

MEMORANDUM

TO: 2006 Program Committee
FROM: Rob Hauck, APSA
SUBJECT: 2006 Panel Allocations for Program Committee Divisions and Related Groups
DATE: October 2005

Here is what you have been waiting for, your division's or related group's panel allocations for the 2006 Annual Meeting. The attached Tables report, where applicable, each division's and related group's 2005 *standard* and *adjusted* panel allocation, 2005 acceptance rate, 2005 mean adjusted attendance figure, 2006 *standard* allocation, and 2006 *adjusted* panel allocations.

Below is a detailed explanation of the *standard* allocation process for determining the overall size of the Annual Meeting, the size of the official program, and division allocations. Following this is a discussion of the adjustments made to the standard allocations to comply with new Council guidelines. In closing, the allocation of poster sessions is discussed.

Your 2006 allocation is the result of a multi-step process and distribution formula that has been in use for a decade. In 2000, the process and formula were reviewed and approved with one change by the APSA Council. The change involves capping the potential growth of the official program at 736 panels.

The Standard Allocations Process

Your standard allocation is the outcome of six steps carried out by several APSA staff members and reviewed by the program committee co-chairs and APSA president. The steps are:

Step One: Determining the Number of Program Committee Panels

The allocations process begins with one unchanging number from which every other number is directly or indirectly derived — the 455 panels organized by the program committee in 1990. According to Council guidelines, the total official program size in a particular year is based on the number of program committee panels organized at the 1990 Annual Meeting adjusted by the percent increase or decrease since 1990 in APSA's professional, individual membership.

From 1990 to September 2005, APSA professional individual membership grew by 39%. Therefore, the 2006 program committee should organize 632 panels.

The number, 632 panels, is a target; whether the target is met depends upon the availability of meeting rooms in the convention hotels and the availability of additional space in overflow hotels. The Philadelphia facilities have enough meeting rooms to cover the 632 panel sessions.

Step Two: Determining the Number of Program Co-chairs' Panels

Space permitting, the program committee co-chairs are allocated a number of panels equal to 5% of the total number of panels organized by the program committee divisions. For 2006, the program co-chairs will receive 32 panels. The program co-chairs may use these panels to build a theme for the 2006 program and to shape the Annual Meeting by distributing extra sessions to program divisions proposing special sessions related to the meeting theme, or for other purposes like Hyde Park sessions.

Adding the co-chairs' panels to the program committee's total allotment increases the size of the 2006 official program to 664 panels.

Step Three: Determining the Number of Related Group Panels

Related groups are an integral part of the Annual Meeting. The number of panels available to related groups, according to Council guidelines, may equal no more than 20% of the total official program. The size of the related group program is calculated by measuring related group panel attendance as a percentage of total attendance in 2005. Related group participation equaled 12% of total attendance in 2005. Thus, 80 panels will be set aside for related groups in 2006.

The actual number of panels organized by related groups is also a function of demand. Each related group wishing to participate in the Annual Meeting receives at least one panel; additional panels are allocated to specific groups based upon their experience in the previous year using the same allocation formula as applied to division allocations. To address these issues, additional panels will be distributed among related groups raising the total related groups panels to 95.

With the addition of 95 related group panels, the size of the 2006 Annual Meeting increases to 759 panels.

Step Four: Determining the Number of APSA-organized Panels

Some of the Association's standing and ad hoc committees also organize panels at the Annual Meeting. The total number of possible panels is capped at 2% of the number of official program panels. In 2006, 13 APSA-organized panels will be allocated. The total size of the meeting now increases to 772 panels.

Step Five: Determining Total Meeting Size

By the standard formula, the program co-chairs, program committee divisions, related groups, and APSA committees could together organize 772 panels. As you will see, as a result of adjustments made in the allocation formula to meet Council mandates and other rules, the actual size of the meeting will increase to 785 panels.

In addition to the 785 panel and roundtable sessions, the meeting will include between 4-6 poster sessions potentially offering 541 presentations, as well as approximately 210 business meetings, receptions, and other gatherings. The 2006 meeting, therefore, will be a daunting affair consisting of over 900 sessions of various sorts.

Step Six: Allocating Panels Among the Program Committee Divisions and Among Related Groups

Each year the total number of program panels are allocated among some 47 divisions and the total number of related group panels are distributed to 50 or so related groups using the following formula:

In sentence, a base number of panels are assigned to each division (three panels) and related group (one panel), and the remaining panels are distributed based on the percentage of panel attendance the division or related group had at the last Annual Meeting.

In somewhat greater detail, raw attendance data are collected each year. Several adjustments are then made to the raw count. Roundtable attendance is capped at 70 to lessen the impact of nonpaper panels. Panel and adjusted roundtable attendance are then adjusted for time of day, day of week and location, by using multiple classification analysis to calculate how much attendance at different times, days and meeting hotel differed from the grand mean, and adding or subtracting those amounts.

Mean attendance per panel is then calculated using the adjusted figures. Attendance at co-sponsored panels is divided between the sponsors, and the panel itself is weighted as .5 for each in the calculation of the mean. The mean adjusted attendance for each

division or Related Group is then multiplied times the annual base allocation for the Program Committee and Related Groups. This results in a total adjusted attendance figure for each division or Related Group. Using a base-approved number of panels controls for any distortion that might otherwise arise if a division or Related Group did not offer all of its panels or received a one-time only additional allocation.

The resulting total adjusted attendance figure for each division and Related Group are summed to get a meeting total, and a percentage is calculated from this total for each division and Related Group. The allocation is then made by assigning each division of the Program Committee a base number of three (3) panels, and apportioning the remaining panels on the basis of the percentage figure. Related Group allocations are made by assigning each group a base of one (1) panel, and apportioning the remaining panels proportionate to attendance at their panels the previous year.

Adjustments to Standard Allocation Formula

The additional panels available in 2006 have been used to make adjustments in the standard allocations of official program committee divisions. The Council has modified the standard allocation process to permit division acceptance rates to be factored into the allocation decision. Adjusted panel allocations takes into account exceptionally low acceptance rates.

The allocation process also responds to a broad and evolving set of Council guidelines aimed at encouraging new fields to develop and existing fields to expand. The Council holds that the Annual Meeting should reflect the spectrum of substantive and methodological divisions within the discipline and among APSA members. To promote greater representation of panels in comparative politics and international relations, the Council has authorized allocations to divisions representing these two fields to be adjusted upward. Teaching divisions also receive a boost in accord with the Council's commitment to advancing pedagogy in all fields of the discipline.

Your Division Allocation

The Tables present your 2006 standard and *adjusted* panel allocations. All division chairs are encouraged to return to the Program Co-chairs unused panels. These will be redistributed at the Co-chairs' discretion.

Poster Sessions (*For Division Chairs Only*)

Poster sessions are an important part of the Annual Meeting. To encourage the

development of poster sessions, each Program Committee division may organize poster presentations equal in number to their adjusted panel allocation. Divisions wishing to organize additional posters should first consult with Christina Marmor, APSA's Director of Meetings and Conventions.

I hope this overview is helpful. If you have any questions regarding the allocation process or your group's 2006 allocation, please contact me at <rhauck@apsanet.org> or by telephone at 202-483-2512. The Annual Meeting staff consisting of Christina Marmor <cmarmor@apsanet.org> and Corinne Ferrara <cferrara@apsanet.org>, Meetings Manager, looks forward to working with you and putting together an extraordinary meeting in Philadelphia