



Notification of Abstract Acceptance

Attention Potential Poster Presenter: If your abstract was approved by the Program Committee, you will receive the following message via e-mail from the Committee by 12 December. 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.

Abstract ID#: [Autofills]
Format (paper or poster): [Autofills]
Title of Paper or Poster: [Autofills]
Preferred Session: [Not applicable]
Dear [Presenting Author Name Autofills]:

Thank you for submitting your poster abstract for presentation at IAIA15, to be held April 2015 in Florence, Italy.

Congratulations! I have reviewed your poster abstract and found that it meets preliminary acceptance requirements set forth by the Program Committee.

POSTER PREPARATION

As you prepare your poster, please make every effort to relate it to the conference theme. Tips on poster preparation and criteria for the Best Poster Award are available at http://conferences.iaia.org/2015/say_it_with_a_poster.php. Preparation details such as dimensions will be provided to you between 26 January – 6 February.

PRESENTING AUTHOR REGISTRATION

Confirmation of your poster 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 16 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 must attend and present the poster at the conference in order to be included in the program and proceedings.

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

AUTHOR SUBSTITUTIONS

Substitutions for presenting authors may be made in writing to jen@iaia.org until 16 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.

CHANGES TO SUBMISSION

No changes to the title or text of your submission will be accepted during or following the review period (after 28 November).

PRELIMINARY PROGRAM AND REGISTRATION

The preliminary program, including registration materials, is posted online (http://conferences.iaia.org/2015/preliminary_program.php). Registration is open from 10 November. The registrar at HQ will provide confirmation when your registration and fees have been received and processed.

DATE, TIME AND LOCATION OF YOUR PRESENTATION

You will receive final confirmation of your place on the program as well as the time and date and other information about the poster session between 9-13 March (contingent upon your registration and payment of fees by 16 January).

OPTIONAL 5-PAGE PAPER

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 14 February 2015. Reviews will be completed and comments sent back to you by 20 March. Revisions, if applicable, will be due 26 June. Please note that you must be registered, with fees paid, by 16 January and you must display your poster at the conference in order to have your paper published in the online proceedings.

Current plans are to post completed 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).

QUESTIONS?

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 abstract submission number when contacting us. This will help us to respond to you most quickly.

Thank you for your interest, and we look forward to working with you on a successful conference.

[Reviewer's Name]

IAIA15 Program Committee

Giuseppe Magro, Chair

Please save this information for reference.