

(Edited on April 23, 2021, by Ueno)

Guidance for the APMAA 2022 annual conference organizer

[to APMAA Conference Organizers](#)

[to APMAA Conference Organizers \(sakura.ne.jp\)](#)

The mission of APMAA.

The Asia-Pacific Management Accounting Association provides a platform for management accounting academics and practitioners in the Asia Pacific region to improve their contribution to global scholarship and the lives of the region's people. [About Us: Asia-Pacific Management Accounting Association \(APMAA\)](#).

The mission of the APMAA annual conference:

As everyone recognizes, our annual conferences are the platform that brings our members together. APMAA is a "members-first" organization, and all members are on the list of possible heroes and heroines of our annual conferences. All conference organizers must develop conference programs and schedules that are "of the members," "by the members," and "for the members." Parallel sessions should be the center in all APMAA conferences and Doctoral Colloquiums. [to APMAA Conference Organizers](#)

Quality assurance and the organizing team

In every APMAA annual conference, Conference Chair, Parallel Sessions Chair, and Doctoral Colloquium Chair are directly responsible for assuring the conference's quality. The APMAA Head Office leads the quality assurance activities and shares the task with conference organizers.

Policy and process of the annual conference preparation

Conference organizers should start their tasks as early as possible and regularly contact the head office. In editing documents and pages of a local conference homepage, editors must respect the APMAA value and policy and the annual conference mission described above. A model document submission timeline is as follows:

1. Submit names of the [Conference Chair](#), [Parallel Sessions Chair](#), and [Doctoral Colloquium Chair](#) with brief profiles. Create the conference organizing team (before [applying for the host post of a conference](#)). **(Please let us know the names!)**
2. Draw big pictures of parallel sessions, doctoral colloquium, plenary sessions, and forums, and show them to the head office when [applying](#). *Derive themes* of plenary sessions and forums from

the *theme of the conference*. A speech should not be too lengthy (it makes audiences boring). We will probably hold the APMAA 2022 in-person model. **(Please show us the latest pictures.)**

3. Contact accounting professors of *Local Top Doctoral Schools*. Get paper submissions from them and ask them to join a review team and a moderator team **(18 months before the conference date)**. **(Please start to move!)**
4. Edit the first draft of "Call for Papers" and "Conference News" **(Submit them to the head office by 14 months before the conference date)**. Include candidate names of (gatekeepers and) reviewers (moderator) chosen from Thailand in the documents. These documents need to be sent to the head office and an ad-hoc committee (team) **(14 months before the conference date)**.
5. Complete the first draft of "Call for Papers" and "Conference News." They are distributed to all via the contact address groups owned by (senior) board directors **(12 months before the conference date)**.
6. Edit the local conference homepage draft (January 15) and open it on March 1.
7. Apply the CMT account and edit it. (February 15).
8. Open a bank account and a settlement agency account. And develop a registration fee payment page on the local homepage by using Google Forms. (July 15)

Important Dates for Authors:	
Manuscript submission site (CMT) opens	May 15, 2021
Deadline for manuscript submission	July 15, 2021
Registration site opens	August 15, 2021
Notification about acceptance/rejection of manuscripts	September 1, 2021
Registration deadline	September 15, 2021
Proceedings paper submission deadline	September 15, 2021
Conference Program ready	October 15, 2021
Conference date	November 9 - 11, 2021

Primary subject areas: [Official Guide to APMAA 2021 \(Annual Conference of the Asia-Pacific Management Accounting Association\)](#)

01. **Green Swans-based Management Accounting System (APMAA Conference Theme)**
02. Cost management and Manufacturing Industries
03. Performance Management

04. Accounting in Digital Era
05. Strategic Management Accounting (SMA)
06. Management Accounting for Multinational Enterprises
07. Management Accounting for State-owned Companies, Public Sector, and Non-profit Organizations (NPOs)
08. Management Accounting for SMEs and Family Businesses
09. Business Reporting and Communication
10. Business Ethics and Internal Control
11. Comparative (Cross-cultural) Management Accounting
12. Mathematical Models in Management Accounting
13. Management Accounting of Islamic Business
14. Management Accounting Education and History
15. Other Management Accounting Issues

Guidance for the Paper Review and Editing a Session Schedule

(APMAA 2021): Edited by Ueno on April 16, 2021

Workflow of the Parallel-session paper review (tentative)

