
Phase II

TEMPLATE 2: Paper Abstract Acceptance Notice

This is an e-mail message that the reviewer sends via the online review page to accept a paper abstract submission.

Information in [brackets] is customized by the online system.

To: [E-mail address of presenting author]
Cc: [E-mail address of reviewer]
Date: [Date of e-mail]
Subject: [IAIA10: Acceptance notice #_ _ _ and last name of primary author]

Abstract #: [###]
Abstract Type: [Paper]
Title of Session: [session title]
Session Format: [Concurrent Thematic Session *or* Concurrent Session]

Dear [Name of Presenting Author]:

Thank you for submitting your abstract for presentation at IAIA10, "The Role of Impact Assessment in Transitioning to the Green Economy," to be held 6-11 April 2010 in Geneva, Switzerland.

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!

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 16 February 2010. Please note that IAIA does not have funds available to pay registration and/or travel expenses for program participants unless as noted in the preliminary program.

Substitutions for presenting authors may be made in writing to jen@iaia.org until 16 February. The substitute must be registered for the conference at the time of the substitution. The substitute will be listed as the presenting author in conference materials.

The preliminary program, including registration materials, is posted online in PDF and mailed to IAIA members. Online registration is also available. The registrar at HQ will provide confirmation when your registration and fees have been received and processed.

You will receive final confirmation of your place on the program as well as specific details and information about your session by 17 March 2010 (contingent upon your registration and payment of fees by 16 February).

If the session format above specifies "Concurrent Thematic Session," you are required to prepare a paper, which will be reviewed by your sector or session chair. Your presentation may be moved to an alternate session if your paper is not received by the due date. If you cannot prepare a paper, please advise your session chair.

As you prepare your presentation, please make every effort to relate it to the conference theme of Transitioning to the Green Economy (more information can be found in the preliminary program). In particular, your paper and presentation should consider what the role of impact assessment is in supporting this transition. Kindly pay attention to the daily theme of the session in which your paper is allocated (Current Challenges and Impacts, What Needs to Be Done?, Potential Benefits).

If the session format above specifies “Concurrent Session,” you are encouraged to prepare a paper for peer review. A designated review coordinator will arrange for two independent and anonymous peer reviews. Papers deemed acceptable by this process will be included in the conference proceedings on the IAIA Web site. If you submit a paper for peer review, you and/or your co-authors will be asked to conduct a peer review as well.

Papers must be no longer than five pages in length or 2,000 words, 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 page limit to 6 pages; this limit is strictly applied. Papers should be no more than 1 MB in size (to minimize e-mailing problems), prepared in 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 22 January. Reviews will be completed and comments sent back to you by 15 February. Revisions, if applicable, will be due 15 March. Please note that you must be registered, with fees paid, by 16 February in order to have your paper published in the online proceedings.

Current plans are to post completed papers online before the conference (by 31 March) and for them to inform preparations for on-site discussions. Please do not hesitate to request guidance from me.

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

Thank you for your interest, and I look forward to working with you on a successful IAIA10.

Regards,

[Reviewer's name and contact information]