



IAIA12 Paper Abstract Submissions Instructions for Chairs and Conveners

Thank you...

for being part of the team responsible for developing the final program for IAIA12 in Porto.

You have received these instructions because you submitted a proposal for a session or theme forum that was subsequently accepted, and you are therefore a concurrent session chair or a potential theme forum convener.

The spirit of IAIA is highly cooperative and participatory, and the organization is grateful and dependent on the willingness of volunteers like yourselves to help make the conferences so professionally and personally rewarding for everyone involved. Because of this high level of participation, however—we have well over 100 individuals reviewing abstracts—we are subject to some special challenges, both technically and with personal communications.

Therefore, it is very important that you read these instructions thoroughly, even if you are an experienced chair or convener (as some things have changed), ensure that you understand what is required of you and when, and feel comfortable asking the program chair or staff at HQ for assistance any time you have questions or potential problems. We are always happy to work with you.

Section I of this document explains the process of abstract submission and review.

Section II provides specific instructions regarding the online review process.

Section III provides helpful tips and answers some frequently asked questions.

Note that abstracts are invited for both papers and posters. However, posters are handled by the program chair; therefore, all information and instructions discussed in this document refer to the submission and review process for papers only.

- **IAIA12 Program Chair**

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- **IAIA HQ Staff Contacts**

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SECTION I: Overview of Abstract Submission and Review Process

Sessions and Theme Forums

The technical programme for IAIA12, as documented in the preliminary program (available at <http://www.iaia.org/iaia12/>), includes every theme forum and session proposal that was accepted by the program chair. All are listed on pages 9-18 and all have been grouped under topical streams.

Some new sessions have been developed since the distribution of the preliminary program. Authors were able to select these sessions during the abstract submission process, and descriptions of the sessions are added to the program updates page (<http://www.iaia.org/conferences/iaia12/program-updates.aspx>) as quickly as time permits. Still other sessions may need to be developed, depending on results of reviews of the abstracts received.

Note that the selection of the theme forums to be included in the final program is a competitive process, and final selection occurs after final details have been provided by the theme forum conveners (deadline 30 March). Theme forum conveners are notified separately about additional requirements for theme forums.

Abstract Submission Process

The abstract submissions web page lists all theme forums and concurrent sessions detailed in the preliminary program as well as those added after the preliminary program was printed.

Although full abstracts are required for the review process, submitters are also required to submit short (30 word) summaries of the main points of the proposed paper. These summaries will be included in the final program and there will be no separate abstracts volume.

Submitters are also required to provide a short bio, which you can extract and use to introduce speakers during the conference.

Abstract submissions closed on 31 January. This year we received a very large number of submissions and inquiries on and just after the deadline, which as you know (together with some last-minute web testing) has pushed back our review and registration dates somewhat. We all need to do our best to adhere to our revised schedule so that our planning can proceed smoothly from this point onward.

Abstract Review Process

Authors selected either concurrent sessions or theme forums for their presentations, and it is the responsibility of the relevant concurrent session chair or theme forum convener to review these abstracts in the first instance.

However, it is understood that many theme forum conveners will already have selected and/or solicited speakers and contributors for their sessions and therefore may not wish to accept additional contributions. Similarly, concurrent session chairs may find that some abstracts directed to them are inconsistent with the intent of the session. In these cases, we ask that you suggest an alternative session for the abstract (if it is of acceptable standard for inclusion in the conference). More detailed instructions are provided in Section II below.

Our target date for completing reviews is 29 February. Reviews do not typically take a great deal of time, but given the shortened time frame, if you are not able to comply with the 29 February date, please contact Miguel and Jennifer and we will be happy to help find a solution.

Double-Blind Paper Review Process

At the 2007 mid-term Board meeting, it was resolved that online proceedings would be prepared for IAIA conferences, and that only papers deemed acceptable through a double-blind review process would be included in the proceedings. Therefore, submitters of abstracts will be informed of the process and important dates by Loreley Fortuny at HQ, who is appointed to manage the review process.

Concurrent session chairs, theme forum conveners and program committee members may be asked to assist in finding appropriate reviewers but otherwise have no direct responsibility for the paper review process other than ensuring any relevant information is provided to authors per the program chair's instructions.

Poster Abstracts

Do not review poster submissions. Posters are reviewed by the program chair and/or the program chair's designee(s).

SECTION II: How to Review Abstracts

The following instructions apply to concurrent session chairs and potential theme forum conveners.

In 2011-12 we have made a lot of changes to the online review system which we hope will further streamline the process and make reviewing even faster for you. Likewise, we have been working to make this very complicated process as *simple* as possible for you, the reviewers.

We have done a tremendous amount of testing due to the many new behind-the-scenes processes; however, we expect that 100+ individuals working on a system that isn't as familiar to them as it is to us will find some bugs that we didn't! Therefore, we encourage you to contact Jeff and Jennifer immediately if you encounter any technical problems or if you have suggestions to make the system smoother or the instructions clearer next year.

