not set your panel status to 'closed' during the CFP (we will close all panels when the CFP closes) nor to 'open' once the CFP is closed!

If you update any of these fields, remember to click the 'Save changes' button beneath the panel details.

You can view and edit paper proposals by clicking on the paper titles. However, to read all the proposals you have received, click the 'Paper Review Sheet' button beneath the list of proposals, to download a PDF of all the proposals.

At this stage the 'status' of all proposals is 'Pending', and authors will be 'unregistered' (i.e. have not registered for the conference as registration is not yet open).

## LENGTH OF PANELS

All panels can have **a maximum of TWO consecutive 105-minute sessions, each of which can hold a maximum of 5 papers. Consequently panel convenors may accept a maximum of ten papers in their panel.** However accepting four

papers per session will be acceptable.

When planning your panel, please note that it is important that all presenters within a panel are given equal treatment time-wise.

### MARKING UP YOUR PANELS

**Please do not make any decisions about which proposals to accept before the CFP ends (09/04/18).** Given that most colleagues work to the deadline, do not worry unduly if your complement of papers seems a little low - most proposals arrive during the final 24 hours of the call.

Once the CFP is closed, please download your paper review sheet and make your decisions about which proposals you would like to accept. The CFP is public, so you may receive proposals from people you do not know. **Please treat all proposals as equally as you can, and do not only accept the proposals you have solicited directly.**

Alongside the title of each paper you can alter the paper 'status' to one of Accepted/Withdrawn/Transfer/Rejected.

'Withdrawn' is for when authors inform you or us that they are no longer able to proceed with that proposal or attend the conference.

(They do not always email us with this news so if you receive such information later in the process, please remember to set their papers to 'Withdrawn', so that we know, too. Thx.)

'Transfer' is for papers you would like to accept but don't have space for, or don't wish to accept perhaps because they aren't on your theme, but feel should be included somewhere in the conference. We will try to rehouse the 'transfer' papers in other panels.

Please mark up all proposals by **April 20**, and do not leave any as 'pending'. Alter the status of each paper and then click on the 'Save changes to papers' button beneath the paper list. All accepted papers will immediately show on your public panel page on the conference website, beneath the panel abstract.

### EMAILING AUTHORS

When you mark up a paper, the decision will show in the author's Cocoa. However Cocoa does not send an email to the author alerting them of the status change, so please do your colleagues the courtesy of sending them an email informing them of your decision.

To make this a little simpler, please note that there is the emailing tool in Cocoa to help you: click on the 'Email authors' button and you can choose which subsets of authors you write to, and these email addresses will then be transferred to a new email in your email programme. You can then write and send as per normal. If this functionality fails for you, please email us, letting us know which addresses you need and we will send these to you. (If you can also tell us which Operating System and mail client you are using, it will help us fix this bug.)

### SUBSEQUENT ACTIONS

When all the convenor decisions are made, we will allocate your panel the appropriate number of sessions. We will also rehouse the Transfer papers.

If you are aware of any limitations to the timetabling of your panel, you should then state those in the 'Requested timing' field in Cocoa. We are aware of participants' dual roles where they are convenor or presenter; however if your discussant or chair has another role in the conference, please note that in this field.

Nearer the time of the conference please put your papers in presentation order. To put the papers in the sequence you would like them to appear on the website, in the printed programme, and when actually presented, you need to insert numbers in the column "Order" in Cocoa. For example, if you have accepted 9 papers, you need to insert a number from 1 to 9 behind each accepted paper. Don't forget to save the order by clicking "Save changes to papers" after you have added the numbers.

You can also edit your contributors' papers directly in Cocoa i.e. convenors have editorial control. We will not proof the abstracts, so please ensure that both your authors and yourselves check the short (for print) and long (online) abstracts once you've made your decisions.

### PRIOR CIRCULATION OF PAPERS

EASA2018 does not require the prior circulation of papers. However if you as convenors wish to do this, Cocoa allows you to avoid a lot of emailing to and fro: each author can upload a PDF of their paper (not of their abstract!) via Cocoa and this is then available for download from your panel page on the site. Obviously this makes it available to the general public, so it is wise to head all such documents as 'draft' and 'not to be cited without permission'.

**In short: please disseminate the CFP widely; then after the call has ended, login to Cocoa to see and process all proposals, and ignore the number of sessions statement for now.**

Thanks for your hard work in making this conference a success (and for having read my whole email :))

Yours,  
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