

# 5th ISA Forum of Sociology

## ISA Guidelines for Program Coordinators and Session Organizers of the Research Committees, Working and Thematic Groups

### I. Role of Program Coordinator and Session Organizer

The Program Coordinator of each RC, WG, and TG is responsible for organizing a program of high-quality sessions.

In cooperation with the Board of the group, the Program Coordinator must define session themes and, perhaps, an overall theme for the group's program and choose competent Session Organizers who will ensure that the program achieves the academic quality expected at an ISA Forum of Sociology.

All Program Coordinators must be ISA members in good standing. The ISA Secretariat will contact the program coordinator about any matters concerning the group's program, and if necessary, the Program Coordinator will then inform the Session Organizers.

After the issuing of the Call for Papers, the Program Coordinator will help Session Organizers to decide on acceptance of abstracts submitted on-line by conference participants. If needed, the Program Coordinator can transfer abstracts between various sessions of the group.

The Program Coordinator is expected to keep close track of the progress made by each Session Organizer and decide on the final structure of the program. The Program Coordinator is also responsible for sessions' schedule.

The Session Organizer is responsible for all correspondence concerning the session and for submitting accurate details about the session. All changes/updates should be made via the online system. ISA does not require anyone to be a member in order to propose a session. However, the ISA does require a confirmed session organizer to be a member of the ISA and of the RC to which the session is accepted.

**It is very important that Program Coordinators and Session Organizers respect conference deadlines. No extension of deadlines is possible.**

## II. Conference Format

### Schedule of the sessions

- All sessions of Research Committees (RC), Working Groups (WG) and Thematic Groups (TG) will last 1 hour and 45 minutes except of an evening time-slot check 19:00-20:30 that lasts only 90 minutes. We suggest that RCs use this for the business meeting, but it is not required and RCs are free to choose which time slot they will use for their business meeting.

### General Timetable

	Sun 6/7	Mon 7/7	Tue 8/7	Wed 9/7	Thur 10/7	Fri 11/7	Sat 12/7
9:00 – 10:45		RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	Research Council Conference
11:00 – 12:45		RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	Research Council Business Meeting
13:00 – 14:45		RC/WG/TG2	RC/WG/TG2	RC/WG/TG2	RC/WG/TG2	RC/WG/TG	
15:00 – 16:45		RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	RC/WG/TG	
17:00 – 18:45	Opening Plenary (17h00 – 19h00)	Regional Association Sessions / PDS	4 Common sessions (RCC Integrative + LOC) / PDS	4 Common sessions (RCC Integrative + LOC) / PDS	4 Common sessions (RCC integrative + LOC) / PDS	Closing Plenary (exact time tbd based on the Site)	
19:00 – 20:30	Opening Reception	RC/WG/TG   Sociological Film Festival	RC/WG/TG   Sociological Film Festival	RC/WG/TG   Sociological Film Festival	RC/WG/TG   Sociological Film Festival	Closing Party	

### Session allocation

- The number of sessions will be allocated based on the number of ISA members in good standing in the group as of **01 May 2024**, according to the scheme provided below. Members in good standing are individual members who have paid both ISA and the RC/WG/TG membership dues for the current year.
- The number of allocated sessions is the total number of all sessions assigned to RC/WG/TG, and it includes all types of sessions and a time slot for a Business Meeting.

5th ISA Forum of Sociology, Rabat, Morocco								
Number of sessions allocated to Research Committees, Working Groups, Thematic Groups								
N° ISA members*	250 +	200-249	150-199	100-149	50-99		25-49	< 25
N° of sessions	35	30	28	24	20	20	16	8

## Type of Sessions (1/2)

**RC/WG/TG are encouraged to diversify the form of their sessions.**

**A combination of the following types of sessions is suggested:**

### Paper presentation session

- It is recommended that each session uses its 105 minutes to accommodate 4-5 papers and 15-20 minutes of collective discussion.
- All other papers should be listed as distributed papers in the relevant session and serve as “waitlist” for Session Organizers. These papers will be listed in the program and, providing the authors register in time, their abstracts will be included in the abstracts book. If a participant does not show up, the first participant listed under distributed papers will be asked to present a paper.

### Featured or Keynote Speaker

- A session featuring a leading researcher in one of the RC/WG/TG fields, with a presentation of between 35- and 60-minutes duration, followed by a discussion period. This kind of session can attract more people from outside your group. These sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

### Panel Session

- Panel session accommodates a larger number of invited panellists who will debate around a specific theme or on current issues of particular importance to the area of research. The floor will then be opened to the audience. Panel sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

### Invited Session

- Sessions organized directly by Program Coordinators and/or Session Organizers. These are not open for abstract submission.

## Type of Sessions (2/2)

### Author meets their Critics

- A debate around an important recent publication that could be presented by the author(s), with commentators and opening the floor to the audience. These sessions are organized directly by Program Coordinators and/or Session Organizers and are not open for abstract submission.

### Roundtable Session

- In order to accommodate more papers, a regular session time-slot may be used for a maximum of 5 concurrent running round table presentations in one room (maximum of 5-6 presenters at each table). Five tables will be set up at the same time and in the same room. Each table will accommodate 10 persons including the presenters (suggested number of 5 presenters). Each RC/WG/TG can organize up to 1 Round Table sessions.

### Poster Session

- Poster presentations of research information and results. Each RC/WG/TG can organize up to 2 Poster sessions. Each RC/WG/TG will be given a specific date/time for its Poster Session.

### Joint Session

- Joint Sessions are sessions organized jointly by two or more RCs, or an RC combined with a WG or TG on a theme of overlapping interest. Please note that Joint Sessions must be included in the regular session allocation of one of the participating units. Joint sessions only count towards the session limit of the host committee. Joint sessions cannot constitute more than 50% of all sessions in which a RC/WG/TG is involved (as host and/or co-organizer).

### Business Meeting

- Each RC/WG/TG is obliged to hold a Business Meeting to discuss current organizational matters as well as to conduct election, if appropriate. One of the allocated session timeslots should be used for this meeting.

### Other formats

- Having a variety of types of sessions can enhance the quality of a meeting, especially if the organizers find the right people to participate in them. The above are simply suggestions. Other formats, such as a hands-on workshop, or a session on pedagogy may also be appropriate for your group.

## Linguistic Diversity

Although English is the administrative language of ISA, the Association does have three official languages: English, French, and Spanish. Presentations are primarily in the official three languages. However, RC/WG/TGs are encouraged to support language diversity. If paper presentations are in languages other than English, then it is up to the RC/TG/WG to work this out creatively, given that ISA does not have funds to support simultaneous interpretation\*.

### **Suggested possibilities:**

- to have a translation of the abstract available as overheads, Power Point or distributed hard copy;
- for the presenter to use a mixture of English and their preferred language;
- to provide an oral sequential informal interpretation/summary by another RC member;
- to have a whispered interpretation/ summary provided by another RC member;
- to have a volunteer typing on a computer a summary of the remarks as they are made;

Most likely, there are other strategies as well. Implementing the strategies requires advanced planning, including the recruiting of qualified volunteers. It is equally important that the possibility of using such strategies also be widely known in advance, for the information of both potential paper presenters and also members of the audience and for the necessary technological devices to be available on the spot. Conference rooms are provided with screen and computer for PowerPoint presentations.

\* The Opening and Closing Ceremonies will have subtitles in English on the projected video.



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5th ISA Forum of Sociology  
#ISAforum25

Guidelines for Program

## III. Duties and Deadlines (1/2)

### April 15, 2024 - 24:00 UTC/GMT **Announcing Program Coordinators**

- RC/WG/TG provide the name and contact details of the Program Coordinator to the ISA Secretariat at [isa@isa-sociology.org](mailto:isa@isa-sociology.org)

### May 2 - July 01, 2024 - 24:00 UTC/GMT **Call for Sessions**

- The RC/WG/TG session proposer must submit the session description online via the Confex platform.
- The invited session organizer (RC/WG/TG, Presidential, Plenary, LOC sessions, etc.) must submit the session's description online via the Confex platform.

### July 02 - July 31, 2024 - 24:00 UTC/GMT **Final List of Sessions**

- The RC/WG/TG Program Coordinator must finalize a list of sessions. The format, titles, descriptions, and language (English, French, or Spanish) of the sessions, as well as the contact details of session organizers (name, affiliation, country, e-mail), will be available on the ISA conference platform run by Confex.

### August 05 - October 15, 2024 - 24:00 UTC/GMT **Abstracts Submission**

- Participants and organizers of invited sessions must submit abstracts online via the Confex platform in English, French, or Spanish. Only abstracts submitted online will be considered in the selection process.

### October 15 - November 10, 2024 - 24:00 UTC/GMT **Abstracts Selection**

- The Session Organizer must complete the selection of abstracts and provide a final presentation designation (oral, distributed, poster, round table). Session Organizers move good-quality abstracts unsuited for their sessions to the Program Coordinator's bin for transfer to another session.
- Note: Abstract transfers should be made to the Program Coordinator's bin as early as possible so that good abstracts may be transferred to other appropriate sessions. This will enable organizers to consider these transferred abstracts and make decisions within the deadlines.
- Session Organizers add chairs, co-chairs, discussants, and panelists to their sessions as needed.

### November 10 - November 30, 2024 - 24:00 UTC/GMT **Abstracts Relocation**

- Program Coordinator re-locates good quality abstracts considered unsuited by Session Organizers from the Program Coordinator's bin to other sessions.
- No more sessions can be added after that deadline.



## III. Duties and Deadlines (2/2)

### **December 05, 2024 - 24:00 UTC/GMT Notification Letters**

Confex sends notification letters to:

- Authors and co-authors of accepted abstracts
- Authors of rejected abstracts

### **December 15, 2024 - January 26, 2025 - 24:00 UTC/GMT**

#### **Sessions Scheduling**

- Dec 15 - Jan 15: Confex schedules Joint Session, Round Table, and Poster Sessions
- January 16 to 26: Program Coordinators schedule regular sessions

### **January 31, 2025 - 24:00 UTC/GMT**

#### **Applications for Registration Grants Deadline**

- Participants should submit applications for ISA grants to the Program Coordinator.

### **February 15, 2025 - 24:00 UTC/GMT**

#### **Submission of proposed Registration Grants recipients**

- The Program Coordinator sends the selected recipients and amounts recommended to the ISA Secretariat at [isa@isa-sociology.org](mailto:isa@isa-sociology.org) for verification and approval.

### **March 22, 2025 - 24:00 UTC/GMT Registration Deadline for Presenters**

- Registration must be paid by the deadline. Confex matches registrations with accepted presenters and will send out the last reminder to register. Presenters who have failed to register will be automatically deleted from the program.

### **April 3 - April 23, 2025 - 24:00 UTC/GMT Abstracts Relocation**

- Session Organizer modifies sessions based on the withdrawal of non-registered presenters.
- Chairs and discussants are assigned from among the registered participants.
- The program Coordinator completes sessions scheduled according to the conference timetable.
- If the type of an individual's presentation is changed or if a presentation is transferred to a different session, Confex will notify the authors of the final session and presentation details.

### **May 9, 2025 - 24:00 UTC/GMT Online program published**

## IV. Rules for all presenters

### Limited appearance in the Program

A person may be listed in the Program:

- up to 3 times as Session Organizer
- up to 2 times as author or co-author (oral or poster presentation, distributed paper, roundtable presenter)
- up to 2 times as chair or co-chair, panelist, critic, discussant
- RC/WG/TGs can further limit the number of appearances within their own sessions.

There is a limit of:

- three (3) co-organizers per session
- seven (7) authors per abstract

Authors and co-authors cannot present and chair in the same session.

### Registration

- ISA does not require anyone to be a member in order to present a paper, and provides different registration fees for members and non-members. Those RC/WG/TGs that require presenters in their sessions to be members of the RC/WG/TG, and/or also of ISA, should clearly inform potential presenters about these requirements from the very start of conference preparations.
- ISA does not require anyone to be a member in order to propose a session. However, the ISA does require a confirmed session organizer to be a member of the ISA and of the RC to which the session is accepted.
- In order to be included in the program the participants (presenters, chairs, discussants, etc.) need to pay full registration fees by **March 22, 2025**. If not registered, their names will not appear in the Program Book and in the Abstracts Book.
- For co-authored paper, in order for a paper to appear in the program, at least one co-author should pay the registration fee by the early registration deadline March 22, 2025; the names of other co-authors will be listed as well. If other co-authors wish to attend the conference, they must pay the registration fee.
- Please remember that it takes 24 hours to process membership fees, so please wait after paying your membership fee and/or your registration fee before contacting the ISA Secretariat.



## V. Rules for ISA Registration Grants Allocation

### Rules

Each Research Committee (RC), Working Group (WG), and Thematic Group (TG) is responsible for allocating registration grant(s) to person(s) selected by its Board, following the criteria established by the ISA.

### Eligibility

**Individual ISA member**—Registration grants can be allocated to individual ISA members in good standing (i.e., those who have paid the individual membership fee) and who are active participants in the conference program.

**Program coordinator**—In addition to registration grants for active program participants, each RC/WG/TG will receive a registration grant for one Program Coordinator. (Note: In the event of multiple program coordinators in an RC/WG/TG, only one grant will be provided.)

### How to apply

The participants must send an e-mail requesting a registration grant directly to the RC/WG/TG Program Coordinators by **January 31, 2025**. Applications for a grant can be submitted to only one RC/WG/TG.

### Selection Process

1. Each RC/WG/TG will select candidates and allocate the funds available for that group. The Program Coordinator will decide on allocation in consultation with the RC/WG/TG President and Secretary, and the results will be published on the ISA conference website.
  - A backup list of potential grant recipients in order of priority shall also be prepared to be used in case someone cancels participation or has been allocated a grant by another RC/WG/TG.
  - It is recommended to avoid repetition of the same persons who have received grants for previous conferences.
  - The full amount of the registration grant has to be allocated to a grantee; grants are not paid in cash, but a special code will be given to each participant.
2. A list of selected individuals (including the program coordinator) and registration grant amounts must be sent by the Program Coordinator to the ISA Secretariat at [isa@isa-sociology.org](mailto:isa@isa-sociology.org) before **February 15, 2025**, for verification and approval.
3. Each Registration grant will be handled directly by the ISA Secretariat prior to the early registration deadline of the conference, **March 22, 2025**.