The role of gatekeepers is to assure the quality of the APMAA 2021. A gatekeeper takes care of 20-30 submissions. The gatekeeper screens papers submitted in assigned subject areas and develop multiple parallel sessions. Below are the steps a gatekeeper takes:

1. If a paper satisfies the academic form and readability **standards**, gatekeepers assign proper reviewers to the paper and ask the reviewers to complete the review **in ten days**. If the paper does not satisfy the standards, send the paper to the "desk-reject paper pool" managed by Prof. Ueno.
2. After receiving the review results from assigned reviewers, edit a review report. In case of a minor or major revision report, send the report to the corresponding author via the CMT mail system. Send an accept report and a reject report to Prof. Ueno. Prof. Ueno notifies the author (s) of the reject-decision via the CMTmail system. To create a session (of a three paper group) later, keep a note of each paper about an academic level, quality, country of a presenter, besides subject areas.
3. Submit the proposal of sessions developed to the chief gatekeeper and "parallel session chair (associate chief gatekeeper)." -----*Here, the gatekeeper's task end.*

---**The parallel session chair** (associate chief gatekeeper)-----

The "chief" gatekeeper and the "parallel session chair" (associate chief gatekeeper) together draw and complete **the whole schedule and program of the parallel sessions**. After this step, the parallel session chair, **a representative of the Indonesian team**, organize and run the parallel session as a core player with the local staff. **The parallel session chair;**_

1. Maintain close contact with the session moderator, associate moderator, discussants, session liaison, and presenters (corresponding authors). After completing the first draft of the parallel session schedule, ask these people to confirm the latest schedule regularly.
2. Contact the Program editor and USB proceedings editor regularly and make sure they are doing their task timely and correctly.
3. Cope with withdrawal, no-show, and any changes together with the session moderator, associate moderator, session liaison, program editor, and USB proceedings editor

Timeline after the first paper submission

-Gatekeepers check submitted papers of their (1) adequacy of format and organization (as an academic paper) and (2) readability (English, etc.). Four main sections of an academic paper are the Title page, Abstract, Main body (Introduction, Literature Review, Methodology, Results, Discussion, Conclusion), and References.

- If the paper fails to satisfy minimum standards, the **chief gatekeeper** notifies the author of the **Desk Reject** decision and recommends modification or withdrawal. After revising the disk-reject paper, authors can re-submit by **July 15**.

-Gatekeepers assign **reviewers** if the paper satisfies the standards (academic format and English).

-Reviewers send their review reports to the gatekeeper.

- **Gatekeepers** edit a review report and notify review results of "minor and major revisions" to authors via the CMT system with their reports. Review results in the review reports are classified as follows:

_____ **Accepted** without change (Notify authors on September 1 or earlier) ()

_____ **Minor Revision** and resubmission required before ACCEPTANCE (Gatekeeper notifies)

_____ **Major Revision** and resubmission required before ACCEPTANCE (Gatekeeper notifies)

_____ **Rejected** (Notify on September 1 or earlier)

-To control the numbers of acceptance, the **chief gatekeeper** (ueno) notifies "acceptance and rejection" decisions to the corresponding authors.

- About the minor and major revision papers re-submitted before August 15, **reviewers edit and submit** review reports to the chief gatekeeper by August 25.

The chief gatekeeper notifies an "Accept decision" or a "Reject" decision on September 1, even if a paper still has (minor or major) flaws at the End of August.

The parallel session chair confirms the **Proceedings paper submission** and the **registration fee payment** (September 16)

The parallel session chair uploads an **abstract proceedings PDF file** on the conference homepage. (September 18)

Gatekeepers develop a first design of the Parallel session groups (3 papers per session) with reviewers (September 17-20)

The chief gatekeeper with gatekeepers design 36 groups of 3 papers, taking *the subject areas, paper quality and country of affiliation, etc.*

The **parallel session chair** uploads the first schedule and PDF abstract proceedings on the conference homepage. (September 24). The chief gatekeeper notifies uploading the schedule and PDF abstract proceedings to **all authors** via the CMT mailing system. (September 25).

