



Notification of Approved Session Proposal

Attention Potential Session Chairs: If your session was approved by the Program Committee, you would have received the following message via e-mail from the Committee between 3-14 September. If you did not, please check to ensure that your spam filter is set 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.

Session ID#: [Autofills]

Title of Proposed Session: [Autofills]

Dear [Name Autofills]:

Thank you for submitting your session proposal for IAIA16, "Impact Assessment: Resilience and Sustainability." You are receiving this message as the lead organizer of a proposed session. If you have co-chairs, please share this message with them.

We have reviewed your proposal and found that it meets preliminary acceptance requirements.

Congratulations - you may begin making your conference plans!

What's Next? Preliminary Program Invites Abstract Submissions

Your session will be listed in the online preliminary program, which will be posted in sections as conference information is developed, and will be complete in mid-October. Authors/delegates will be encouraged to submit abstracts for the listed sessions.

All participants in your session are required to submit an abstract, whether they are presenting an oral summary of a paper in a regular paper session, or they are an invited speaker, a debater, panelist, roundtable participant, etc. Preparation of an actual paper is optional, but an abstract is required so that IAIA has complete and correct information in order to provide the participants with important conference information and to prepare the final program.

Only abstracts submitted online, by the submission deadline, will be accepted.

You may not submit abstracts for your own session.

Then You Will Review the Abstract Submissions and Plan Your Session

With this accepted session proposal, you have taken on the responsibility to do some preparatory work reviewing abstracts that have been submitted to your session, as well as to chair this session on-site.

During the abstract review phase (see timeline below) we will work with you regarding how to do reviews and select the presentations you want for your session, how to prepare your session plan, what to do if too many or no papers have been submitted for your session, how to modify your session if needed based on the papers received, what to expect on-site, what we would like to see in terms of outcomes from the sessions, and so forth.

Prior to the review period, you may see what papers are being submitted to your session via the public page (www.iaia.org > IAIA16 > Submissions).

Getting Your Session into the Final Program

Confirmation of your session on the final schedule will be contingent upon the number of papers received for it, final approval by the Program Committee, and IAIA Headquarters (HQ) receiving your registration and full payment of fees by 5 February 2016. We reserve the right to withdraw your session or assign a different program chair if you are not registered with fees paid by 5 February. 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.

Note: All presenters in your session, even if they are invited or are panelists or speakers other than typical paper presenters, will also be required to submit an abstract, register, and pay the published fees. The primary reason for this is twofold: 1) because IAIA conferences are highly participatory, and our philosophy is that everyone attending, including those special speakers who are not “regular” IAIA members, can take something away from the conference as well as contribute to it; and 2) financially, we cannot do otherwise. IAIA is a non-profit organization, and we exist as an organization only by assuring that our meeting expenses are covered. Since the majority of the participants at the annual meetings are also speakers or presenters, we simply cannot waive or reduce any registration fees.

Session scheduling: If you are planning to chair a session, 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 your travel schedule or to avoid scheduling against another session).

About Deadlines and Timelines

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

Why so strict? For your reference and for the authors you will be working with later, the reasons are many: Extending deadlines or allowing exceptions is fundamentally unfair to those who abide by them. As our conferences grow larger, it is becoming more difficult for our volunteer committees and small staff to manage the sheer numbers of submissions and logistics. Allowing exceptions creates a domino effect whereby all other deadlines must be extended, which then shortens the significant amount of time needed for reviews, revisions, program preparation, the paper review process, communications, etc. Individually addressing “late” problems and queries is not an effective use of limited Program Committee and staff time. Poor time management reflects badly on the professionalism and credibility of the organization as a whole. These are only some of the reasons it is important to plan and execute the planning schedule carefully.

Based on feedback from members and previous conference surveys, we are also attempting to make submission times longer and move timelines up a little earlier than in the past, to allow presenters more time to make funding and other arrangements once they know first that their presentations have been accepted and secondly when, specifically, they will be making their presentations. Also based on previous feedback from session chairs and presenters, we make an effort to avoid deliverables during the mid-December to early January time frame when many people are on holidays.

We also advise all conference participants not to wait until the last minute to make registration arrangements, apply for travel documentation, or handle other time-sensitive tasks.

The Planning Schedule

Below is a preliminary planning schedule. Please take this opportunity to mark your calendar so that you can plan accordingly. If you know that the busy times for session chairs will clash with your workload, please advise us now so that we can work with you to accommodate your schedule.

We will send detailed instructions on how to review abstracts in a detailed administrative capacity at the appropriate time.

4-18 December 2015	Review abstracts
5 February 2016	Registration deadline for session chairs and authors
15-29 February	Prepare session plans
15-22 March	Review the compiled schedule prepared by the program chair
1-8 April	Contact authors with final instructions
11-14 May	Chair session on-site

If You Have Questions

Please free to contact IAIA HQ (jen@iaia.org) if you have any questions. Please include your full name and the title of your session above when contacting us. This will help us to respond to you most quickly and accurately.

Thank you for your interest. We look forward to working with you on a successful annual conference.

The IAIA16 Program Committee

Sachihiko Harashina, Program Co-Chair

Takehiko Murayama, Program Co-Chair

Please save this information for reference.