



IAIA19: Guidelines and Policies for Potential Paper or Poster Presenters

Thank you for your interest in IAIA's annual conference, to be held 29 April – 2 May 2019 in Brisbane, Australia. This year's theme is "IAIA19: Evolution or Revolution: Where next for impact assessment?"

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

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

All Speakers and Presenters Must Submit an Abstract

Two options are available:

Submit a Paper abstract

- If you intend to present an oral summary of the findings of a prepared paper, research, or project.
- If you are speaking in a session as an invited speaker, panelist, workshop participant, roundtable participant, etc., *even if you do not have a written paper and/or do not expect to prepare a written paper.*

Submit a Poster abstract

- If you prefer to prepare a visual presentation. In a poster session, there is no formal oral presentation; instead, each author is assigned a display area on which diagrams, graphics, data, pictures/photos, and a small amount of text are presented.

Abstract Information

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

1. **Presenting author first and last name, e-mail address, company, and country.**
2. If applicable, **co-author(s) first and last name, e-mail address, company, and country.**
3. **Title of your preferred session.** Session descriptions are available at <http://conferences.iaia.org/2019/sessions.php>. Note that some sessions do not accept abstracts, and some sessions accept abstracts only by invitation of the session chair.
4. **Title of your paper/presentation or poster (50-character limit)**
5. **Abstract (250-word limit)** This text is used by the Program Committee to assess the quality and potential of the presentation.
6. **Summary statement (30-word limit)** This text will be included in the final program to summarize your presentation for attendees.
7. **Presenting author bio (30-word limit)** Your session chair will use this information to introduce you to attendees.

Presenting Author

Do not submit an abstract on behalf of someone else. This ensures that the submission record is correct and the presenter receives important conference communications from the beginning of the process.

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,” even if that person is not, e.g., the lead writer or researcher of the paper or project.

You must attend the conference and make your presentation in person.

Session chairs may submit abstracts to the sessions they are chairing; however, they should plan to be the last speaker in 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.

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.

Changing or substituting the presenting author is permitted until the presenting author registration deadline. No changes to the presenting author may be made after the presenting author registration deadline. If the original presenting author is unable to attend and make the presentation after the presenting author registration deadline, the presentation will be removed from the program. A substitute may not exceed the two-session-maximum rule.

Submission Deadline and Confirmation of Submission

The deadline for abstracts is **19 October 2018** (submissions close at 11:59pm US Central Standard Time). It is your responsibility to address questions about submissions to HQ before 19 October, so that if there is a problem, we can still help you make the submission on time.

All abstracts must be submitted via the online form. Abstracts not sent via the online form will not be considered.

Upon successful submission of your abstract, you will receive an immediate online confirmation notice followed by an e-mail notice. Be sure to save the confirmation of submission notice for reference in case of a problem or question. If you do not receive these messages, your abstract has not been successfully submitted. Please try again, or contact webmaster@iaia.org for assistance.

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

Language

The primary language of the conference is English, and your abstract should be submitted in English.

Registration

Presenting authors are required to register and pay fees by **25 January 2019**. 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 registration and/or payment, it is your responsibility to contact IAIA HQ (info@iaia.org) to make arrangements for an extended deadline before 25 January.

Registration is available online beginning in October.

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.

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.

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 above guidelines and policies.

[Continue]