



IAIA13 Paper and Speaker Abstract Submissions Instructions for Chairs and Conveners

Thank you for being part of the team responsible for developing the final program for IAIA13 in Calgary.

You are receiving 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 you 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 co-chairs or staff at HQ for assistance any time you have questions or 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.

Please note that all presenters in your session, even if they are invited or are panellists or speakers other than typical paper presenters, will be required to submit an abstract, register and pay fees.

You may also be convening a session that does not accept submissions. We encourage you to read through this information anyway, as contains relevant information and will help you understand how the entire process is coordinated.

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

- **IAIA13 Technical Program Co-chairs**

Miles Scott-Brown | miles.scott-brown@int-env.ca
George Hegmann | george.hegmann@stantec.com

- **IAIA HQ Staff Contacts**

Jennifer Howell | jen@iaia.org
Publications/Meetings (main point of contact for general assistance/questions/program issues, etc.)

Jeff Torreson | webmaster@iaia.org
Webmaster (technical issues with web site)

Shelli LaPlante Schneider | info@iaia.org
Registrar (questions about registration, rates, etc.)

Loreley Fortuny | impact@iaia.org
Paper Review Coordinator (questions about the optional paper submission and review process)

SECTION I: Overview of Abstract Submission and Review Process

Sessions and Theme Forums

The technical program for IAIA13, as documented in the preliminary program (available at <http://www.iaia.org/conferences/iaia13/>), includes every theme forum and session proposal that was submitted and subsequently reviewed and accepted by the program co-chairs. All are listed on pages 9-23 and all have been grouped under conference thematic streams or under the banner of a Section, if the proposal was submitted under a Section topic. During the abstract submission process, authors are able to select the session they feel is best suited to their presentation.

As is usual, some new sessions may be developed since the printing of the preliminary program. As they are approved, those sessions are posted under Program > Program Updates (<http://www.iaia.org/conferences/iaia13/program-updates.aspx>) and included in the list of sessions that authors can choose from when they submit an abstract.

Still other sessions may need to be developed at a later date, 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 5 March). Theme forum conveners are notified separately about additional requirements for theme forums.

For the first time, IAIA13 session proponents were able to decide whether their sessions were open (anyone can submit an abstract), by invitation only (session chairs were required to contact their speakers, invite them, and provide them with a special code in order to control the abstracts being submitted to those sessions), or closed (no abstracts submissions were permitted due to the format of the session; e.g. a debate or facilitated discussion only).

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. When they submit their abstracts, authors choose the sessions they think best fit their paper topics. They are advised that their papers may be reassigned.

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

Presenting authors are also required to provide a short bio, which you can use to introduce them at the conference. The bios are included in a spreadsheet which will be sent to you at the appropriate time.

Abstract submissions closed on 31 December 2012 for the IAIA13 conference.

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.

Additionally, some session chairs who chose to accept papers by invitation only may find that they need another paper or two. They are welcome to review all submitted abstracts and, if they find a paper they would like to “steal,” to contact the chair of that session and request a transfer of the paper. Papers may be presented in one session only.

Our target date for completing reviews is 15 January. Reviews do not typically take a great deal of time, but if you are not able to comply with this date, please advise Miles, George, and Jennifer as soon as possible and we will be happy to help find a solution.

Double-Blind Paper Review Process and PowerPoint Slides (Proceedings)

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. That system has evolved now to include papers that went through the review process as well as those that didn't (they are grouped as reviewed and non-reviewed). Submitters of accepted abstracts will be informed about the optional paper 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.

Authors will be invited to post their PowerPoint slides online following the conference. This task will be handled by HQ.

Quality of Presentations and PowerPoint Slides

At the 2012 mid-term Board meeting, the Board discussed increasing conference quality as part of IAIA's Strategic Action Plan, as well as a response to conference feedback asking that presentations in general be improved. The Board therefore resolved to encourage presenters to send their PowerPoint slides to session chairs approximately one month in advance of the conference for review and to ask session chairs to help actively promote tips for effective and successful presentations and visual aids. This is a very new development and it is recognized that reviewing slides may be a time commitment that you may not be prepared to make. We will provide additional information as this concept develops, and further assess whether it is feasible for this year or if it should be initiated at IAIA14, so that all session chairs are aware of the responsibility up front at the time they make their session proposal.

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.

We have been working to make this very complicated review process as simple and as fast as possible for you, the reviewer.

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 > IAIA13 > Submissions > Program Committee Only (<http://www.iaia.org/conferences/iaia13/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 was submitted with the session proposal), and the password **review13iaia**.

