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**Presenting Author: if you have successfully submitted your abstract, you will receive the following information by email.**

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## **Abstract Successfully Submitted**

**Thank you for your interest in IAIA18! 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 not, 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.

To make changes to your submission, go to <http://conferences.iaia.org/2018/abstract/iaia18-abstract-login.php>.

It is your responsibility to make any corrections online or send questions about submissions to HQ before 20 November 2017, so that we can help you make the changes on time.

If your text exceeds the character or word limit and you do not correct it by 20 November 2017, 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 20 November 2017. Changes will not be accepted after 20 November, 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 29 November and 15 December 2017.

If you have not received an e-mail notifying you of the status of your submission by 15 December, please contact [jen@iaia.org](mailto:jen@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.

### **If your abstract is accepted: Notification of presentation time**

If your abstract was accepted, your session chair will contact you between 13-17 April 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. If you have not received an e-mail from your session chair with this information by 17 April, please notify [jen@iaia.org](mailto:jen@iaia.org) with your name and the title 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 8 February 2018. 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](mailto:info@iaia.org) to make arrangements *before* 8 February.

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 8 February. You may make this change yourself through 20 November (see above instructions for making changes to your submission). Between 21 December and 8 February, send changes to [jen@iaia.org](mailto:jen@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, and will be listed as the presenting author in conference documents.

No changes to the presenting author may be made after 8 February. If the original presenting author is unable to attend and make the presentation after 8 February, 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 March 2018, would be reviewed by two persons, and would be posted online by 17 April for additional feedback. Your final version, incorporating feedback you have received before and during the conference, will be due 26 June 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 before deadlines** to avoid unforeseen or unavoidable delays in your schedule, to avoid server overloads or technical problems, 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 South Africa!**

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

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\*\*\*Please save this information for reference.\*\*\*