Abstract Submission Information

Guidelines for poster presenters

Each poster presenter is assigned one space 2.5m high x 1m wide on a flat, upright plywood panel. Presenters are expected to provide push pins/tacks or blue tack/sticky gum to put their posters in place. If you need more than one poster space, contact IAIA HQ by 28 February for price information. Posters will be on display from Monday, 22 May, until Friday, 26 May.

Tips for poster preparation:

- Plan ahead and know your poster layout (trial your display with colleagues).
- Include a large-print heading with the title of the poster, author's name, and contact details.
- Be amenable to distance viewing: make all lettering visible from 2.5 meters.
- Be visually clear and inviting. Have illustrations simple and bold.
- Be concise. Use outline form and minimize text (personal discussion will elaborate).
- Be accessible in language—avoid jargon and abbreviations.
- Make viewing sequence reader-friendly (use arrows, numbers, headings).
- Vary spatial use (color, texture, graphics, open space).
- Supplement data with a handout of your conference abstract or project statement.
- High-tech is not essential, but a very high standard of clarity and visibility are vital to convey your message.

Please do not display typed pages of conference paper (these are not appropriate in poster format), clutter all of the space (not inviting), or leave preparation to the last minute! Note: Posters that do not meet minimum quality guidelines may be eliminated from display by the program committee.

Additional poster preparation information is available on the IAIA web site (www.iaia.org > Conference > IAIA06 > Poster Presentations).

Guidelines for concurrent session presenters

Many papers will be presented during the concurrent sessions at IAIA06. In order for all presenters to have an opportunity to speak, and to allow time for the speakers and audience to discuss the topics, we draw your attention to the following presentation guidelines:

- Your key messages or discussion points should be clear and well formulated.
- Limit the number of messages/discussion points (4 points or less).
- Your speaking time is limited and agreed upfront and will be between 7 and 10 minutes depending on the program of your session. The chair is instructed to give you a sign near the end of your paper. When your time is up you will have to stop speaking out of respect for your fellow speakers, your audience, the chair and the organizers.
- Remember, you do not have to use a PowerPoint presentation - a well prepared oral presentation can be just as effective!
- Limit the use of PowerPoint presentation to six easily readable slides at the most. Each slide should contain no more than six bullets, each preferably not containing more than six words. Remember and please stick to the 6 - 6 - 6 rule!
- You are free to hand out written material - papers, reports, copies of PowerPoint slides etc., before or after the presentation.
- Practice your presentation consistent with these guidelines beforehand, and arrive well prepared!

Abstract submission information

Abstract submission deadline
31 January 2006

Presenting author registration deadline
28 February 2006

Language
English

Send Submissions Online
*Only materials sent **online** will be reviewed by the program committee.* Follow the abstract submission instructions at www.iaia.org (Conference > IAIA06). If online submission is not possible, contact Jennifer Howell at IAIA Headquarters (jen@iaia.org) for assistance.

Acceptance and Registration
Presenting authors will be notified on or before 15 February 2006 regarding the status of their submissions. *To guarantee inclusion of the presentation on the final program, the presenting author's registration form and full fees must be received at IAIA Headquarters by 28 February.* At that time, accepted submissions will be dropped from the program if the presenting author's registration and fees have not been received.

Definition of Terms

Theme forum: Smaller than plenaries and larger than concurrent sessions, theme forums bring together on a particular topic the various aspects of impact assessment and examine how those aspects apply to different sectors and issues.

Topical stream: A series of sessions based on a general topic.

Session: A block of time during which paper presentations are made on a single topic. "Session" can also refer to a block of time in which a workshop, panel, roundtable, or dedicated viewing and discussion of posters takes place.

Workshop: The topic is specific and active discussion seeks to resolve a defined problem. May be a combination of paper presentations and discussion.

Panel: Invited speakers present different views or experiences on a topic, typically followed by an informal discussion between the speakers and questions from the audience.

Roundtable: A group of individuals, usually invited, hold an informal discussion on a specific topic or problem.

Paper: The oral summary of a paper within a session. Typically paper presenters have 7-10 minutes of presentation time plus 10 minutes for Q&A.

Poster: Visual presentation of a paper or project by means of graphics, photos, data, and a small amount of text on a display area. Posters are self-explanatory, but poster authors are available to answer questions during the session dedicated to poster viewing.

Practitioners' Forum: For issues that arise during the conference and that practitioners want to pursue through informal follow-up discussions. During the day, participants post potential topics for discussion, and individuals interested in each posted topic sign up for the related discussion. If a topic generates sufficient interest by the end of the afternoon, space is then made available for the discussion to take place.