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 IAIA25, "Impact Assessment in the Age of Artificial Intelligence," to be held 1-4 May 2025 in Bologna, Italy. You are receiving this message as the lead chair 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, invited speaker, 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 in order for their names to be included in the final program. You can advise them that for the "Title " and "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.

Sessions require a minimum of three presenters/speakers/panelists. Sessions with fewer than three registered presenters/speakers/panelists will not be put forward to the final program.

Only abstracts submitted online, by the submission deadline of 31 October 2024, will be accepted (no exceptions).

Individuals submitting abstracts to your session are subject to the one-per-person rule: <u>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.</u> 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 a person's name is attached to more than one submission as a session chair, co-chair, or presenting author/speaker, only the first submission will be considered. Additional submissions and/or he person's 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.

If you are inviting speakers to your session, your speakers are also subject to the one-per-person policy, so please ensure they are not already committed to another session.

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 too few 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://2025.iaia.org/pages/sessions.php.

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 22 January 2025. We reserve the right to withdraw your session or assign a different program chair if you are not registered with fees paid by 22 January. 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. No exceptions. 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 chairs 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.

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. 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 Session Chair 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 for each task at the appropriate time.

2 September – 31 October 2024	Abstract submissions invited
8-20 November 2024	Review abstracts
22 January 2025	Registration deadline for session chairs and authors/presenters
14-24 February 2025	Prepare session plans
12-18 March 2025	Review the compiled schedule prepared by the Program Committee
25-27 March 2025	Contact authors with final instructions
1-4 May 2025	Chair session on-site

If You Have Questions

Please free to contact IAIA HQ (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 IAIA25 Technical Program Committee

Giuseppe Magro (Chair)
Valentina Cavanna
Jack Krohn
Celesa Horvath
Ahmed Sanda
Charles Kelly
Francesco Mazzei

Please save this information for reference.