



Pacific Northwest Political Science Association

Roles and duties for annual meetings

The role of a section chair

The section chair is responsible to actively solicit papers and reach out to colleagues to form at least one panel. There is an expectation that a section chair attends the annual PNWPSA conference. The section chair will email the executive director for final approval of any papers or panels prior to formal acceptance. The section chair should actively recruit a chair and discussant for each panel, except in cases such as when a completed panel proposal is submitted, which often includes a proposed chair/discussant. Any such proposals should also be forwarded to the executive director for approval via the executive council.

The role of a panel chair

The chair is responsible for introducing each paper and the authors as well as the discussant. The chair is also responsible for managing the time for each presentation, making sure no presenter or discussant exceeds their assigned time slot on the program. The chair also ensures that the discussion is polite, and that a collegial conversation is encouraged. Please allow an equal amount of time for each presenter, followed by comments from the discussant, and audience discussion. Panel chairs and discussants are encouraged to recommend exceptional papers to section chairs for the Cascadia award in years when it is available to be awarded.

The role of a discussant

One discussant is assigned to each panel, and the paper authors will provide a copy of the paper in advance for the discussant to read. Discussants provide feedback pointing out both the strengths and areas of improvement. Discussants also may place the research in a broader context and discuss trends and themes. Panel chairs and discussants are encouraged to recommend exceptional papers to section chairs for the Cascadia award in years when it is available to be awarded.

The role of presenters

If you are presenting a paper on a panel, you are requested to email your paper to the session chair, discussant, and other panelists one week in advance to allow the discussant to provide pertinent feedback. Panelists are encouraged to also have read each other's papers. At the conference, each author presents an abbreviated version of her or his paper, followed by comments from the discussant and audience discussion.

The role of the audience

Please follow our ethics guidelines by demonstrating respectful behavior during the conference and by providing thoughtful comments to panelists. Avoid any ad hominem attacks.