

**Message to session chairs**  
**Sent from Arne Dalfelt via e-mail 18 January 2006**

Dear Session ChairØ,

We are happy to advise you that finally the Preliminary Program is out (late, but I believe good), it's printed and on the Web, and paper abstracts are beginning to roll in. This bodes well for an excellent conference. Thank you so much for contributing to this success. Attached for your reference is a list of sessions and the person(s) responsible. Please take a moment to review and familiarize yourself with your area of responsibility. If you are not the person responsible, or if you need to make any changes to the list, please let us know immediately.

It is now time to review abstracts. Also attached are instructions for conducting the online reviews. Please review these instructions carefully. The abstract submission deadline is 15 February. We ask that reviews be completed and all authors notified of their status by 28 February. Authors are required to register by 15 March. If at that time they have not registered and paid the fee, they will be dropped from the program.

As you review abstracts, you may want to begin laying out a tentative schedule. We anticipate that sessions will run approximately 90 minutes, and our goal is to have no more than 4-5 presentations per session to have enough time for questions and discussions. Please refer to page 31: Definition of Terms, in the Preliminary Program for more details on the structure of sessions and papers. You are also most welcome to suggest innovative ways of conducting the session by using creative formats. Note as you tentatively begin scheduling presentations that some presenters may drop out and others may be dropped due to non-registration. We will be working with you to finalize the schedules by March 24 and will provide more detailed instructions on how to prepare the schedule (i.e., the format in which it needs to be submitted to us) at a later date.

It is your responsibility to ensure chairs for each session. You are welcome to chair each session yourself, to delegate this responsibility to others (please be sure to advise us so we can list them in the final program, thus ensuring their modest allocation of fame), or, if you wish, the Program Committee may be able to find suitable chairs.

Thank you again for your efforts and we look forward to working with you, and to enjoy a great Nordic springtime IAIA conference together.

Terje Lind and Arne Dalfelt  
IAIA06 Program Co-chairs

<<Sessions and session chairs.doc>> <<IAIA06 How to review abstracts v1.doc>>