We hope the online forms are self-explanatory; however, it will be helpful for you to read through the following instructions.

If you experience immediate technical difficulties, be sure your browser is set to accept pop-up windows. (Help: <http://www.upenn.edu/computing/help/doc/browser/popup.html>)

1. Access the reviewers' page

- 1.1 Go to www.iaia.org > IAIA12 > Submissions > Program Committee Only (<http://www.iaia.org/conferences/iaia12/user-login.aspx>).
- 1.2 Type in your e-mail address and password (the same ones you used to submit the session or theme forum proposal). The user name and password are case-sensitive.

Co-chairs: To access to the review page, use your e-mail address (the one that one submitted with the session proposal), and the password **review12iaia**.

Do not use a colleague's access information (i.e., do not use the primary chair's e-mail address and password).

Contact Jeff (webmaster@iaia.org) if you need assistance.

- 1.3 Click Login. This will take you to a review page that automatically shows you your sessions and also provides you with options for searching for other sessions or abstracts.

2. Select the abstracts you want to review

- 2.1 You can click the link(s) that shows your session(s), **or** under Search for Submissions and Complete Reviews, click the Format dropdown box and select **Paper**. (Posters are reviewed only by the program chair.)
- 2.2 Under Session, click the dropdown box and select your session or theme forum.

- 2.3 Click “Search.” This takes you to a results page which will list all submissions to your session and allow you to review them.

3. Review the abstracts

On the results page, you will see a table that shows several columns:

Status: This tells you whether the abstract has been reviewed.

ID: This is the identification number of the abstract as assigned by the database.

Format: This confirms that the submission is, in fact, a paper.

Title: This is the title of the author’s paper.

Author: This is the name of the presenting author.

Review: To choose an abstract to review, click the “Select” link.

- 3.1 In the “Abstract content” box, read the abstract description and summary.

- 3.2 In the “Review options” box:

- In **Format**, change the format of the submission from Paper to Poster if you think a poster would be more appropriate than an oral presentation. You are required to explain in the reviewer’s notes that you have made this change and why. It is important so that the program chair can explain to the author the reason for the change. Then click “Submit Format Change” at the bottom of the page. The format change and your comments will be saved, and you will be returned to your abstracts list. The program chair will then review the submission as a poster.
- In **Session**, assign the abstract to a different session if you think a different session would be more appropriate. You are required to explain in both the reviewer’s notes and the message to author that you have made this change and why. It is important so that both the author and the chair of the new session to which you have assigned the abstract know that it has been changed and why. Then “Submit Session Reassignment” at the bottom of the page. The change and your comments will be saved, and you will be returned to your abstracts list. Please note that some papers have been invited to particular sessions and should not be moved.
- In **Acceptance Status**, you select one of four options: 1) Accept Paper Abstract, 2) Hold Final Decision Pending Author Revision, 3) **Reassign to another session**, or 4) Reject Paper Abstract.
 - *Accept Paper Abstract* sends a template acceptance notice to the author. You may add a personal note if you wish – use the “Message to Author” box.
 - *Hold Final Decision Pending Author Revision* means that the submission has merit but may need additional work before you can accept it. This option does not have a template notice. In the Message to Author box, explain your opinion and make suggestions for adjustments to the abstract which will allow you to accept it.
 - *Reassign to Another Session* moves the abstract to the new session you selected.

- *Reject Paper Abstract* sends a template rejection notice to the author. Do not reject an abstract if it is suitable for the conference but not for your session. Just select a different session that you feel would be more appropriate.

If you move the abstract to session where you are the convener, you can continue the review.

If you move the abstract to a session where you are not the convener, click "Submit Session Reassignment" at the bottom of the page. That saves the review and sends a notice to the convener of the alternate session you are proposing.

- In **Reviewer Notes**, you can leave a message for a co-chair, a note to yourself regarding the message you sent to the author, or a note to the program chair if you have a question or problem with the submission. Click the [View notes](#) link to see all notes.
- In **Message to Author** you can add a personal note to the template acceptance notice. Click the [View emails](#) link to see all messages sent to the author.

3.3 In **Complete your review**, click "Submit Review & Send Email to Author" to accept the paper, notify the author, and save your review. Click "Submit Session Reassignment" to save your new session assignment and notes. Click "Cancel Review" to exit the review without saving your work. Any of these options will then return you to your abstracts list.

