



IAIA23: Guidelines and Policies for Potential Session Chairs

Thank you for your interest in IAIA's annual conference, to be held 8-11 May 2023 in Kuching, Malaysia. This year's theme is "Resilience through impact assessment and leadership."

To ensure a smooth session proposal submission and follow-up process, please note the following guidelines, policies, and tips.

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

Proposal deadline

The deadline for session proposals is 28 July 2022 (the submission form closes 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.

Session Chair

Please ensure that you are listed as the "Lead Chair." Do not submit a session proposal on behalf of someone else unless you use their email address. This ensures that the submission record is correct and the person acting as the primary contact to the Program Committee receives important conference communications from the start of the session chairing process.

You must attend the conference and chair your session in person.

Session Proposal Information

The following information will be required in the online form when you submit your session proposal:

- Lead chair first and last name, email address, organization, and country.

- If applicable, co-chair's first and last name, email address, organization, and country.
- Title of proposed session (**75 characters** maximum, including spaces).
- Select a conference stream.
- Identify the IAIA Section putting the proposed session forward (if applicable).
- Identify the format of your proposed session.
- Identify whether the session is open to submissions, open to submissions by invitation only, or closed to submissions. A "submission" refers to the abstract of a paper or to the summary of a speaker's topic if the speaker is participating in a panel, workshop, debate, etc.
- Description of proposed session (**300 words** maximum). The Program Committee will use this text to assess the quality of the session. Note: If you are submitting a theme forum, the session must relate to the theme of the conference.
- Session summary (**50 words** maximum). If your session is accepted, this text will be used in the final program and to promote the session.
- Permission (yes or no) from you to record the session.

Number of Submissions

Participation as a session chair, a session co-chair, a presenting author of a paper or poster, or speaker of any kind is limited to one session per person. 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/speaker, 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.

There is one exception: session chairs/co-chairs may submit abstracts to the sessions they are chairing; however, they should plan to be the last speaker in the session.

Changing or substituting session chairs is not permitted after the session chair/presenting author registration deadline of **8 February 2023**. A substitute may not exceed the one session-per-person rule.

Confirmation of Submission

Your session proposal must be submitted via the online form. Proposals not sent via the online form will not be considered.

Upon successful submission of your session proposal, you will immediately receive a confirmation by e-mail. This message will include information, instructions, and a copy of your submission. Be sure to print and/or save this e-mail message for reference in case of a problem or question.

If you do not receive this message, your proposal has not been successfully submitted. Please try again, or contact jen@iaia.org for assistance.

Please do not submit "test" proposals. If you have questions about the submission process, we will be happy to help you; please contact jen@iaia.org.

About Theme Forum Proposals

Theme forums must address the theme of the conference. If you are submitting 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. The criteria will be posted online and provided to you by the Program Committee upon notification of preliminary acceptance.

Language

All conference activities will take place in English unless otherwise specified. Your session proposal should be submitted in English.

Funding and Visas

Please submit your session proposal only if you have a budget to attend the conference or are very likely to have funding available by the registration deadline. 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.

Registration

Session chairs and co-chairs are required to register and pay fees by 8 February 2023. No exceptions. At that time, your session will be cancelled or an alternate session chair will be selected if you are not yet registered with fees paid in full. All presenters/speakers in the session are also required to register by 8 February (no exceptions).

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, especially submission of session proposal and registration, and plan to submit or register *before* deadlines in order to avoid unexpected technical problems, work or travel conflicts, 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 guidelines and policies.

[Proceed to session proposal submission form]