Session Proposal Successfully Submitted

Attention Potential Session Chairs: Upon successful submission of your session proposal, 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 proposal was not successfully submitted. Please try again, or contact Carlos (webmaster@iaia.org) for assistance if you are having difficulty.

The deadline for session proposals is 5 September (submissions close at 11:59pm US Central Standard Time). 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.

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Session Proposal Successfully Submitted

This is an automated message. Please do not reply.

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

Dear [Name Autofills]:

Thank you for your interest in IAIA's annual conference, to be held 20-23 April 2015 in Florence, Italy. This year's theme is "Impact Assessment in the Digital Era."

PROPOSAL RECEIVED
You have successfully submitted your session proposal. Please read the following information carefully, mark your calendar with important dates, and save this message for reference.

PLEASE CHECK YOUR SUBMISSION
Should your proposal be accepted, the text and contact details will be printed in the preliminary program and/or referenced by the program committee as you have submitted them. Please be sure all information is correct.

In particular, please check the title and summary statement to ensure that they are not truncated due to character and word limits. Changes will be accepted until 31 August.

NOTIFICATION OF ACCEPTANCE STATUS
You will receive an e-mail from the IAIA15 Program Committee regarding your session proposal's acceptance status between 1-19 September.

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. Should your proposal be accepted, the Program Committee will provide the criteria to you upon notification of preliminary acceptance.

REGISTRATION AND 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. Panelists, roundtable members, or any other invited speakers are required to submit an abstract and register by 16 January. If they do not submit an abstract and register with fees paid by posted deadlines, they will not appear in the final program

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

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

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.

PROGRAM INFORMATION
Preliminary program and registration information will be posted online as it becomes available. Registration will open 10 November.

QUESTIONS?
Please reference your session ID 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).
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This is an automated message. Please do not reply.
Please save this information for reference.