



Abstract Successfully Submitted

Attention Potential Presenting Author: Upon successful submission of your abstract, you will immediately see the following confirmation notice on your screen, followed by the same message via e-mail. If you did not receive the following message, your abstract was not successfully submitted. Please try again, or contact Carlos (webmaster@iaia.org) for assistance if you are having difficulty.

The deadline for abstract submissions is 28 November (submissions close at 11:59pm US Central Standard Time). It is your responsibility to address questions about submissions before 28 November, so that if there is a problem, we can still help you make the submission on time. Be sure to print and/or save the confirmation of submission notices for reference in case of a problem or question.

Abstract Successfully Submitted

This is an automated message. Please do not reply.

Abstract ID#: [Autofills]

Format (paper or poster): [Autofills]

Title of Paper or Poster: [Autofills]

Preferred Session: [Autofills]

Dear [Presenting Author Name Autofills]:

Thank you for your interest in IAIA15! Your paper or poster submission has been received.

Please read the following information carefully, mark your calendar with important dates and deadlines, and save this message for reference.

Check your submission for accuracy

Please check your confirmation and ensure that all of your contact information, the title of your presentation, and your summary are complete and correct, as they will be printed as you have submitted them. In particular, please ensure that your presentation title and summary statement are not truncated due to character and word limits.

It is your responsibility to make the changes online or to send questions about submissions to HQ *before* the deadline of 28 November, so that we can still help you make the changes or input the submission on time.

Changes may not be made during or following the review period.

Communications from IAIA

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. Please

contact HQ (jen@iaia.org) if you do not receive this message in a follow-up e-mail or notifications from the program committee by the deadline dates below.

About acceptance notification

You will receive an e-mail from an IAIA15 program committee member or your session chair regarding your abstract's acceptance status by 12 December. Be sure to save your notification for reference in case of a problem or question. If you have not received an e-mail notifying you on the status of your submission by 12 December, please notify jen@iaia.org with your name and submission ID number.

If your abstract is accepted: Notification of presentation time

If your abstract was accepted, your session chair will contact you between 9-13 March to provide you with the schedule, including the date and time of your presentation, the amount of time you will have to speak, and other final information and instructions. Be sure to save that information for reference in case of a problem or question. If you have not received an e-mail from your session chair with this information by 14 March, please notify jen@iaia.org with your name and submission ID number.

Please plan to be available for the duration of the conference. 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).

Please use your abstract ID number

Please reference your submission number and provide your name if you need to contact IAIA about your submission; this will help Headquarters staff and the Program Committee respond to you most quickly. Inquiries may be sent to Headquarters in care of Jennifer Howell (jen@iaia.org).

Presenting author registration, funding, and visa application

Registration is open from 10 November. Presenting authors are required to register and pay fees by 15 January 2015. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full.

If you have extenuating circumstances which would require later payment, please contact jen@iaia.org to make arrangements prior to 15 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.

Presenting author substitutions

Substitutions for presenting authors may be made online until 28 November. The substitute must be an original co-author, must not be giving more than 2 presentations already, and will be listed as the presenting author in conference documents.

Making changes to your submission via your dashboard

You will need your submission number and password if you wish to make any changes to your submission; updates will be accepted until 28 November. Changes will not be allowed after 28 November, as your abstract may not be changed during or following the review period.

Paper review program and proceedings

If your submission is accepted, you will be encouraged to participate in an optional paper review program. If you wish to participate, you would prepare a 5-page paper, which will be posted online prior to the conference to begin discussion. The draft paper would be due 14 February, would be reviewed by two persons and posted online for feedback prior to and during the conference. You would prepare the final version, incorporating feedback you have received, by 26 June for posting online as part of conference proceedings. If you choose to participate in this program, you will be asked to review two papers as well. You must make the presentation at the conference in order for the paper to be included in the proceedings. Specific preparation instructions will be provided with your acceptance notification.

The preliminary program

The preliminary program and registration materials are posted online. Registration opens in November.

A note about deadlines

Deadlines will be strictly enforced in order to ensure efficient, fair, and professional management. NO exceptions will be made. **Please mark your calendar with important conference dates and plan so that your activities take place well before deadlines** to avoid unforeseen or unavoidable delays in your schedule, to avoid technical overloads or human error caused by last-minute "traffic jams," and to give HQ and Program Committee members time to help you if needed.

Thank you for your interest in IAIA15.

*****Please save this information for reference.*****