



## Abstract Successfully Submitted

Thank you for your interest in IAIA22! 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?
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- **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.
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To make changes to a paper submission, go to

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To make changes to a poster submission, go to

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It is your responsibility to make any corrections online or send questions about submissions to HQ before 8 November 2021, 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

Updates or changes will be accepted until 8 November. 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 technical program committee member or your session chair regarding your abstract's acceptance status by 6 December 2021. 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.

## **Presenting author 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.)

In order to be included in the program and proceedings, the presenting author must either attend and present the paper or poster at the conference in person in Vancouver (if submitting an in-person presentation) or send the required recording by the specified date (if submitting a recorded presentation).

## **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 2 February 2022. You may make this change yourself through 8 November (see above instructions for making changes to your submission). Between 9 November and 2 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 2 February. If after this date the original presenting author is unable to attend the conference to make the presentation or to prepare the pre-recording by the specified deadline, the presentation will be removed from the program.

## **Number of submissions**

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 4 May 2022 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 30 June 2022 and would constitute part of the conference proceedings. Note: this is not a formal peer review process. Additional specific preparation instructions would 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 in October.

**Thank you!**

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

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