Hamburg, Germany, May 21 – 26 2013

Sunbelt XXXIII
Conference Guidelines & FAQs

Photo: **www.mediaserver.hamburg.de**, C. Spahrbier

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Sunbelt Overview

The International Sunbelt Social Network Conference is the official conference of the International Network for Social Network Analysis (INSNA). INSNA currently has over 1,000 members and more people than ever are interested in attending and presenting their work at Sunbelt conferences.

Sunbelt XXXIII in **Hamburg, Germany, 21 - 26 May 2013**, will provide an interdisciplinary venue for presenting current work in the field of social networks. Workshops and conference sessions will allow scholars interested in theory, methods, or applications of social network analysis to share ideas and explore common interests. Workshops will take place during all of Tuesday, 21 May 2013, and the morning of Wednesday, 22 May 2013.

Papers will be presented each day from Wednesday noon through to noon on Sunday, 26 May 2013. To accommodate a large number of papers (up to 700 are expected), there will be several paper sessions running concurrently, with 20-minute slots for each paper. A two-hour poster session takes place on Friday, 24 May 2013. There will also be ample coffee and lunch breaks so, participants can find time to engage in discussions of research strategies, results, and applications.

The BANQUET will be held on Thursday, 23 May 2013.

The Sunbelt XXXIII Conference Organizers,

Betina Hollstein, Sonja Drobnič and Michael Schnegg

Contact: sunbelt2013@uni-hamburg.de

Registration Rates and Requirements

INSNA Membership Registration Rates (US $)

Term	Affiliate	Student	Regular
1 Year	Free*	$ 40.00 US	$ 60.00 US
2 Year	Free*	N/A	$ 115.00 US
3 Year	Free*	N/A	$ 165.00 US
4 Year	Free*	N/A	$ 210.00 US
5 Year	Free*	N/A	$ 250.00 US

* Please note that Affiliate Members are not eligible to submit data to the website; submit workshops /abstracts for consideration at the Sunbelt Conference or obtain Social Networks Journal subscription discounts.

Sunbelt Conference Registration Rates (US $)

	Early bird before 11 Febr. 2013	Regular 11 Febr. – 15 April 2013	Late/On-Site after 15 April 2013
Students	$65.00	$75.00	$75.00
Regular INSNA-member	$125.00	$150.00	$200.00
Affiliate	$185.00	$210.00	$210.00
Banquet	$65.00	$65.00	$65.00

Sunbelt Registration and Submission Deadlines

~~Extended Abstract Submission Deadline: 7 January 2013~~

~~Notification about Acceptance: 22 January 2013~~

~~Early Registration: before 11 February 2013~~

Regular Registration: 11 February – 15 April 2013

Late /On-Site Registration: after 15 April 2013

Workshop Registration Deadline*: 10 May 2013

Banquet Registration Deadline: 10 May 2013

*Please note: All workshops are limited with respect to the number of participants. Workshop registrations are taken on a first come-first served principle. Please book early in order to secure a seat!

All deadlines are subject to change by INSNA staff.

Please check this document from time to time for any updates.

Registration FAQ

1. What registration requirements are there for abstract/workshop submission?

You must be a full or student INSNA member in good standing and register for Sunbelt XXXIII prior to abstract and workshops submissions for the conference.

2. Why do I have to register for INSNA and Sunbelt separately?

INSNA membership provides benefits such as reduced "Social Networks" journal subscription costs and website features unavailable to non-registered and guest/affiliate members. Sunbelt is a separate event that not all members of INSNA will attend and thus requires separate registration.

3. Why am I required to be a full or student INSNA member to submit an abstract/workshop for Sunbelt XXXIII?

Abstract and workshop submissions are only available for full and student members of INSNA.

4. What happens when my registration expires prior to the conference, but after submission of my abstract and/or workshop?

INSNA will send out notices periodically during the abstract review and acceptance/rejection process reminding people to fulfill their registration requirements. Anyone who fails to follow up on the requirements will be dropped from the final program.

5. Why do I have to register prior to knowing if my submissions are accepted? What if I am rejected?

This process helps prevent fraudulent and improper submissions for the conference which in turn reduces the work load for conference organizers. Anyone rejected will have the option to request a refund for their Sunbelt registration fees as per the *Refund Policy* stated.

6. What if I have to cancel my registrations/submissions?

Cancellation notice can be sent to INSNA at payments@insna.org who will then initiate any refunds based on the *Refund Policy* stated.

