



## Abstract Successfully Submitted

Thank you for your interest in IAIA20! Your abstract submission has been received. Please read the following information carefully, mark your calendar with important dates and deadlines, and save and/or print this message.

### Check your submission for accuracy! In particular, please check the following:

- Is your name spelled correctly?
- Is your contact information complete and correct, with no typos in your e-mail address?
- **Is the title of your presentation complete? If not, it has exceeded the character limit. Please enter a shorter title.**
- Is your abstract complete? If not, it has exceeded the word limit. Please edit your abstract to meet the word limit.
- **Is your summary statement complete? If not, it has exceeded the word limit. Please edit your summary statement to meet the word limit.**

To make changes to your submission, go to <http://conferences.iaia.org/2020/abstract/>.

It is your responsibility to make any corrections online or send questions about submissions to HQ before 31 October 2019, so that we can help you make the changes on time. **If your text exceeds the character or word limit and you do not correct it by this date, it will be edited on your behalf.**

### Making changes to your submission

To edit your submission, use the "Login" link from the confirmation of submission e-mail you received when you submitted your abstract.

Updates or changes will be accepted until 31 October. Changes will not be accepted after that date, as reviews begin immediately following the close of submissions and your abstract may not be changed during or following the review period.

### **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 take note of the notification deadlines. If you are not receiving confirmation or other notices from IAIA via email when you should, please check that the e-mail address you submitted is correct and that your spam filter is not blocking messages. If you are still not receiving expected communications after checking your address and spam filter, it is your responsibility to let us know so that we can assist you in time to ensure that you remain on the program.

### **About acceptance notification**

You will receive an e-mail from a program committee member or your session chair regarding your abstract’s acceptance status by 5 December 2019. If you have not received an e-mail notifying you of the status of your submission by that date, please contact [jen@iaia.org](mailto:jen@iaia.org) with your name and the title of your submission. Please be sure you have followed the instructions above in “Communications from IAIA” before contacting us.

### **If your abstract is accepted: Notification of presentation time**

If your abstract is accepted, your session chair will contact you between 22-24 April 2020 to provide you with the schedule, including the date and time of your presentation, the amount of time you will have to speak, and other final information and instructions. If you have not received an e-mail from your session chair with this information by that date, please notify [jen@iaia.org](mailto:jen@iaia.org) with your name and the title of your submission.

Please note that **individual requests for specific presentation dates and/or times cannot be accommodated** due to the very large number of presentations and other factors that the program committee must consider when scheduling the overall program.

## **Presenting author registration**

Presenting authors are required to register and pay fees by 12 February 2020. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full. (No exceptions.)

The presenting author must attend and present the paper or poster at the conference in order to be included in the program and proceedings.

## **Funding and visa application**

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.

## **Presenting author substitutions**

Changing or substituting the presenting author is permitted until the presenting author registration deadline of 12 February. You may make this change yourself through 31 October (see above instructions for making changes to your submission). Between 1 November and 12 February, send changes to [jen@iaia.org](mailto:jen@iaia.org); include your name and the title of your presentation with your request.

The substitute must be registered for the conference at the time of the substitution, must be an original co-author, must not exceed the 1-session per person rule, and will be listed as the presenting author in conference documents.

No changes to the presenting author may be made after 12 February. If the original presenting author is unable to attend and make the presentation after this date, the presentation will be removed from the program.

## **Number of submissions**

Please keep in mind that participation as a chair/co-chair or speaker/presenter is limited to one session per person. If your name is attached to more than one session as a session chair, a session

co-chair, or as a presenting author, only your first submission will be considered. Additional submissions and/or your name will be dropped from the program without further notice.

### **Optional paper submission**

If your submission is accepted, you will be encouraged to submit an optional discussion paper. If you wish to participate, you would prepare a 5-page paper, which will be posted online prior to the conference to begin discussion. The draft discussion paper would be due 25 May 2020 and would be available online prior to and during the conference for people to read and prepare questions. Following the conference, a final version of the paper would be due 31 July 2020 and would constitute part of the conference proceedings. Note: this is not a formal peer review process.

Additional specific preparation instructions will be provided with your acceptance notification.

### **A note about deadlines**

Please respect deadlines, as they are firm. NO exceptions will be made. **Please mark your calendar with important conference dates and plan so that your activities take place well before deadlines** to avoid unforeseen or unavoidable delays in your schedule, to avoid server overloads or technical problems, and to give HQ and Program Committee members time to help you if needed.

### **Preliminary program and registration materials**

The preliminary program is posted approximately 1 October, and updates will be provided as the program develops.

Registration will open approximately 1 October.

**Thank you!**

**We look forward to seeing you in Seville!**

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[A copy of the abstract submission information is provided here.]

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**\*\*\*Please save this information for reference.\*\*\***