



If you successfully submitted your session proposal via the online form, you will receive the following message online and in a follow-up e-mail.

IAIA16 Japan Session Proposal Successfully Submitted

Session ID#: [Autofills with the session ID number]

Dear [Session Chair's Name]:

Thank you for your interest in IAIA's annual conference, to be held 8-15 May 2016 in Nagoya, Japan. This year's theme is Resilience and Sustainability.

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

If your proposal is accepted, the text and contact details will be printed in the preliminary program and used by the program committee as you have submitted them. Please be sure all information is correct.

In particular, please check email addresses for typos, and the title and summary statement of your proposed session to ensure that they are not truncated due to character and word limits. If your text exceeds the limits and you do not correct it by the submission deadline, it will be edited on your behalf.

How to Edit Your Submission/Access Your Dashboard

From the IAIA16 home page (conferences.iaia.org/2016/), click Submissions > Submit a Session Proposal > Update or Edit Session Proposal. Log in using the user name and password you created. This will take you to your "dashboard," where you can edit your submission and view its acceptance status.

Changes will be accepted until the submission deadline, 31 July 2015.

Notification of Acceptance Status

You will receive an e-mail from the IAIA16 Program Committee regarding your session proposal's acceptance status between 3-14 August 2015.

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

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.

Registration

Session chairs and co-chairs are required to register and pay fees by 5 February 2016. 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. All presenters/speakers in the session are also required to register by 5 February.

If you have extenuating circumstances which would require later registration and/or payment, it is your responsibility to contact IAIA HQ (info@iaia.org) to make arrangements for an extended deadline prior to 5 February.

You must attend the conference and chair your session(s) in person.

Please note that anyone who is to be listed as a participant in your session, whether an invited speaker, panelist, workshop participant, etc. must submit an abstract online and register for the conference by the published deadlines.

Deadlines and Registration Policies

Please respect deadlines, submission guidelines, and registration policies, as they are firm. No exceptions will be made.

You are encouraged to mark your calendar with important dates and make plans before deadlines in order to avoid unexpected work or travel conflicts, technical problems, 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." These messages are from an automated system, so do not reply to them; always use the names and addresses provided in the messages you receive.

Please take note of the notification deadlines. If you are not receiving confirmation or other notices from IAIA via email as scheduled, please 1) check the status of your submission and download information from your dashboard, and 2) check that the e-mail address you submitted is correct and that your spam filter is not blocking messages.

If you are not receiving expected communications either via e-mail or on your dashboard, it is your responsibility to let us know, so that we can assist you in time to ensure that you remain on the program.

Program Information

Preliminary program and registration information will be posted online as it becomes available. Registration will open 1 November 2015.

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).

A copy of the session proposal you submitted is included here.

This is an automated message. Please do not reply.

Please save this information for reference.