The Catch ball with authors (September 25- October 5)

During the catch ball, we will receive requests from authors for changes of presentation date and time, session, and sometimes a withdrawal from the APMAA 2021. These demands raise "issues related to multiple sessions," and a moderator usually can not cope with them. Note that (chief) gatekeepers and the parallel session chair need to manage together.

The parallel session chair uploads the Final schedule with the program editor's support and the USB proceedings editor (October 10). The chief gatekeeper and the parallel session chair notify the uploading to all a few times to absorb demands from all related persons as early as possible.

Chief-gatekeeper, gatekeepers, and parallel session chair (associate chief- gatekeeper):

Chief-gatekeeper (volunteers): Being responsible for organizing the schedule and program of all parallel sessions. Organize all sessions, using proposals about paper groups reported from gatekeepers (a gatekeeper creates a session composed of *three accepted papers*).

Gatekeepers (Head office staff):

Develop and organize multiple sessions. Each session is a group of three accepted papers.

Parallel session chair (Representative of the Indonesian team; Associate chief-gatekeeper): The parallel session chair (who also serves as the associate chief gatekeeper) organizes and runs the parallel sessions with local staff. The person is responsible for editing and preparing *a schedule, a program book, and USB proceedings*. During the conference days, the person must cope with any changes that affect the parallel session schedule and program (no-shows of presenters, discussants, moderators, etc.). The person is a liaison to the local staff (Associate Moderators, Session Liaison, Technical supporter) and will probably be the busiest person from August to the conference days. Royalty and dedication are a must, along with good written and spoken English to communicate with gatekeepers and moderators worldwide.

Who develops the parallel session schedule and program, and proceedings?

The parallel session chair (an associate chief gatekeeper) is.

The post of gatekeepers is critical for assuring the quality of the APMAA 2021.

(Head office staff and representatives from APMAA 2022, 2023, and 2024 teams)

Gatekeepers are expected to take care of three-five subject areas (20-25 submissions).

1. Screening submitted papers. If a paper satisfies the academic form and readability standards, assign proper reviewers to the paper, and ask the reviewers to complete the review in 14 days. If the paper does not satisfy the standards, send it to the desk-reject paper pool managed by Prof. Ueno.
2. After receiving the review results from assigned reviewers, the gatekeeper edits a review report. In case of a "non-reject (major or minor revision)" report, the gatekeeper emails the

corresponding author via the CMT mail system with the report. Send an accept and reject report to Prof. Ueno. Prof. Ueno notifies the author (s) of the reject-decision and accept-decision via the CMT. The notification date of the Acceptance decision is September 1 (Ueno controls the numbers of acceptance, maximum 108 papers).

3. About each accepted paper, reviewers examine its scholarly level and quality. Gatekeepers together with reviewers develop a session (paper group) of three accepted papers, taking the subject areas, paper quality and country of affiliation, etc., into consideration.

4. After delineating all sessions (groups) designs, gatekeepers with the parallel session chair assign each session **moderator, associate moderator**, discussants, session liaison, and presenters (corresponding authors).

The parallel session chair keeps contact with the **Program editor** and **USB proceedings editor** and makes sure they are doing their tasks correctly and timely. To cope with withdrawal and no-show, close communication among the parallel session chair, session moderator, associate moderator, session liaison, program editor, and USB proceedings editor is necessary.

Moderators, Associate Moderators, Session Liaisons, Technical supporters

(We will probably hold the APMAA 2022 in Bangkok in-person model, i.e., you can forget the technical supporters.)

Moderators=Associate Moderators: finalize s assigned session, confirm the functionality of the Zoom platform beforehand. Communicate with a gatekeeper and report to him/her. Moderate a given session together.

Associate Moderator=Session Liaisons: Support moderators and communicate schedule and *program editor and a USB proceedings editor.*

Session Liasion=Technical supporter: Provide a Zoom platform and service to a session
Parallel session schedule editor = Associate Chief Gatekeeper

Session Liaison (and/or associate moderator)*: A session liaison is a manager (assistant) assigned to each slot by the **parallel session chair** to facilitate and support each session. He/she should have deep knowledge of the overall program, the CMT's contents, Zoom operation, and communication capability in English. A liaison helps a moderator by managing the window screen, sorting questions out of among chats, etc.).

Train and prepare 10-20 **Session Liaisons** for conference parallel sessions and several **Liaisons** for colloquium's parallel sessions.