Methods of Payment, Receipts, & Letters of Acceptance/Rejection FAQ

1. Is there any way to pay other than the website?

The website is the primary and best method of payment. Anyone unable to use the Credit Card processing provided through the website must contact payments@insna.org to make special arrangements. On-site payments are possible if approved by INSNA and the payments@insna.org. BANK TRANSFERS ARE NOT POSSIBLE ONSITE OR VIA THE INTERNET.

2. Is there a way to get a breakdown showing what I registered for and the fee I paid for each item?

An e-mail receipt as well as an on-screen display of your receipt will be provided when payment is completed. Please check your SPAM folder for the e-mail copy of your receipt.

3. I need a receipt that includes my institution information and/or some reference number. How can I get one?

To obtain a dublicate receipt or request assistance with payment issues please contact payments@insna.org

4. I need a letter stating my abstract/workshop was accepted/rejected. How do I obtain one? What if I need special information added to the letter?

Upon completion of the review process you will be notified of acceptance or rejection of your abstract. If you do not receive this e-mail or have questions please contact subelt2013@uni-hamburg.de.

Abstract Submission FAQ

1. What is the format of paper presentations at the conference?

There are two formats of presentations. The first is called "regular 20-minute lecture" and the second is called "poster presentation".

2. What happens in a "regular 20-minute lecture" presentation?

If this is the format of your presentation, you will stand in the front of a room, probably behind a podium. The audience will be sitting in chairs arranged in rows, like a classroom. You may use a data projector connected to a computer or an overhead projector to display graphs and charts to the audience. If you want to allow five minutes for question and answer, and if you can start your presentation as soon as your time begins, you will have 15 minutes to deliver your paper. (If it takes you a few minutes to get set up before you begin your presentation, you will have a few minutes less than 15 minutes to deliver your paper.)

3. What happens in a poster presentation?

If this is the format of your presentation, you will stand in front of or next to a poster that you have made to show the important points of your paper and probably some graphic material. The poster session will take place on Friday evening, 24 May 2013 and will last appr. 120 minutes. Please see the *Poster Session Guidelines* below for more information.

4. How do I know if I should be listed as a poster or a lecture?

The "Format" option on the abstract submission webpage allows for the suggestion of the type of presentation (poster or lecture) desired for the abstract. An option is also provided to be "bumped for a poster." This option should be chosen if you would rather be a poster presentation if the alternative is a rejection.

5. Is there a word count limit for the abstract? If so, does it include the title and citations?

Yes. Please limit the abstract to 250 words. The web input form should limit submissions to 1,400 characters. No, it doesn't include the title and citations. Try to keep in mind that it's an abstract, not a literature review, and please DO NOT include a list of references.

6. Is there a conference template for submitting the paper like a Word template where I write my paper in (that has the appropriate headings for figures, sections, and margins)? Or is the submission only for the paper abstract? After you submit the abstract, do you then submit the actual full paper?

INSNA only considers abstracts not completed papers. You may want to bring copies of your paper (50 or so is appropriate, more if you think it's a really interesting presentation and you think many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. Doing this will get your work more public exposure, and help you establish connections with other network researchers, and increase the amount of useful feedback your work receives.

7. Can you tell me about the subject matter or level of technical sophistication of papers at your conference?

The website http://www.insna.org/PDF/Sunbelt/31_AbstractPDF.pdf has abstracts from the 2011 Sunbelt conference, providing an example abstracts – both in terms of content and length.

8. Are there any other requirements that I should be aware of in order to have the best chance of acceptance?

The abstract must describe some work that is about NETWORKS, most likely, social networks. If it is not about networks, even if it's an interesting and well-written piece of work, it will not be accepted. The review committee may ask you to re-cast the paper so it is about networks, and ask you to submit again.

9. We have a series of papers that we'd like to be presented in a single session. What do we have to do to make that happen?

It's easy. Just make sure that each paper selects the session title that you want to have. If that session title doesn't appear on the drop-down list when you submit your paper, add it as a new session and make sure everyone chooses that session. To be extra sure they will go together, put a note in the "additional notes" box on the abstract submission form for each paper and say that the paper should be in the session with the other ones. Name the session organizer in this note.

10. I'm interested in submitting a paper to Sunbelt 2013, and I'm not sure of the requirements. It looks like I only need to submit an abstract – is that correct?

