



Abstract Successfully Submitted

Thank you for your interest in IAIA24! Your abstract submission has been received.

Please read the following information carefully, mark your calendar with important dates and deadlines, and save this message.

Check your submission for accuracy! In particular, please check the following:

- Is your name spelled correctly?
- **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.
- **Is your summary statement complete? If not, it has exceeded the word limit. Please edit your summary statement to meet the word limit.**

To make changes to a paper submission, go to <https://2024.iaia.org/abstract/>

To make changes to a poster submission, go to <https://2024.iaia.org/poster/>

It is your responsibility to make any corrections online or send questions about submissions to HQ before 31 October 2023, so that we can help you make the changes on time. **If your title or text exceeds the length 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 31 October. 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 dates. 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 30 November 2023. If you have not received an e-mail notifying you of the status of your submission by

that date, please contact 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.

Please note that you have selected your *preferred* session; the Program Committee reserves the right to reassign your submission as needed.

Presenting author 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.

In order to be included in the program and proceedings, the presenting author must attend and present the paper or poster at the conference in person. No pre-recorded or streamed presentations will be possible.

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 24 January 2024. You may make this change yourself through 31 October (see above instructions for making changes to your submission). Between 1 November and 24 January, send changes to 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 24 January. If after this date the original presenting author is unable to attend the conference to make the presentation, the presentation will be withdrawn 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 a speaker/presenter, 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 19 April 2024 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 2024 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 Technical Program Committee members time to help you if needed.

Preliminary program and registration materials

The preliminary program is posted approximately 1 October, and registration will open at that time.

Thank you!

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

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