

IAIA13 Review Templates

Acceptance notification

Thank you for submitting your abstract for presentation at IAIA13, "Impact Assessment: The Next Generation," to be held 13-16 May 2013 in Calgary, Canada.

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 15 February 2013. Please note that IAIA does not have funds available to pay registration and/or travel expenses for program participants.

Substitutions for presenting authors may be made in writing to jen@iaia.org until 15 January. 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 (http://www.iaia.org/conferences/iaia13/documents/Prelimpro_13%20web.pdf). 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 29 March (contingent upon your registration and payment of fees by 15 February).

You are encouraged to prepare a paper for review. A designated review coordinator (Loreley Fortuny, IAIA HQ) will arrange for two independent and anonymous reviews. Papers deemed acceptable by this process will be included in the conference proceedings on the IAIA website. If you submit a paper for peer review, you and/or your co-authors will be asked to conduct a 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 15 Marfh 2013. Reviews will be completed and comments sent back to you by 15 April. Revisions, if applicable, will be due 15 July. Please note that you must be registered, with fees paid, by 15 February, and present your paper at the conference in order to have your paper published in the online proceedings.

Current plans are to post draft papers online before the conference and for them to inform preparations for on-site discussions. Please do not hesitate to request guidance regarding the paper submission and review process from Loreley (impact@iaia.org).

You will also have the opportunity, assuming your submission is accepted, to post your PowerPoint presentation (for papers/speakers) or your poster (for poster authors) online as part of proceedings. When

you have received acceptance notification, you can use the "Edit My Abstract" option to modify your record. This is where you can upload both your PowerPoint slides or Poster, as well as your paper.

Feel free to contact me, or IAIA HQ (jen@iaia.org), if you have any questions about your abstract submission or the session. 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 IAIA13.

Regards,

[Reviewer's name is automatically inserted]

Hold Final Decision Pending Author Revision

[The text you write in the message to author box is automatically inserted]

Your submission can be found at <http://www.iaia.org/IAIA13/>. Click Submissions > Update Proposal or Update Abstract and then log on using the e-mail address and password you used when you submitted your abstract. When you are logged on, you can make the changes requested by the reviewer. Feel free to contact Jeff at webmaster@iaia.org if you have questions or problems submitting your changes or logging on.

[Reviewer's name is automatically inserted]

Reject Paper Abstract

Thank you for submitting your abstract for IAIA13, the 33rd annual conference of the International Association for Impact Assessment.

I regret to inform you that your submission is being declined due to one of the following reasons:

* The topic of your submission is not a suitable match to the scope of this association and/or to the theme of our 2013 conference, "Impact Assessment: The Next Generation." We encourage to attend the conference, as there are many ways to participate in addition to making a presentation, and we hope that you will consider a submission for next year.

* You have submitted multiple presentations, and this submission is being declined in favor of another.

Best wishes,

[Reviewer's name is automatically inserted]