Yes, that is correct! However, to submit an abstract you MUST be registered both as an INSNA member (student or full) and you must register for the Sunbelt conference.

11. In the conference website, I only saw the deadline for abstract submission. I am wondering whether it requires a full paper submission after the abstract submission. If so, when is the deadline for that?

You don't submit the full text of your paper. You only submit the abstract. However, it is a good idea to bring at least 50 copies of your paper (more if you think it's a really interesting paper and you think many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. The deadline for making the copies would be the day you present your paper at the conference.

12. I'd like to know what the format to submit papers for this conference is and what the page limit is. Is there a word-limit or even a recommended length on the abstracts for INSNA?

Please shoot for something in the range of 180 - 250 (1,400 characters) words for your abstract.

13. Is there a limit on single/multiple-authored submissions?

INSNA accepts only one single-authored paper from each person and there will be a similar restriction on the number of papers on which you can be the senior author. You may present only one paper at the conference, regardless of how many you submit or how many times your name appears as an author or co-author. In jointly-authored papers, it is expected that the paper will be presented by the senior author.

14. Is there a limit on the number of submissions per author? A colleague and I are planning two joint submissions. She will be the first author on one, and I will be the first author on the other. If both were accepted, we would both do the presentations.

Please see the answer to the previous question. You and your colleague will be okay since each of you will be the senior author of only one paper and each of you will be presenting only one paper.

Poster Session Guidelines

A Poster session is a graphic presentation of authors' reports. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. The authors will then hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of the two hour session. If handouts are distributed, bring approximately 50 copies. Highlight the author(s) names and address information in case the viewer is interested in contacting them for more information.

No audiovisual equipment is permitted for poster presentations. For those people interested in your data, you may consider distributing copies of your handouts or taking advantage of the ability to list your data in the INSNA website Software/Data area.

1. The poster session will take place on *Friday, 24 May from 5:30 pm to 7:00 pm*. During that time, no paper presentations will be given and all participants will be invited to attend the event.

2. INSNA will provide a poster board for each author presentation. The author should prepare all materials in advance. Presentations should be taken down as soon as the session ends in order to make room for the next presenter. (Display materials not removed following the conclusion of the session will be discarded.)
   The location of boards will be indicated on site. Sellatape will be available onsite for mounting the displays.

3. The boards available to fix your poster have the following dimensions: 150 cm high x 100 cm wide and provide space for an ***ISO A0 poster in portrait format***: 841mm (width) x 1189 mm (height) or 33.11" (width) x 46.81" (height).

4. Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 25 mm high. Bring all illustrations needed - figures, tables, color photographs, charts. It may be helpful to consult an artist about the display. The material should be well labeled and legible from a distance of 2 meters. Lettering should be bold. If you will be posting typed material, use a large font size (20 to 24 point font) on white, pale yellow or cream-colored non-glossy paper. Use 25mm margins. Avoid use of fancy fonts. Use upper and lowercase letters. Simple serif fonts such as "Times New Roman" are easier to read than sans (without) serif fonts such as "Geneva".

(Adapted from the APHA Poster Session Guidelines)

Copyright and Content Ownership

I am keen to submit a paper for the conference's consideration and would like to know about the matter of copyrights. Basically, if my paper is accepted to be presented at the conference, does it allow me to submit it to an academic journal for publication?

Yes, you will still own copyright and you can submit your paper wherever you'd like to. Postings to the website related to Sunbelt are not private. You grant INSNA and its designees the unrestricted right to use, reproduce, modify, translate, transmit and distribute any information or material you supply or communicate via such postings, in any medium now in existence or hereafter developed, for any purpose, including commercial uses.

Proceedings

We do not publish a proceedings of all papers presented at the International Sunbelt Social Network Conference, but we do publish online abstracts from all accepted papers in the conference program, which will remain on the INSNA web site indefinitely. Visit http://www.insna.org/archives.html for Sunbelt archives.

Refund Policy

INSNA is willing to provide refunds in the amount of 100% before 10 April 2013.
INSNA is willing to provide refunds in the amount of 80% between 10 April 2013 and 23 April 2013.
INSNA is willing to provide refunds in the amount of 50% between 24 April 2013 and 14 May 2013.
NO REFUNDS WILL BE PROCESSED AFTER 14 May 2013.

For refunds please get in touch with Leah Mattox from INSNA: leah@insna.org