



IAIA24: Submit an Abstract

Guidelines and Policies for Potential Paper or Poster Presenters/Speakers

Thank you for your interest in IAIA's annual conference, to be held 24-27 April 2024 in Dublin, Ireland. This year's theme is "Impact Assessment for a Just Transformation."

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 an "author" and must submit an abstract. The "abstract" is the description 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.

Two options for abstract submissions are available:

1. Submit a Paper abstract for in-person presentation in Dublin.
2. Submit a Poster abstract for in-person presentation in Dublin.

No pre-recorded or streamed presentations will be possible.

Submission Deadline and Confirmation of Submission

The deadline for abstracts is **31 October 2023**. 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 a confirmation, your abstract has not been successfully submitted, your email address is incorrect, or your spam filter has blocked the message. Please check your spam filter, then try again, or contact jen@iaia.org for assistance.

Abstract Information

The following information will be requested in the online form when you submit your abstract.

* indicates a required field.

1. ***I have read, understood, and agree to comply with the information, guidelines, and policies. (yes)**
2. ***How you plan to make your presentation**
 - Oral presentation
 - Poster
3. ***Title of your preferred session** (if oral presentation). Session descriptions are available at <https://2024.iaia.org/pages/iaia24-sessions.php>. Note that some sessions do not accept abstracts (closed), and some sessions accept abstracts only by invitation of the session chair.
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 first and last name, *e-mail address, *company, *country.**
8. ***Presenting author bio** (limit 190 characters, including spaces/approximately 30 words) Your session chair will use this information to introduce you to the audience.
9. ***Indication of video permission/release (yes/no)**
10. If applicable, **co-author(s) first and last name, e-mail address, company, and country.**

Presenting Author/Speaker

Do not submit an abstract on behalf of someone else or with someone else's email address. 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 (hereinafter referred to as "you") is listed as the "Presenting Author," even if that person is not the lead writer or researcher of the paper or project.

Number of Submissions

Participation as a session chair, a session co-chair, a presenting author of a paper or poster, or speaker or other participant 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, 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 presenting authors is permitted until the session chair/presenting author registration deadline of **24 January 2024**. A substitute may not exceed the one session-per-person rule.

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 **24 January 2024**. 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

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.

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. Permission 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]