

Conference information

LOCATION AND DATES

IAIA14 will take place from 8-11 April 2014 at the Enjoy Hotel and Casino in Viña del Mar, Chile, with adjunct events planned before, during and after the conference. Activities will take place at the hotel's conference center unless otherwise noted.

The address is Enjoy Hotel and Casino, Av San Martin 199, Vina del Mar 2520000, Chile. Tel.: 1-866-599-6674. <http://ingles.enjoy.cl/enjoy-vina-del-mar/varios/general-information>

LANGUAGE USED (CONFERENCE)

English is the primary language used at IAIA conferences. Some IAIA14 sessions will be held in Spanish, but unless otherwise noted, all sessions will be held in English.

FINAL PROGRAM

IAIA plans to have the final program available on the Web site approximately two weeks prior to the conference, and it will be distributed upon conference check-in or on-site conference registration at the congress centre.

The preliminary program contains the *tentative* schedule and plans; be sure to check the final program to confirm details of activities in which you would like to participate. Please note deadlines of registration for special events.

PUBLICATIONS

IAIA plans to publish full conference papers online following the conference. A Program Committee representative will contact you with details upon acceptance of your paper or poster abstract.

Participants are encouraged to submit their papers for possible publication in IAIA's journal, *Impact Assessment and Project Appraisal*. See www.tandfonline.com/r/iapa for submission information.

PRESENTATION EQUIPMENT

PowerPoint projectors and laptop computers will be provided in each session room. Presenters are responsible for arranging and paying in advance for any other equipment needed for their presentations. Contact IAIA HQ for price information and to order equipment before 15 February 2014. IAIA cannot guarantee that equipment will be available for on-site requests, and payment details will be required upon on-site inquiry.

BUSINESS SERVICES

To avoid equipment rental costs which would necessarily be passed on to delegates in the form of higher registration fees, IAIA does not provide copying, printing, computers or other business services or equipment on-site. Limited facilities for printing and copying are available at Enjoy for a fee.

Please plan to arrive prepared, or contact your hotel in advance to ensure that it offers any facilities you may need.

CONFERENCE ATTIRE

IAIA conferences are generally business casual.

MEALS

IAIA will provide lunches 8-10 April and coffee breaks 18-11 April.

Based on the data collected via registration forms, IAIA will estimate a percentage of vegetarian meals. This does not guarantee accommodation of individual preference.

If you have other dietary concerns, you are always welcome to ask a server; however, we cannot guarantee any special requests can be accommodated

VIDEO/AUDIO POLICY

Individuals officially identified by IAIA may photograph, videotape, and/or audiotape conference events. By attending the conference, you agree to allow your image to be used by IAIA. Presenting authors will indicate approval for their audio and/or video recordings to be broadcast online by IAIA during the submission process; those preferences will be honored. Individuals are not permitted to record with personal audio or video equipment or other recording devices such as cell phones, cameras, or recorders without prior permission from IAIA.

REGISTRATION AND FEES

All conference participants, including delegates, sessions chairs, invited speakers, organizers, exhibitors, and paper and poster presenters, are required to register for the conference at the full, student, or exhibitor registration rate. Contact IAIA HQ for information on exhibitor registration.

IAIA does not have funds available to pay registration and/or travel expenses for program participants.

Full and student registration fees entitle delegates to attendance at all sessions, coffee breaks 8-11 April, lunches 8-10 April, list of participants, delegate satchel, conference proceedings (as available), and special events, unless an additional fee is noted. A small portion of the fee is donated to carbon offsets.

Delegates will receive a name badge upon check-in. The badge is an official pass and must be worn to obtain entry to conference functions. If tickets are required for any events, they will be distributed by HQ.

IAIA members: If it is more convenient for you to pay your annual membership dues at the same time you register for the conference, please contact info@iaia.org for a combined invoice. IAIA will credit your account as having paid an annual 12-month membership fee which will begin on your regular membership anniversary date. Otherwise, you will receive an invoice for membership dues on your regular membership anniversary date. You can also renew your membership electronically if you register online.

Non-members: The non-member rate includes a one-year membership to IAIA, with an electronic subscription to IAIA's journal, *Impact Assessment and Project Appraisal*. Your one-year membership begins when IAIA receives your conference payment.

Student: The student rate includes a one-year membership. If you are a current member, your membership will automatically be extended one year from your anniversary date.

Affiliate members: Members of IAIA Affiliates having an active MoU with IAIA will be admitted to the conference at the IAIA member rate. This rate does not include IAIA membership. You must provide your Affiliate's number on the registration form to take advantage of this offer.

PAYMENT AND REFUND POLICIES

Registration fees should accompany the registration form. To qualify for the Early Bird rate, both the registration form and payment must be received by 24 January 2014.

Fees are accepted by MasterCard, Visa, or American Express and are charged in US dollars (USD). Checks or money orders made payable to IAIA in USD drawn on a US bank are also accepted, as well as cash in USD or Canadian dollars on site.

Any registration after 19 March 2014 must be made on-site. Official receipts for registrations made after 19 March 2014 will be issued after the conference.

IAIA will refund registration fees upon written request received before 19 March. A US\$75 processing fee will be retained. After 19 March, no refunds will be issued for cancellations or no-shows. Substitutions for paid registrants may be made in writing without financial penalty. Refunds will be issued after the conference.

INSURANCE AND LIABILITY

IAIA, the organizing committee, and the venue will not be responsible for medical expenses, accidents, losses or other unexpected damage to property belonging to conference participants, either during or as a result of the conference and during all tours and events. Participants are strongly advised to arrange their own insurance for health and accident, lost luggage and trip cancellation.