3.4 Repeat section 3 to review additional abstracts submitted to your session.

SECTION III: Tips, FAQs, and Reminders

- **Some questions to help you evaluate submissions:**
 - Is there a clear, direct relation between the submission and the purpose of your session?
 - Is the choice of problem or topic important, or is it trivial?
 - Are conference participants likely to benefit from this presentation?
 - Is the submission composed in an organized manner? Does it demonstrate the probable competence of the presenter(s)?
 - How can I help this author improve this presentation?
- **What is IAIA's policy on rejecting abstracts?** IAIA is a participatory organization; we make every effort to accommodate all submissions, and many people must present in order to be able to attend. However, we are also seeking to increase the quality of material. Therefore, a rejection notice should be sent only if the abstract has no merit whatsoever. Be sure to give the reason for the rejection in the reviewer's comments box.

Otherwise, please either send a request for modification and encourage the author to upgrade the quality or focus the topic, or suggest to the author that the format be a poster rather than a paper. If you feel the subject has very little merit but may have a chance to be chosen for discussion on-site, another alternative is to suggest that the author participate in an Indaba* session rather than have a formal paper or poster presentation.

- **Can I edit the abstract?** No. Only the summaries will be included in the final program, and they will be copy edited just prior to publication. Just focus on quality and/or clarity of the content when you are determining its acceptability.
- **Can I change the proposed session?** Yes (see instructions in Section II). Be sure to explain in the reviewer's notes and the message to author box that you have done so and why.
- **When should I do my reviews?** Please conduct your reviews as soon as possible; do not wait until the review deadline. Remember, if you suggest that an abstract should be redirected to an alternative session, that reviewer also needs time before the review deadline.

Another point to remember is that many people must have their abstracts accepted before they can receive permission from their employers for funding and travel. The sooner they know their abstract is accepted, the more likely they can attend the conference because they have sufficient time to apply for funding and visas and to make their travel arrangements. The presenting authors are required to register by 15 March.

Be aware, also, that authors have been notified that they can expect to hear from their session chair on or before the extended review deadline of 29 February.

- **I'm working on a team to help do reviews; I'm not actually a session chair or co-chair. Why can't I use someone else's e-mail and password to do reviews?** Our conferences are growing in size. This has led to a large number of reviewers working in the database, and an equally large number of reviewers, chairs, and authors constantly coming and going and changing records—with some individuals following directions and some not! It has become extremely difficult to track the status of reviews; who has done what, who has been contacted, how to contact a person who wrote a comment but didn't leave a name, etc. Communication

becomes difficult and errors are inevitable. By using unique identifiers, we can include reviewers' names and other helpful information in the review records. For example, if someone forgot to sign his/her name to a note but we need to contact that person with a question, with the unique identifier we can find out who that person was. Another example would be that we can save you some time by automatically signing your name to the notices authors receive.

- **Why is it important whether the author is registered?** IAIA HQ and the program chair will drop abstracts from the program if the primary author is not registered by the deadline.

The notice you send at acceptance informs authors that their place on the program is contingent upon their registration. You will send authors a "Final Acceptance Notice" at a later date, after the registration deadline and when the schedule is finalized. That final acceptance notice will confirm their place on the program and provide details such as date and time of presentation, length of presentation, reminder to submit full papers for proceedings, etc. The program chair will provide a template for you to use at that time.

- **Do the authors see these reviews?** No. Only the Program Committee and the other reviewers can see this page. You must always send the author an e-mail if you wish to convey information to the author.
- **Navigation tip:** Use the [New Search](#) link rather than your browser's "Back" button for best results.
- **Who reviews the posters?** The program coordinator and/or his/her designee(s).
- **What happens to abstracts that don't seem to fit anywhere?** Please notify Miguel (cc to Jennifer). Miguel will note and review these submissions and may assign some of these papers to established sessions, or may develop new sessions to accommodate the number of papers or different topics represented.
- **What information is included in the templates?** To see the template text, go to the reviewer home page (<http://www.iaia.org/conferences/iaia12/review/abstracts-search.aspx>). Templates are posted at the bottom of the page, in "Information for reviewers." Do not use these documents to contact authors; always use the online system.
- **Why doesn't IAIA get commercial abstract management system software?** Limitations of commercial systems, incompatibility with IAIA's Web software and membership database, and financial restraints have all been factors. IAIA reviews program management software on a periodic basis with the goal of finding one that may meet our needs. In the meanwhile, however, our in-house program is improving every year, and with our on-staff programmer we are able to customize and adapt to IAIA's unique challenges and test suggestions made for improvements.
- **What if I have a question or problem?** Contact Jennifer Howell (jen@iaia.org) at HQ if you have any questions about the process or these instructions. Please contact webmaster Jeff Torreson (webmaster@iaia.org) immediately if you experience any technical problems with the review pages. Contact Miguel Coutinho, IAIA12 program chair, (miguel.coutinho@ua.pt) with any questions regarding the program.

* **Indaba:** For topics not in the formal program and/or topics arising during the conference that delegates want to pursue through follow-up discussions. During the morning, participants post potential topics for discussion, and individuals interested in each topic sign up. If a topic generates sufficient interest, space is made available for the discussion to take place in the late afternoon.