

Program and Presenters

Conference papers and proceedings

The abstract volume is included in the delegate packets and is posted on the IAIA web site. IAIA'04 organizers will be publishing conference proceedings on a CD-Rom following the conference.

Presenters who wish to publish their papers and/or PowerPoint presentations must provide the files electronically before the end of the conference. Files may be uploaded via FTP prior to the conference (see the IAIA web site for instructions) or may be left with program committee staff in the Bluewhale Room during the conference (until 14.00 on 29 April).

Note to presenters and attendees

Discussants and individuals presenting papers should arrive at their sessions 5–10 minutes early to allow time to meet the session chair, prepare presentations, etc. As a courtesy to others in the session, presenters and other attendees are requested to attend all papers in the session.

Poster presenters

Poster panels are set up and assigned to each poster presenter in the Foyer, Third Level, North Tower adjacent to the registration area. Posters may be set up on Sunday, 25 April, between 13.30 and 17.00. You are responsible for providing any materials needed to put your poster in place. Posters are to be taken down between 17.00 and 19.00 on Wednesday, 28 April. IAIA, the conference organizers and the Sheraton are not responsible for materials left after 19.00 28 April. The poster session is scheduled for Tuesday, 27 April 17.00–18.30.

Business services

All delegates and attendees are responsible for providing their own materials. IAIA does not provide copying, fax, printing, phone, computer, or secretarial services. These services are available from the Sheraton. Please contact the Front Desk in the South Tower.

Participant's list

A list of pre-registered participants is provided in the delegate packets.

Book Share

Check out the book share table! Donate a new or recycled book, or take a book if you find one that might not be readily available back home.

Presentation equipment

Laptop computers and PowerPoint projectors are provided in each concurrent session room. Presenters are responsible for arranging and paying for any other equipment needed for their presentations. Please contact the Sheraton's Front Desk in the South Tower.

Special thanks to these organizations for the loan of laptop computers and projectors for use by presenters in concurrent sessions:

- BC Environmental Assessment Office
- BC Hydro
- Canadian Environmental Assessment Office
- Capilano College
- Environment Canada
- ESSA Technologies Ltd.
- Hemmera Envirochem
- Public Works and Government Services Canada
- Transport Canada
- University of Calgary
- Vancouver International Airport Authority

Booths

Booths may be set up in the Pavilion AB Ballroom on Sunday, 25 April between 13.30 and 17.00. They must be dismantled between 17.00 and 19.00 on Wednesday 28 April. IAIA, the conference organizers and the Sheraton are not responsible for materials left after 19.00 28 April.

Display table

A table is provided in the Grand Ballroom Foyer for IAIA members to display information, distribute conference papers, or announce/distribute non-commercial items (leaflets, brochures, books, etc.). The purpose of this table is to enhance exchange of information. No commercial (sales) materials are permitted. IAIA, the conference organizers, and the Sheraton are not responsible for items displayed or left after 18.00 on Wednesday, 28 April.

Tour desk

Pacific Spirit Tours is the official tour provider for IAIA'04. They offer a variety of daily sightseeing tours, multi-day packages, outdoor adventure activities, and group tours. A Pacific Spirit Tours representative will be onsite to take reservations, or call them at 604.683.0209 or 604.710.2107.

Special events

'Round the World Raffle

This year's raffle will take place during the conference dinner and party on Wednesday, 28 April. Raffle items will be on display in the Grand Ballroom. Donors can bring their items to the Grand Ballroom during lunch on Wednesday and place them next to the identifying card. You may purchase tickets during the dinner and party. To "bid" on an item, drop half of your ticket into the container beside the item and keep the other half. Drawings will begin in the latter part of the evening. If the number called for that item matches a ticket number you have, you can claim your prize. You must be present to win! A portion of the proceeds will be donated to Conifer Challenge.

