

Conference Papers and Proceedings

An abstract volume is included in the delegate packets and is posted on the IAIA web site. A list of pre-registered participants is provided in the delegate packets.

IAIA will be publishing conference proceedings on CD-ROM following the conference. Preparation of a full paper is optional. If you choose to prepare a full paper, it will be included in the CD-ROM.

For publication on the conference CD-ROM, materials must be submitted electronically. **File format: MS WORD or PDF. E-mail the file as an attachment to impact@iaia.org no later than 10 June 2005.** Files received after 10 June will not be included in the proceedings. *The following information must be included in the Subject line of the e-mail and should also be the name of the Word file:* 1) Your paper or poster abstract number as previously provided to you by IAIA (in your preliminary notice of acceptance). This number is also available online or from your session chair; 2) Last name of presenting author, as originally submitted; 3) Full title of paper or poster.

EXAMPLE: The "Subject" line of your e-mail and the name of the attached Word or PDF file would be: **#107 Chan EIA in China.**

Presentation Equipment

LCD (PowerPoint) projectors and laptop computers are provided in each concurrent session room. Presenters are responsible for arranging and paying for any other equipment needed for their presentations in advance. Please contact the PSAV Presentation Services office at the Hyatt (+ 1 617-354-2714).

Presenters load their own files on the laptops provided; this should take no more than 2 minutes. Preferably, PowerPoint files should be saved to CD-ROM or memory stick. If the file must be saved to disk, allow some additional time to change the drive in the laptop from CD-ROM to disk. For security reasons, the session rooms and laptops will not be available until the break just prior to the start of the sessions; presenters should plan to use the break just prior to the start of their sessions to load their presentations. Preparation of files on a Mac computer is not recommended; the venue does not have Apple capabilities. Testing of a Mac presentation on an IBM or HP should have been done prior to arriving at the conference, and Mac presenters must provide their own VGA connectors.

Business Services Equipment

Because of high rental costs which would necessarily be passed on to all delegates in the form of higher registration fees, IAIA does not provide copying, printing, computers or other business services on-site. Business services are available to delegates at the Hyatt for a fee.

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

The poster session will be held in conjunction with the opening reception at 7:00pm on Monday, 30 May. Poster panels are set up and assigned to each poster presenter in the Ballroom foyer and Courtyard area during the afternoon of 30 May. The posters may be put on the panels from 1:00pm-6:30pm Monday, 30 May. Posters will be on display until 12:00pm on Friday, 3 June and may be taken down any time between 12:00pm-5:00pm on Friday. Please note: IAIA, the conference organizers and the Hyatt are not responsible for poster materials on display, or posters/cases left after 5:00pm on 3 June. You are responsible for providing the materials needed to hold your poster in place. Preparation of a full paper is optional. If you have a full paper related to your poster topic, see the information at left in "Conference Papers and Proceedings."

Booths/Tables

Exhibits/tables are set up and assigned in the Ballroom foyer and Courtyard area. Set up is from 1:00pm-6:30pm Monday, 30 May. Take down is 12:00pm-5:00pm on Friday, 3 June. Please note: IAIA, the conference organizers and the Hyatt are not responsible for materials on display, or materials left after 5:00pm on 3 June.

Display Table and Book Share

A table is provided in the exhibit area 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 the exchange of information. No commercial (sales) materials are permitted. Inappropriate materials are subject to removal. IAIA, the conference organizers, and the Hyatt are not responsible for items displayed or left after 5:00pm on 3 June.

Be sure to check out the book share table as well. Donate a new or recycled book, or take a book if you find one that might not be readily available back home.

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 Tuesday, Wednesday and Thursday; 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 cash, check or money order made payable to IAIA in US dollars (US\$), and MasterCard or Visa. Checks or money orders in US\$ must be drawn on a US bank.

Registrations after 12 May will be accepted on-site only. Official receipts for on-site registration (after 12 May) will be issued by mail after the conference.

No registration will be processed without payment unless arrangements were made with IAIA HQ by 12 May.

IAIA refunds registration fees upon written request received before 31 March. A US\$50 processing fee is retained. After 31 March, no refunds are issued for cancellations or no-shows. Substitutions for paid registrants 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"

All conference participants whose registration and fees were received by 31 March 2005 were mailed a "Quickpass." Show this Quickpass at registration for express check-in!

Transportation

Massachusetts Bay Transportation Authority (MBTA) provides public transport within Boston. Boston has a reliable subway system which locals call the "T." Contact MBTA at www.mbta.com or phone the Traveler's Information Center at 617-222-3200/toll free at 800-392-6100. Driving in Boston is not advisable. Other means of transportation include the bus, taxi and ferry.

From 28 May-4 June, the Hyatt is providing free shuttle service to several nearby "T" stops.

Currency and Credit Cards

Exchange rates for foreign currency can be given at financial institutions and foreign exchange outlets. The Hyatt also offers a currency exchange service. Credit cards that have the PLUS (VISA) or CIRRUS (MasterCard) logo on them are widely accepted. Most bank branches have automatic teller machines (ATMs) which are accessible 24 hours a day.

Smoking Laws

Smoking is not permitted in public buildings, on public transit or in restaurants.