



Guidelines and Policies for Presenting Authors*

*"Presenting author" refers to the presenting author of a paper or poster as well as anyone to be listed in the final program such as an invited speaker, a debater, panelist, roundtable participant, etc. Even if you are not specifically presenting a paper or poster, an abstract is required so that IAIA has complete and correct information in order to provide you with important conference information and to prepare the final program.

Presenting authors are required to check the bottom of this form confirming that they have read and understand this information before completing the submission process.

Guidelines and Policies for Paper and Poster Presenters

Welcome to IAIA15 paper and poster abstract submission. We appreciate your interest and look forward to working with you on the premiere conference for impact assessment professionals worldwide.

To ensure a smooth submission and follow-up processes, please note the following guidelines, policies, and tips.

Presenting Author

Please ensure that the person who will be making the presentation at the conference (hereinafter referred to as "you") is listed as the "Presenting Author." Do not submit abstracts on behalf of someone else unless you are entering the other person as the presenting author. This ensures that the person making the presentation receives all important conference communications.

Number of Submissions

Serving as a session chair and a presenter of a paper or poster is limited to two activities by the same person. (E.g., a person may 1) Chair or co-chair two sessions, 2) May present two papers in two sessions, 3) May present one poster and be a panelist in a session, 4) May chair one session and present a paper in another session, etc.)

Confirmation of Submission

Upon successful submission of your abstract, you will receive an immediate online confirmation notice followed by an e-mail notice. If you do not receive these messages, do not assume your abstract has been submitted. Please try again, or contact webmaster@iaia.org for assistance if you are having difficulty.

The deadline for submissions is 28 November 2014, and it is your responsibility to address questions about submissions before the deadline of 28 November, so that if there is a problem, we can still help you make the submission on time. Be sure to print and/or save the confirmation of submission notices for reference in case of a problem or question.

Notification of Acceptance Status

You will receive an e-mail from IAIA14 program committee member or your session chair regarding your abstract's acceptance status between 1-12 December. Be sure to print and/or save your acceptance notification for reference in case of a problem or question. If you have not received an e-mail by 15 December, please notify jen@iaia.org with your name and the title of your presentation.

Registration, Funding and Visas

Please submit your abstract only if you have a budget to attend the conference or are very likely to have funding available by the registration deadline. You are responsible for arranging your own funding; IAIA does not have funds available to pay registration or travel expenses. You are encouraged to begin planning for funding and visa arrangements now, as the processes can sometimes take several months.

Please note that presenting authors are required to register and pay fees by 16 January 2015. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full. Registration will open in November. If you have extenuating circumstances which would require later payment, please contact jen@iaia.org to make arrangements prior to 16 January.

Notification of Presentation Time

Following the presenting author registration deadline, session chairs and the program committee will be working on organizing presentations and sessions into an overall technical program. Your session chair will be contacting you between 9-13 March to provide you with the schedule, including the date and time of your presentation and final instructions. Be sure to print and/or save this message for reference in case of a problem or question. If you have not received an e-mail from your session chair with this information by 16 March, please notify jen@iaia.org with your name and submission ID number.

Language

All information should be submitted in English.

Deadlines

To ensure efficient, fair, and professional management, all deadlines will be strictly observed. Please mark your calendar with important conference dates and plan so that your activities take place before deadlines to avoid unforeseen or unavoidable delays in your schedule, as well as technical overloads caused by last-minute "traffic jams."

Contact Information

Please add "@iaia.org" and "IAIAweb" to your list of safe senders. This will allow all communications from IAIA to reach you.

Publication Notice

IAIA reserves first publication rights on all conference materials. A release from IAIA must be obtained by conference participants who wish to publish elsewhere.

I have read and understood the above guidelines and policies and agree to submit my abstract in accordance with these guidelines and policies.