Conifer Challenge

Can we make IAIA'04 a carbon-neutral event? With your participation in the Conifer Challenge we hope to offset conference-related carbon dioxide emissions. Your contribution will go towards buying and planting Douglas Fir trees at the University of British Columbia's Malcolm Knapp Research Forest. The Conifer Challenge booth is located in Pavilion AB with the Government of Canada exhibits.

Special events

Second Annual Impact Fun Run

Tuesday, 27 April 6.15

Vancouver continues the tradition started in Marrakech of a 5 km Fun Run. The run will start about 4 blocks from the Sheraton and follows along picturesque English Bay and into Stanley Park. Detailed information on the route will be provided at the IAIA'04 registration desk. There is no entry fee; however, participants are asked to sign up in advance at the IAIA'04 registration desk.

Dine-Out Vancouver

Tuesday, 27 April 18.30

If you want a little help exploring Vancouver or you want to join with others for dinner, this event is for you. Local Vancouver hosts will be available to lead small groups to various restaurants in the city. Participants pay their own way and everyone has a good time. At the end of the evening, a rendez-vous is planned for a micro-brew pub. Sign-up sheets will be available from Monday afternoon onwards at the registration area.

Registration Information

Registration and fees

All conference participants, including delegates, session chairs, invited speakers, organizers, exhibitors and paper and poster presenters, are required to register for the conference at the full or student registration fee.

Full and student registration fees entitle delegates to attendance at all sessions, coffee breaks, lunches on Monday, Tuesday and Wednesday, opening reception, conference dinner, participants list, delegate packet, abstracts volume, conference proceedings and special events, unless an additional fee is noted.

Payment and refund policies

Fees are accepted by check or money order made payable to IAIA in Canadian dollars drawn on a Canadian bank, or U.S. dollars drawn on a U.S. bank. MasterCard and Visa are also accepted. No registration will be processed without payment unless arrangements were made with IAIA HQ by 9 April. Registration confirmations and receipts are issued by mail. Official receipts for on-site registrations will be issued by mail after the conference.

IAIA refunds registration fees upon written request received before 1 March 2004. A US\$50 processing fee is retained. After 1 March, no refunds are issued for cancellations or no-shows. Substitutions may be made in writing without penalty. Refunds will be issued after the conference.

Name badges

All conference participants, including speakers and exhibitors, receive a name badge at check-in. The badge is your official pass and must be worn to ensure entry to conference activities.

"Quickpass to the Fastlane"

New in 2004! All conference participants whose registration and fees were received by 12 March 2004 were mailed a "Quickpass." Show this Quickpass at registration for express check-in!

IAIA Business

Committees and Sections

Much of IAIA's progress takes place through the activities of Committees and Sections. The Committee meetings will follow the AGM in the Grand Ballroom. Sections are invited to join any Section discussion. The Section Meetings will be on Wednesday, 28 April, starting at 17.00. See the daily schedule for locations.

Council meeting

Thursday, 29 April 14.00 to 16.00
Junior D Ballroom

The IAIA Council is distinct from but includes the Board of Directors. It is an advisory resource to the Board. Members are comprised of the Board, Committee chairs, Section chairs, representatives of Affiliates and Branches, and Headquarters representatives. All IAIA members are welcome to attend the Council meeting.

Annual General Meeting (AGM)

All IAIA members are encouraged to participate in the IAIA Annual General Meeting, Monday, 26 April, at 17.00 in the Grand Ballroom.

AGM Agenda

Notes

1. Welcome and introduction of current Officers, Directors, Council members
2. Review of agenda and approval of 2003 AGM minutes
3. Announcement of election results with introduction of new Officers and Directors.
4. President: progress to date and future directions.
5. Secretary: summary of major activities for the past year.
6. Treasurer: financial statement.
7. Committee reports as requested.
8. Reports of Section Chairs as requested.
9. Branch reports as requested.
10. Open discussion on matters raised by members.
11. Close of the meeting.