Notification of Abstract Acceptance

Attention Paper Presenter/Speaker: If your abstract was approved by the Program Committee, you will receive the following message via e-mail from the Committee between 4-18 December.

Please set your spam filter to accept messages from "iaia.org" and "IAIAweb." IAIAweb is the address of the server that sends messages from the program committee to you via our online submission and review database, so do not reply to it.

Abstract ID#: [Autofills]
Format: [Autofills]
Title of Paper: [Autofills]
Preferred Session: [Autofills]

Dear [Presenting Author Name Autofills]:

Thank you for submitting your abstract for presentation at IAIA16, "Impact Assessment: Resilience and Sustainability," to be held 11-14 May 2016 in Aichi-Nagoya, Japan.

Your abstract has been accepted

I have reviewed your paper abstract and found that it meets preliminary acceptance requirements set forth by the Program Committee.

Congratulations - you may begin making your conference plans! Please save this message for reference.

Presenting author registration

Confirmation of your presentation on the final schedule is contingent upon receipt in IAIA Headquarters (HQ) of the presenting author's registration and full payment of fees before 5 February 2016. If you have extenuating circumstances which would require later payment, please contact info@iaia.org prior to 5 February to make arrangements. As of 6 February, your presentation will be dropped from the program if you are not yet registered with fees paid in full and have not contacted IAIA to make other arrangements. You must attend and present the paper at the conference in order to be included in the program and proceedings.

The preliminary program, including registration materials, is posted online (http://conferences.iaia.org/2016/program.php). Registration is open from 1 November. The registrar at HQ will provide confirmation when your registration and fees have been received and processed.

Please note that IAIA does not have funds available to pay registration and/or travel expenses for program participants.

Presenting author substitutions

Substitutions for presenting authors may be made until 5 February. The substitute must be registered for the conference at the time of the substitution, must be an original co-author, must not exceed the two-sessions-per person rule, and will be listed as

the presenting author in conference materials. Please contact jen@iaia.org with the presenting author's name; the substitute's name, e-mail address, organization, country, and short (30-word maximum) bio; and the abstract name and number.

No other changes to your submission are accepted after 30 November.

Notification of presentation time

You will receive final confirmation of your place on the program as well as specific details and information about your session between 1-8 April (contingent upon your registration and payment of fees by 5 February). Please note that individual requests for specific presentation dates and/or times cannot be addressed due to the very large number of presentations and other factors that the program committee must consider when scheduling the overall program.

Papers/Online proceedings

The submission of a paper is optional, but strongly encouraged. The intent is to post draft papers before the conference to inform preparations for on-site discussions, and to post final papers following the conference so that you can incorporate suggestions from delegates in your final version, which will be included in the online conference proceedings.

A review coordinator (Loreley Fortuny, IAIA HQ) will arrange for two independent and anonymous reviews. Papers deemed acceptable by this process will be included in the conference proceedings on the IAIA website. If you submit a paper for review, you and/or your co-authors will be asked to conduct a review as well.

Papers must be no longer than 2,000 words (approximately five pages in length), of which a minimum of 1,200 words must be written in English and the remaining 800 words may be done in the language of your choice. References are additional, which may bring the total word limit to 2,500 words; this limit is strictly applied. Papers should be no more than 1 MB in size (to minimize e-mailing problems); prepared in MS Word with the file name in this format: Abstract submission ID number_Primary author's family name_First Four Words of Title; and sent to impact@iaia.org by 29 February 2016. Reviews will be completed and comments sent back to you after that date. Revisions, if applicable, will be due 26 June. Please note that you must be registered, with fees paid, by 5 February and you must make your presentation at the conference in order to have your paper published in the online proceedings.

Please do not hesitate to request guidance regarding the paper submission and review process from Loreley (impact@iaia.org).

Questions?

Feel free to contact me, or IAIA HQ (jen@iaia.org), if you have any questions about your abstract submission or the session. Please reference your abstract number when contacting us. This will help us to respond to you most quickly and accurately.

Thank you for your interest, and we look forward to working with you on a successful conference.

[Reviewer's Name Autofills]
IAIA16 Program Committee

Sachihiko Harashina, IAIA16 Co-Chair
Takehiko Murayama, IAIA16 Co-Chair

Please save this information for reference.