



Notification of Approved Session Proposal

Attention Potential Session Chairs: If your session was approved by the Program Committee, you will receive the following message via e-mail from the Committee between 1-19 September. Please set your spam filter to accept messages from "iaia.org" and "IAIAweb." IAIAweb is the address of the server that sends messages from the program committee to you via our online submission and review database, so do not reply to it.

Session ID#: [Autofills]
Session Format: [Autofills]
Title of Proposed Session: [Autofills]
Conference Theme or IAIA Section(s): [Autofills]

Dear [Name Autofills]:

Thank you for submitting your session proposal for IAIA15, "Impact Assessment in the Digital Era." You are receiving this message as the lead organizer of a proposed session. If you have co-chairs, please share this message with them.

We have reviewed your proposal and found that it meets preliminary acceptance requirements.

Congratulations - you may begin making your conference plans!

What's Next? Preliminary Program Invites Abstract Submissions

Your session will be listed in the online preliminary program, which will be posted in sections as conference information is developed, and will be complete in mid-October. Authors/delegates will be invited to submit abstracts for the listed sessions.

All participants in your session are required to submit an abstract, whether they are presenting an oral summary of a paper in a regular paper session, or they are an invited speaker, a debater, panelist, roundtable participant, etc. Preparation of an actual paper is optional, but an abstract is required so that IAIA has complete and correct information in order to provide the participants with important conference information and to prepare the final program.

Only abstracts submitted online, by the submission deadline, will be accepted.

Chairs/co-chairs may not make presentations in their own sessions.

Then You Will Review the Abstract Submissions and Plan Your Session

With this accepted session proposal, you have taken on the responsibility to do some preparatory work reviewing submissions that have been submitted to your session, as well as to chair this session on-site. As the time becomes appropriate, we will work with you regarding how to do abstract reviews and select the papers you want for your session, how to prepare your session plan, what to do if too many or no papers have been submitted for your session, how to modify your session if needed based on the papers received, what to expect on-site, what we would like to see in terms of outcomes from the sessions, and so forth.

Please review the descriptions of session formats in the preliminary program and plan accordingly based on the session format you have selected. For a typical paper session, the goal is to include a maximum of 4-5 papers.

Getting Your Session into the Final Program

Confirmation of your session on the final schedule next April will be contingent upon the number of papers received for it, final approval by the Program Committee, and IAIA Headquarters (HQ) receiving your registration and full payment of fees before 16 January. We reserve the right to withdraw your session or assign a different program chair if you are not registered with fees paid by 16 January. You are responsible for arranging your own funding; IAIA does not have funds available to pay registration or travel expenses.

You are encouraged to begin planning for funding and visa arrangements now, as the processes can sometimes take several months.

All presenters in your session, even if they are invited or are panelists or speakers other than typical paper presenters, will also be required to submit an abstract, register, and pay the published 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 not “regular” IAIA members, 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 the majority of the participants at the annual meetings are also speakers or presenters, we simply cannot waive or reduce any registration fees.

Session scheduling: Due to the very large number of sessions and the number of variables that must be taken into account when planning the session schedule, it is not possible to accommodate specific requests for session time slots, (e.g., to work around a travel schedule or to avoid scheduling against another session). If you are planning to chair a session, please plan to be available for the duration of the conference.

About Deadlines and Timelines

Please respect deadlines, as they are firm. NO exceptions will be made. IAIA and the IAIA15 program committee will be making a concerted effort to enforce deadlines this year. Why so strict? For your reference and for the authors with whom you will be corresponding later, the reasons are many. As our conferences grow larger, it is becoming more difficult for our volunteer committees and small staff to manage the sheer numbers of submissions and logistics. Extending deadlines is fundamentally unfair to

those who abide by them; it creates a domino effect whereby all other deadlines must be extended, which then shortens the significant amount of time needed for reviews, revisions, program preparation, the paper review process, communications, etc.; individually addressing “late” problems and queries is not an effective use of limited program committee and staff time; and it reflects on the professionalism and credibility of the organization as a whole. These are only some of the reasons it is important to plan and execute the planning schedule carefully.

Based on feedback from members and previous conference surveys, we are also attempting to make submission times longer and move timelines up a little earlier than in the past, to allow presenters more time to make funding and other arrangements once they know first that their presentations have been accepted and secondly when, specifically, they will be making their presentations. Based on previous feedback from session chairs and presenters, we also make an effort to avoid deliverables during the mid-December to early January time frame when many people are on holidays.

We also be advise all conference participants not to wait until the last minute to make registration arrangements, apply for travel documentation, or handle other time-sensitive tasks.

The Planning Schedule

Below is a preliminary planning schedule. Please take this opportunity to mark your calendar now so that you can plan accordingly. If you know that the busy times for session chairs will clash with your workload, please advise us now so that we can work with you to accommodate your schedule.

We will send detailed instructions on how to review abstracts in a detailed administrative capacity at the appropriate time.

Timeline of Session Chairs' Major Activities/Tasks (please mark your calendar)

1-12 December 2014	Review abstracts
17-18 December	Re-review revised abstracts as needed
16 January 2015	Registration deadline for session chairs and authors
26 January-6 February	Prepare session plans
18-27 February	Review the compiled schedule prepared by the program chair
8-13 March	Contact authors with final instructions

If You Have Questions

In the meantime, please free to contact IAIA HQ (jen@iaia.org) if you have any questions. Please include your full name and the title of your session above when contacting us. This will help us to respond to you most quickly and accurately.

Thank you for your interest. We look forward to working with you on a successful IAIA15.

IAIA15 Program Committee
Giuseppe Magro, Program Chair

Please save this information for reference.