Dear:

Thank you for your interest in IAIA's annual conference, to be held 1-4 May 2025 in Bologna, Italy. This year's theme is "Impact Assessment in the Age of Artificial Intelligence."

Proposal received

You have successfully submitted your session proposal. Please read the following information carefully, mark your calendar with important dates, and save this message for reference.

Please check your submission

Are your session title and summary statement complete? If they are cut off, they have exceeded the length limits. Please enter shorter text. If your text exceeds the limits and you do not correct it by the submission deadline, it will be edited on your behalf.

Is your name spelled correctly?

If you have submitted a theme forum, does it address the theme of the conference? Is it cross-cutting?

How to edit your submission/access your dashboard

Click https://2025.iaia.org/session-proposals/sp-login.php. Log in using the user name and password you created. This will take you to your "dashboard," where you can edit your submission and view its acceptance status.

Changes will be accepted until the submission deadline, 18 July 2024.

Notification of acceptance status

You will receive an e-mail from the IAIA25 Program Committee regarding your session proposal's acceptance status by 27 August 2024.

About theme forum proposals

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. If your proposal is accepted, the Program Committee will provide the criteria to you upon notification of preliminary acceptance. If the session is not confirmed as a theme forum, it will still be included on the program as a concurrent session.

Registration

Session chairs and co-chairs are required to register and pay fees by 22 January 2025. *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, including those you invite, are also required to register by 22 January. *No exceptions.*

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

Please note that anyone who is to be listed as a participant in your session, whether an invited speaker, panelist, workshop participant, etc., must submit an abstract online and register for the conference by the published deadlines.

Availability

Please plan to be available for the duration of the 3.5-day conference. The Program Committee will not schedule sessions based on individuals' personal travel, work, or other schedules.

Deadline 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. A release from IAIA must be obtained by conference participants who wish to publish elsewhere.

Stakeholder engagement policy

Presenting at an IAIA conference or chairing/facilitating a session within an IAIA conference cannot explicitly nor implicitly be represented as constituting stakeholder engagement.

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: as a session chairs/co-chair, you may submit an abstract to the session you are chairing; however, you 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.

Changing or substituting session chairs is not permitted after the session chair/presenting author registration deadline of **22 January 2025**. A substitute may not exceed the one session-per-person rule.

Abstract submissions/registered presenters to your session

If you have an open or invited-only session, the session must have a minimum of 4 abstracts by the abstract submission deadline. Further, a minimum of 4 registered presenters is required to put the session through to the final program. If your session does not meet these minimum requirements, your session will either be cancelled and the abstracts assigned to other sessions, or you may be asked to co-chair and merge your session with a similar session.

Communications from IAIA

Please set your spam filter to accept messages from "@iaia.org" and "IAIAweb." Please take note of the notification deadlines. If you are not receiving confirmation or other notices from IAIA via email as scheduled, 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 before deadlines, so that we can assist you in time to ensure that you remain on the program.

Program information

Preliminary program and registration information will be posted online as it becomes available. Registration will open approximately 1 October 2024.

Questions?

Please reference your session ID number and provide your name if you need to contact IAIA about your submission; this will help Headquarters staff and the Program Committee respond to you most quickly. Inquiries may be sent to Headquarters in care of Jennifer Howell (jen@iaia.org).

A copy of the session proposal you submitted is included below. **Please check it for accuracy, especially the session title and summary to ensure they are not cut off due to exceeding the length limits**.

This is an automated message. Please do not reply.

Please save this information for reference.

User Name:
Password:

Session ID#:
Session Title:
Session Format:
Accepts Submissions:

Session Description:

Session Summary:

Additional Information:

Conference Topic:

IAIA Section (if applicable):

Section's guaranteed session:

Approval to record:

Lead Chair First Name:

Lead Chair Last Name:

Lead Chair Email:

Lead Chair Organization: Lead

Chair Country:

Co-Chair First Name:

Co-Chair Last Name:

Co-Chair Email:

Co-Chair Organization:

Co-Chair Country: