

## AEJMC Conference Programming Procedures for 2015 AEJMC Conference in San Francisco

### *Scheduling Conference Timeslots*

#### **Chips —**

The new scheduling process does NOT change the number of programming chips available to the AEJMC programming groups. The following will remain the same:

- Divisions — 6 chips
- CSW, Council of Affiliates, CCJA — 6 chips
- Interest Groups — 3 chips

No chips are required to program a pre-conference workshop, a members' meeting, an executive committee meeting, a luncheon or breakfast (either on-site or off-site) or an off-site tour. The first 4 research sessions sponsored by any group count ½ chip each (whether it is co-sponsored or not).

#### **Session Request Form —**

Each AEJMC programming group will complete a Session Request Form that will outline the number and type of sessions that need to be programmed for that group. The form will be due to Felicia Brown at AEJMC by Friday, November 7<sup>th</sup>. The form will also help groups keep track of the number of "chips" that are being used for each session requested.

Members' meetings will continue to be placed into the schedule by the CofD vice head, as will the slots for the association's two scholar-to-scholar research sessions. Each division and interest group will receive 5 paper slots in the association-wide scholar-to-scholar sessions. These sessions will be placed into the timeslots first.

Pre-conference workshops, luncheons, breakfasts and off-site tours must also be requested by November 7, and in the appropriate location on the form. The form will ask for joint session panels first, research sessions next and sole-sponsored panels last. Each group may request one sole-sponsored session as its first or second choice. Each Request Form will be verified prior to the scheduling process. If there are errors or questions, the division/IG head will be contacted.

#### **The Process —**

Sometime in mid-November, the chair and vice chair of the Council of Divisions will fly to the AEJMC Central Office for the scheduling process. Members of the AEJMC staff will also participate.

Every CofD programming group will be entered in a computer program that will randomly organize the groups in each round. Once all groups have programmed, a new round will be randomly organized and the process will start over.

For the 1<sup>st</sup> and 3<sup>rd</sup> rounds of scheduling, only the groups with 6 programming chips will participate. In the 2<sup>nd</sup> round and the 4<sup>th</sup> and following rounds, all CofD groups will be included in the process. As groups run out of chips, they will be removed from the process.

Sessions will be assigned beginning with the first time slot on DAY 2 of the conference. Scheduling will move from timeblock to timeblock. When DAY 2 is filled, then we will move to DAY 3, and then back to DAY 1. This process will continue until all requested sessions are programmed.

***Poster and High Density Research Sessions —***

There are 7 poster sessions available for programming. Each poster session will hold 80 papers, and must have at least 2 co-sponsors.

Groups wishing to be placed into a poster session need to request a specific number of papers in a poster session. The minimum number for a request is 20 and the maximum number is 80. During the programming session, the CofD head and vice head will match groups into the available poster slots.

There are 8 High Density sessions available. Groups wishing a high density session should request it on the Session Request Form. If a group wants to request a second HD session, it may do so BUT will only be granted a second HD session after all groups have the opportunity to get one.

**Any unused chips will not be programmed by anyone.**

The head of the CofD will continue to have the authority to grant additional research slots to groups with unusually high numbers of papers. These requests may NOT be made before April 2. Please note we are saying “unusually”. If your group has had a similar number of papers the past two to three years, then you need to plan ahead in your normal programming for that number of papers, and already plan for the slots you will need.