



The following information is provided on the first page of the online session proposal submission form. Potential session chairs are asked to acknowledge that they have read, understand, and agree to these guidelines and policies prior to submitting a proposal.

IAIA17: Guidelines and Policies for Potential Session Chairs

Thank you for your interest in IAIA's annual conference, to be held 4-7 April 2017 in Montreal, Canada. This year's theme is "Impact Assessment's Contribution to the Global Efforts in Addressing Climate Change."

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

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

Session Organizer

Please ensure that the person who will be chairing the session at the conference (hereinafter referred to as "you") is listed as the "Lead Chair." Do not submit a session proposal on behalf of someone else. This ensures that the submission record is correct and the person acting as the primary contact to the program chair receives important conference communications from the start of the session chairing process.

You must attend the conference and chair your session(s) in person.

Session Proposal Information

The following information will be required in the online form when you submit your session proposal:

- Lead chair first and last name, email address, organization, and country.

- If applicable, co-chair(s) first and last name, email address, organization, and country.
- Title of proposed session (75 **characters** maximum, including spaces).
- Select a conference topic.
- Identify the IAIA Section putting the proposed session forward (if applicable).
- Identify the format of your proposed session.
- Identify whether the session is open to submissions, open to submissions by invitation only, or closed to submissions. A “submission” refers to the abstract of a paper or to the summary of a speaker’s topic (if the speaker is participating in a panel, roundtable, debate, etc.).
- Description of proposed session (300 **words** maximum). The Program Committee will use this text to assess the quality of the session.
- Session summary (50 **words** maximum). If your session is accepted, this text will be used to promote the session.

Number of Submissions

Participation as a chair/co-chair or speaker/presenter is limited to two sessions per person. For example, you may 1) chair two sessions, 2) co-chair two sessions, 3) present two papers in two sessions, 3) present one poster and be a panelist in a session, 4) chair one session and present a paper in another session, 5) co-chair one session and present a paper in another session, etc.

Changing or substituting session chairs is not permitted after the session chair/presenting author registration deadline of 13 January 2017. A substitute may not exceed the two-session-maximum rule.

If your name is attached to more than two sessions, only the first two session proposals you submitted will be considered. Additional submissions and/or your name will be dropped from the program without further notice.

Session chairs have an important role to introduce the session and speakers, facilitate the discussion, keep the session and speakers on time, and provide closing remarks. Occasionally a chair will decide to also present in the session s/he is chairing. If you want to make a presentation in your own session, you should plan to speak last.

Confirmation of Submission

All session proposals must be submitted via the online form. Proposals not sent via the online form will not be considered.

Upon successful submission of your session proposal, you will immediately receive a confirmation by e-mail. This message will include information, instructions, and a copy of your

submission. Be sure to print and/or save this e-mail message for reference in case of a problem or question.

If you do not receive this message, your proposal has not been successfully submitted. Please try again, or contact webmaster@iaia.org for assistance. The deadline for session proposals is 30 June 2016 (submissions close at 11:59pm US Central Standard Time). It is your responsibility to address questions about submissions to HQ before this date, so that if there is a problem, we can still help you make the submission on time.

Please do not submit "test" proposals. If you have questions about the submission process, we will be happy to help you; please contact webmaster@iaia.org.

About Theme Forum Proposals

If you have submitted a proposal for a theme forum, please note that final selection of theme forums is a competitive process. The theme forums accepted and listed in the preliminary program are considered tentative and will not be confirmed for the final program until a final review based on additional criteria. The criteria will be posted online and provided to you by the Program Committee upon notification of preliminary acceptance.

Language

All submissions should be in English. English is the primary language used at IAIA conferences. Some sessions or other activities may be held in French or have French/English simultaneous translation; however, unless otherwise noted in the preliminary or final program, sessions will be held in English.

Funding and Visas

Please submit your session proposal 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.

Registration

Session chairs and co-chairs are required to register and pay fees by 13 January 2017. At that time, your session will be cancelled or an alternate session chair will be selected if you are not yet registered with fees paid in full. All presenters/speakers in the session are also required to register by 13 January 2017.

If you have extenuating circumstances which would require later registration and/or payment, it is your responsibility to contact the registrar at IAIA HQ (info@iaia.org) to make arrangements for an extended deadline **prior** to 13 January.

Deadlines and Registration Policies

Please respect deadlines, submission guidelines and registration policies, as they are firm. No exceptions will be made.

You are encouraged to mark your calendar with important dates and make plans before deadlines in order to avoid unexpected work or travel conflicts, technical problems, or other delays.

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.

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, in the first instance, please check that the e-mail address you submitted is correct and that your spam filter is not blocking messages. You will also have a personal online dashboard where you can check the status of your submission and download information.

If you are not receiving expected communications, it is your responsibility to let us know, so that we can assist you in time to ensure that you remain on the program.

[] I have read, understood, and agree to comply with the guidelines and policies.