



Final Review and Recommendation Instructions Due by March 15

Once all submissions have been scored in the system, please let Tristanne Staudt, tstaudt@appam.org, know. She will then create a spreadsheet for you with all submissions and the scores your committee has given them. Using this spreadsheet and the budgets below, you will be asked to make your final recommendations for the conference. You may use the attached 'Committee Chair Forms' excel document to make all final recommendations.

Session Budget by Policy Area

The budgets listed below have been created based on submission totals and availability of space at the conference. This conference will feature up to 60 sessions across the two days. The number below is the goal but if submissions are especially strong, you are welcome to exceed this number. In the case that you go above your area's budget, please include your reasoning when you submit your final recommendations. The conference organizers will have the final say on accepted sessions based on the time slots available and the Program Committee recommendations.

Policy Area	Session Budget
Crime, Violence, and Justice	4
Demographic Developments, Migration....	4
The Ecological Crisis...	5
Education	11
Emergent New Technologies...	2
Employment and Work	4
Family, Child, and Aging Adult Policies	3
Food Systems	1
Health Policy	5
Housing	1
Politics, Media, and Comparative...	3
Race, Gender, Class, Age....	3
Relationship Between Public and Private...	3
Scientific Research...	5
Social Policy and the Quality of Life...	6

Using the 'Committee Chair Forms' Excel Document

- You will need to build new panels consisting of 4-5 papers using the '**New Sessions**' tab of the 'Committee Chair Forms' document. Each panel will also need a chair and 1-2 discussants which need not be assigned at time of submission. Five-paper panels are preferred as they provide more cushion for any speakers that may be unable to attend. Please note, poster submissions are not eligible for inclusion on panels.
- If you would like to alter any fully submitted panels/roundtables before they are accepted (substitute/remove papers, remove a moderator, etc.), please use the '**Altered Sessions**' tab of the Committee Chair Forms' document.
- Once you have identified the panels that your committee would like to accept based on the budget given, please rank them in order of preference on the '**Session Ranking**' tab of the 'Committee Chair Forms' document. The first listed session will be the most highly recommended and the last session will be the least recommended. These rankings should include both fully submitted panels/roundtables and the newly created panels.
- Finally, you will have the opportunity to recommend poster presentations. These may either be from the poster submissions or single paper submissions that do not fit well into cohesive panels. Please note that while single paper submissions may be recommended for posters, poster submissions may only be considered for presentation in poster form. Please list your recommended poster presentations on the '**Posters**' tab of the 'Committee Chair Forms' document. One will be the most highly recommended and the last number being the least recommended.

When complete, please send the 'Committee Chair Forms' document to Tristanne Staudt, tstaudt@appam.org. All recommendations must be sent by March 15.