Abstract Successfully Submitted

Thank you for your interest in IAIA17! Your abstract submission has been received. Please read the following information carefully, mark your calendar with important dates and deadlines, and save and/or print this message.

Check your submission for accuracy! In particular, please check the following:

- Is your name spelled correctly?
- Is your contact information complete and correct, with no typos in your e-mail address?
- Is the title of your presentation complete? If it is cut off, it has exceeded the character limit. Please enter a shorter title.
- Is your abstract complete? If not, it has exceeded the word limit. Please edit your abstract to meet the word limit.
- Is your summary statement complete? If not, it has exceeded the word limit. Please edit your summary statement to meet the word limit.

It is your responsibility to make any corrections online or send questions about submissions to HQ before 31 October 2016, so that we can still help you make the changes on time.

If your text exceeds the character or word limit and you do not correct it by 31 October 2016, it will be edited on your behalf.

Making changes to your submission

To edit your submission, use the "Login" link from the confirmation of submission e-mail you received when you submitted your abstract.

Updates or changes will be accepted until 31 October 2016. Changes will not be accepted after 31 October, as reviews begin immediately following the close of submissions and your abstract may not be changed during or following the review period.

Communications from IAIA

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.

Please take note of the notification deadlines. If you are not receiving confirmation or other notices from IAIA via email when you should, please check that the e-mail address you submitted is correct and that your spam filter is not blocking messages. If you are still not receiving expected communications after checking your address and spam filter, it is your responsibility to let us know so that we can assist you in time to ensure that you remain on the program.

About acceptance notification

You will receive an e-mail from a program committee member or your session chair regarding your abstract's acceptance status between 4-18 November.

If you have not received an e-mail notifying you of the status of your submission by 21 November, please contact kathy@iaia.org with your name and the title of your submission. Please be sure you have followed the instructions above in "Communications from IAIA" before contacting us.

Please note: If you are a session chair submitting an abstract to your own session, you will be required to be the final speaker in the session.

If your abstract is accepted: Notification of presentation time

If your abstract was accepted, your session chair will contact you between 1-8 March to provide you with the schedule, including the date and time of your presentation, the amount of time you will have to speak, and other final information and instructions. Be sure to print and/or

save that information 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 11 March, please notify kathy@iaia.org with your name and the title and ID# of your submission.

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.

Presenting author registration

Presenting authors are required to register and pay fees by 13 January 2017. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full. If you have extenuating circumstances which would require later payment, please contact the conference registrar at info@iaia.org to make arrangements *before* 13 January.

The presenting author must attend and present the paper or poster at the conference in order to be included in the program and proceedings.

Funding and visa application

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.

Presenting author substitutions

Changing or substituting the presenting author is permitted until the presenting author registration deadline of 13 January 2017. You may make this change yourself through 31 October (see above instructions for making changes to your submission). Between 1 November and 13 January, send changes to kathy@iaia.org; include your name and the title of your presentation with your request.

The substitute must be registered for the conference at the time of the substitution, must be an original co-author, must not exceed the 2-session per person rule, must not be chairing the session, and will be listed as the presenting author in conference documents.

No changes to the presenting author may be made after 13 January. If the original presenting author is unable to attend and make the presentation after 13 January, the presentation will be removed from the program.

Number of submissions

Please keep in mind that participation as a chair/co-chair or speaker/presenter is limited to two sessions per person. If your name is attached to more than two sessions as a session chair/co-chair or as a presenting author, only your first two submissions will be considered. Additional submissions and/or your name will be dropped from the program without further notice.

Paper review program and proceedings

If your submission is accepted, you will be encouraged to participate in an optional paper review program. If you wish to participate, you would prepare a 5-page paper, which will be posted online prior to the conference to begin discussion. The draft paper would be due 13 February 2017, would be reviewed by two persons and revised by you between 15 February - 8 March, and would be posted online for feedback prior to and during the conference by 17 March. Your final version, incorporating feedback you have received before and during the conference, will be due 26 May for posting online as part of conference proceedings.

If you choose to participate in this program, you will be asked to review two papers as well. You must make the presentation at the conference in order for the paper to be included in the proceedings.

Additional specific preparation instructions will be provided with your acceptance notification.

A note about deadlines

Please respect deadlines, as they are firm. NO exceptions will be made. **Please mark your calendar with important conference dates and plan so that your activities take place well <u>before</u> deadlines** to avoid unforeseen or unavoidable delays in your schedule, to avoid technical overloads or human error caused by last-minute "traffic jams," and to give HQ and Program Committee members time to help you if needed.

Preliminary program and registration materials

The preliminary program is posted online, and updates will be provided as the program develops.

Registration will open approximately 1 October.

Thank you!
We look forward to seeing you in Canada!

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[A copy of the abstract submission information is provided here.]

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This is an automated message. Please do not reply.
Please save this information for reference.