



Guidelines and Policies For Potential Session Chairs

To ensure a smooth session proposal submission and follow-up process, please note the following guidelines, policies, and tips.

Potential session organizers are required to check the bottom of this form confirming that they have read and understand this information before completing the submission process.

Session Organizer

Please ensure that the person who will be chairing the session at the conference (hereinafter referred to as “you”) is listed as the “Lead Chair.” Do not submit abstracts on behalf of someone else. If it is absolutely necessary, be sure to enter the other person as the lead chair. This ensures that the submission record is correct and the person acting as the primary contact to the program chair receives important conference communications.

Number of Submissions

Submissions and presentations (session and/or paper or poster) are limited to two by the same person. (E.g., a person may 1) Chair or co-chair two sessions, 2) May present two papers in two sessions, 3) May present one poster and be a panelist in a session, 4) may chair one session and present a paper in another session, etc.)

Last-minute changing of session chairs and presenting authors is not permitted, and any substitute may not already be presenting more than one time (for two sessions maximum).

The session organizer may not present in his/her own session.

Confirmation of Submission

Upon successful submission of your session proposal, you will receive an immediate online confirmation notice followed by an e-mail notice. If you do not receive these messages, do not assume your proposal has been submitted. Please try again, or contact Carlos (webmaster@iaia.org) for assistance if you are having difficulty.

The deadline for abstract submissions is 5 September (submissions close at 11:59pm US Central Standard Time), and it is your responsibility to address questions about submissions before 5 September, 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.

About Theme Forum Proposals

If you have submitted a proposal for a theme forum, please note that final selection of theme forums is a competitive process. The theme forums accepted and listed in the preliminary program are considered tentative and will not be confirmed for the final program until a final review based on additional criteria. The Program Committee will provide the criteria to you upon notification of preliminary acceptance.

Language

The primary language of the conference is English, and your submission should be submitted in English.

Registration, Funding and Visas

Please submit your session proposal only if you have a budget to attend the conference or are very likely to have funding available by the registration deadline. 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.

Please note that session chairs are required to register and pay fees by 16 January 2015. At that time, you will be replaced as session chair if you are not yet registered with fees paid in full. If you have extenuating circumstances which would require later registration and/or payment, it is your responsibility to contact jen@iaia.org to make arrangements prior to 16 January.

Deadlines

Please respect deadlines, as they are firm. NO exceptions will be made.

Both presenters and session chairs are required to register and pay fees by 16 January 2015. At that time, your session will be cancelled or an alternate session chair will be selected if you are not yet registered with fees paid in full.

Please mark your calendar with important dates and plan so that your activities take place well before deadlines in order to avoid unexpected work or travel conflicts, technical problems, in case you need assistance, or other delays.

Publication Notice

IAIA reserves first publication rights on all conference materials. A release from IAIA must be obtained by conference participants who wish to publish elsewhere.

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 (please allow 48 hours) or notifications from the program committee by the deadline dates noted on the IAIA15 web site.

[] I have read and understood the above guidelines and policies.