



## Your Session Proposal Has Been Approved

Session ID#: [Autofills]

Title of Proposed Session: [Autofills]

Dear [Name Autofills]:

Thank you for submitting your session proposal for IAIA22, "Confidence in Impact Assessment: Policies, partnerships and public involvement" to be held 4-7 May 2022 in Vancouver, Canada. You are receiving this message as the lead organizer of a proposed session. If you have a co-chair, please share this message.

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 early October. Presenters will be encouraged to submit abstracts for the listed sessions.

Chairs of Open-by-Invitation-Only sessions will receive a message containing some additional information and a private URL to send to their invitees.

**Every participant in your session who is to be listed in the final program is required to submit an abstract**, whether a paper presenter, panelist, debater, workshop participant, etc. If you are running a panel, a debate, or some other session format where you do not expect speakers or participants to present a "paper" or make a formal presentation, those individuals must still submit some information via the abstract submission form for their names to be included in the final program. You can advise them that for the "Abstract" they can simply put their name, and in the 30-word "Summary Statement" they should write in how the final program should identify them. Depending on what information you want to provide to attendees in the final program, this could include the person's organization, country, position statement, area of expertise, or other information.

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

### **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 by going to <https://conferences.iaia.org/2022/> > Submissions > Proposed Presentations.

### **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 2 February 2022. We reserve the right to withdraw your session or assign a different program chair if you are not registered with fees paid by 2 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, by the noted deadlines.** 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 large number of sessions and the number of variables that must be taken into account when planning the program, it is not possible to accommodate specific requests for session time slots, (e.g., to work around your travel schedule).

### **About Theme Forum Proposals**

Just a reminder: 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, which will be due with your session plan. If you do not meet all acceptance criteria as outlined in the theme forum guidelines, your session proposal will be placed in the program as a concurrent session. Theme forum guidelines are available at <http://conferences.iaia.org/2022/guidelines-and-policies.php>.

### **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 presenters 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.

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**

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 ahead of time 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.

6 September – 8 November 2021	Abstract submissions accepted
16 – 29 November 2021	Review abstracts
2 February 2022	Registration deadline for session chairs and authors/presenters
23 February – 8 March 2022	Prepare session plans
23-28 March 2022	Review the compiled schedule prepared by the program committee
4 – 8 April 2022	Contact authors with final instructions
4 – 7 May 2022	Chair session on-site

### **If You Have Questions**

Please free to contact IAIA HQ ([jen@iaia.org](mailto: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 IAIA22 Technical Program Committee**

Celesa Horvath (Chair)

Steven Begg

Jody Bremner

Lindsay Luke

Charlie Palmer

Catherine Kerr-Smith

David Bancroft

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