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 Click the link(s) that shows your session(s) name

or under Search for Submissions and Complete Reviews, click the Format dropdown box and select **Paper**. (Posters are reviewed only by the program chair.)

or under Session, click the dropdown box and select your session or theme forum.
- 2.2 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. Please check to ensure the title is not truncated. If it is, add a message to the author asking him/her to update his/her record with a title that does not exceed to maximum is 55 characters.

Author: This is the name of the presenting author.

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

3.1 Read the submission in the "Abstract content" box.

3.2 Assign a status 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 option:
 - **Accept Paper Abstract.** This means you approve the abstract for your session. When you submit your review, an acceptance notice is sent to the author. You can add a personal note in the Message to Author box if you wish.
 - **Hold Final Decision Pending Author Revision.** This means that the submission has merit but may need additional work before you can accept it. This option does not have a template notice, but requires a note in the review box and a message to the author. 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.** This option allows you to reassign the abstract to a different session if you think it doesn't fit in yours. If you cannot find a suitable session, assign the abstract to "Other," and the program co-chairs will review it. You must put a note in the review box explaining why you feel the change is justified.

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

If you move an 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 suggesting.

- **Reject Paper Abstract.** This means the abstract is not appropriate for the conference under any criteria. 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 cannot find a suitable session, assign the abstract to "Other," and the program co-chairs will review it. If you do reject an abstract, you must make a note in the reviewer box and the message to the author box.
 - **Submit review with reviewer notes only.** This allows you to make notes in the "Reviewer Notes" box without requiring you to choose an acceptance status or send a message to the author. This option is helpful, for example, if you are reviewing submissions jointly and you want to leave a message for a co-chair.
- 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 notices. Click the [View emails](#) link to see all messages sent to the author.

3.3 Complete your review

- Click "**Submit Review**" to accept the paper and save your review. This option will send a template message to the author depending on the acceptance status you chose (i.e., submission was accepted or rejected).
- 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/tips to help you evaluate submissions:**
 - Is there a clear, direct relation between the submission and the purpose of your session?
 - Does the subject complement the other papers in 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?
 - Be aware not only of overall suitability of the proposed presentation, but details of the submission. For example, is the presentation title and/or summary statement truncated because it exceeded the maximum length allowed? If so, please ask the author to make appropriate revisions.
- **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 as well as the quality and quantity of face-to-face discussion time. 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. Never reject an abstract because it doesn't fit in *your* session; please assign it elsewhere.

The only other grounds for rejection would be if the author has submitted multiple abstracts. We have asked authors to limit their submissions to one or two. While that number is not set in stone, we strongly encourage you to check how many submissions an author has. (This can be done by searching in the Last Name field). If the author has several, you may need to confer with other session chair(s) to select the person's best one or two submissions if at all possible. The program chairs have the right to limit the number of sessions that one person may be involved in (including chairing, co-chairing, and presenting).

If the abstract does have some merit (and keeping in mind that language may be an issue), 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.

* **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.

- **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 February.

Be aware, also, that authors have been notified that they can expect to hear from their session chair on or before 1 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 review instructions 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 (i.e., the session chair or co-chair's e-mail address and password), we can include reviewers' names and other helpful information in the review records. For example, if a reviewer 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 reviewer was. Another example would be that we can save you some time by automatically signing your name to the template e-mail notices authors receive.
- **Why is it important whether the author or speaker 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.

- **I have invited speakers, panellists, or roundtable participants. Why do they have to submit an abstract, register, and pay fees?** We ask for an abstract so that we have their complete and accurate information on file and can contact them with important conference communications, and so that we have a summary statement of their position to include in the program.

Regarding fees, the primary reason for this is twofold: 1) because IAIA conferences are highly participatory, and our philosophy is that everyone attending, including those who are specialists or who are not "regular" IAIA people, can take something away from the conference as well as contribute to it; and 2) financially, we cannot do otherwise. IAIA is a non-profit organization, and we exist as an organization only by assuring that our meeting expenses are covered. Since 80% or more of the participants at the annual meetings are also speakers or presenters, we simply cannot waive any registration fees.

- **Do the authors see the 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?** Don't reject them; please move these papers to the "Other" session. The program co-chairs will re-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 I'm sending out?** To see the template text, go to the reviewer home page (<http://www.iaia.org/conferences/iaia13/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?**

Jennifer Howell | jen@iaia.org
 Publications/Meetings (main point of contact for general assistance/questions/program issues)

Jeff Torreson | webmaster@iaia.org
 Webmaster (technical issues with web site)

Shelli LaPlante Schneider | info@iaia.org
 Registrar (questions about registration, rates, etc.)

Loreley Fortuny | impact@iaia.org
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Miles Scott-Brown and George Hegmann
miles.scott-brown@int-env.ca | George.Hegmann@stantec.com
 IAIA13 technical program co-chairs (questions about the program)