



IAIA22: Submit an Abstract

Guidelines and Policies for Potential Paper or Poster Presenters

Thank you for your interest in IAIA's annual conference, to be held 4-7 May 2022 in Vancouver, Canada, together with complementary virtual components. This year's theme is "Confidence in Impact Assessment: Policies, partnerships and public involvement."

To ensure a smooth abstract submission and follow-up process, please note the following information, guidelines, and policies.

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

All Presenters/Speakers Must Submit an Abstract

A "paper" is the oral summary of the findings of a prepared paper, research, or project. Even if you do not have a written paper and/or do not expect to prepare a written paper, i.e., if you are an invited speaker, panelist, workshop participant, etc., you are considered a "paper" presenter and must submit an abstract. The abstract is the summary of what you will be presenting or discussing.

In a poster session, there is no formal oral presentation; instead, the author is assigned a display area on which diagrams, graphics, data, pictures/photos, and a small amount of text are presented. The abstract is the summary of what you will be presenting visually.

Four options for abstract submissions are available:

1. Submit a Paper abstract for in-person presentation in Vancouver
2. Submit a Paper abstract for pre-recorded video presentation to be posted online
3. Submit a Poster abstract for in-person presentation in Vancouver
4. Submit a Poster abstract for pre-recorded video presentation to be posted online

[See more about the in-person and virtual components of IAIA22.](#)

Abstract Information

The following information will be requested in the online form when you submit your abstract.
* indicates a required field.

1. ***Presenting author first and last name, *e-mail address, *company, *country, Twitter handle, and LinkedIn Profile.**
2. If applicable, **co-author(s) first and last name, e-mail address, company, and country.**
3. ***Title of your preferred session and how you plan to make your presentation (in person or virtual).** Session descriptions are available at <https://conferences.iaia.org/2022/sessions.php>. Look for "Open" sessions. Note that some sessions do not accept abstracts, some sessions accept abstracts only by invitation of the session chair, and some sessions are for pre-recorded video presentations only.
4. ***Title of your paper/presentation or poster** (limit 75 characters, including spaces)
5. ***Abstract** (limit 1600 characters, including spaces/approximately 250 words) This text is used by the Program Committee to assess the quality and potential of the presentation.
6. ***Summary statement** (limit 190 characters, including spaces/approximately 30 words) This text will be included online and in the mobile app to summarize your presentation for attendees.
7. ***Presenting author bio** (limit 190 characters, including spaces/approximately 30 words) Your session chair will use this information to introduce you to attendees in Vancouver (if applicable), and it will be included in both the online Pathable platform and the mobile app.
8. ***Indication of video permission/release**

Presenting Author

Do not submit an abstract on behalf of someone else. This ensures that the submission record is correct and the presenter receives important conference communications from the beginning of the process.

Please ensure that the person who will be making the presentation at the conference or speaking on the recording (hereinafter referred to as "you") is listed as the "Presenting Author," even if that person is not, e.g., the lead writer or researcher of the paper or project.

If you choose in-person presentation, you must attend the conference and make your presentation in person in Vancouver. If you choose recorded presentation, you must submit your recording by the provided deadline (to be announced at a later date).

Session chairs/co-chairs may submit abstracts to the sessions they are chairing in person in Vancouver; however, they should plan to be the last speaker in the session.

Number of Submissions

Participation as a session chair, a session co-chair, or a presenting author of a paper or poster is limited to one session per person, whether in-person or recorded.

For example, you may 1) chair one session, 2) co-chair one session, or 3) be the presenter of one paper or one poster. You may be a co-author of a paper and/or a poster (i.e., not the person making the presentation) an unlimited number of times.

If your name is attached to more than one submission as a session chair, co-chair, or presenting author, only your first submission will be considered. Additional submissions and/or your name on additional submissions will be dropped from the program without further notice.

Changing or substituting session chairs is not permitted after the session chair/presenting author registration deadline of **2 February 2022**. A substitute may not exceed the one session-per-person rule.

Changing the format of the presentation is not allowed after it has been submitted. If you cannot make the presentation in the format in which you originally submitted it, the presentation will be withdrawn from the program.

Submission Deadline and Confirmation of Submission

The deadline for abstracts is **8 November 2021**. Submissions close at 11:59pm US Central Standard Time. **(No exceptions.)** It is your responsibility to address questions about submissions to HQ *before* this date so that if there is a problem, we can still help you make the submission on time.

All abstracts must be submitted via the online form. Abstracts not sent via the online form will not be considered.

Upon successful submission of your abstract, you will receive an automatic e-mail notice. Be sure to save the confirmation of submission notice for reference in case of a problem or question. If you do not receive the notice, please check your spam filter (see "Communications from IAIA" below.) If it is not there and you have not received a notice, your abstract has not been successfully submitted. Please try again, or contact jen@iaia.org for assistance.

Language

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

Registration

Presenting authors are required to register and pay fees by **2 February 2022**. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full. (No exceptions.)

Registration is available online beginning in October.

Funding and Visas

If you plan to attend in-person, please submit your abstract only if you have a budget to attend the conference or are very likely to have funding available by the registration deadline. You are encouraged to begin planning visa arrangements now, as the process can take several months.

If you plan to record your presentation, please submit your abstract only if you have a budget to pay the registration fee.

You are responsible for arranging your own funding; IAIA does not have funds available to pay registration or travel expenses.

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." 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, in the first instance, please 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, it is your responsibility to let us know so that we can assist you in time to ensure that you remain on the program.

[] I have read, understood, and agree to comply with the above information, guidelines, and policies.

[Continue to Abstract Submission]