

# International Association for Impact Assessment

## Abstract Handling Flowchart

This is an overview only. The program chair and/or IAIA HQ provides detailed information and instructions to Section coordinators and chairs via e-mail on an as-needed basis. All detailed information is also posted online either as reference or as part of the abstract review process.

### 1. Author submits abstract online

(Note: Only submissions sent **online** will be considered for inclusion in the program.)

Authors choose a preferred program topic when they submit their abstracts. Submission formats are

- 1) Program elements (theme forums, topical streams, sessions, workshops, panels, roundtables, debates, speed sessions, or world cafes)
- 2) Papers
- 3) Posters

For the preliminary program, only program elements are submitted, and the program chair reviews all abstracts.

Following publication of the preliminary program:

- Section coordinators or their designees review abstracts submitted in any format under their respective Section.
- For special sessions, i.e., those not under the umbrella of a particular Section and therefore accepted by the program chair(s) and included in the preliminary program, the persons identified as the chairs of those sessions review the abstracts submitted for those sessions.
- The program chair oversees the review process, assists Section coordinators and chairs, and handles abstracts which do not fit in any identified category.

All individuals submitting an abstract online receive an immediate/automatic online notice confirming that the abstract has been received and providing preliminary information, including registration information and the date by which they can expect to receive a notice of acceptance/revision/rejection from a session chair.

### 2. Preliminary Program

#### Program Elements Program Chair

**Abstract Submission Deadline #1**  
**25 September 2006**  
(for information to be included in the preliminary program)

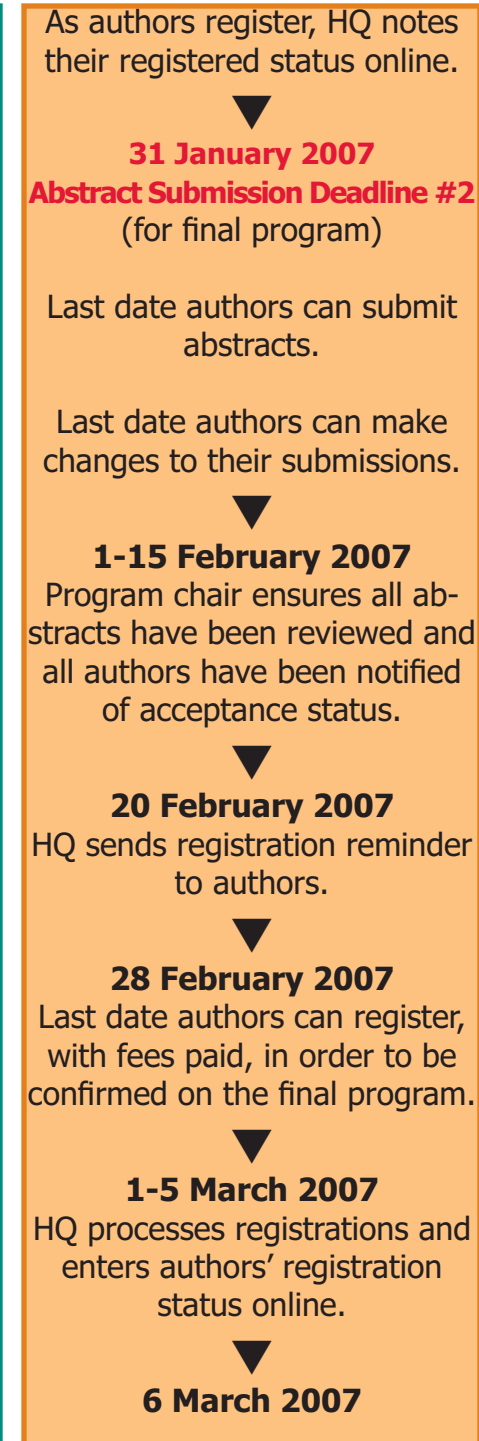
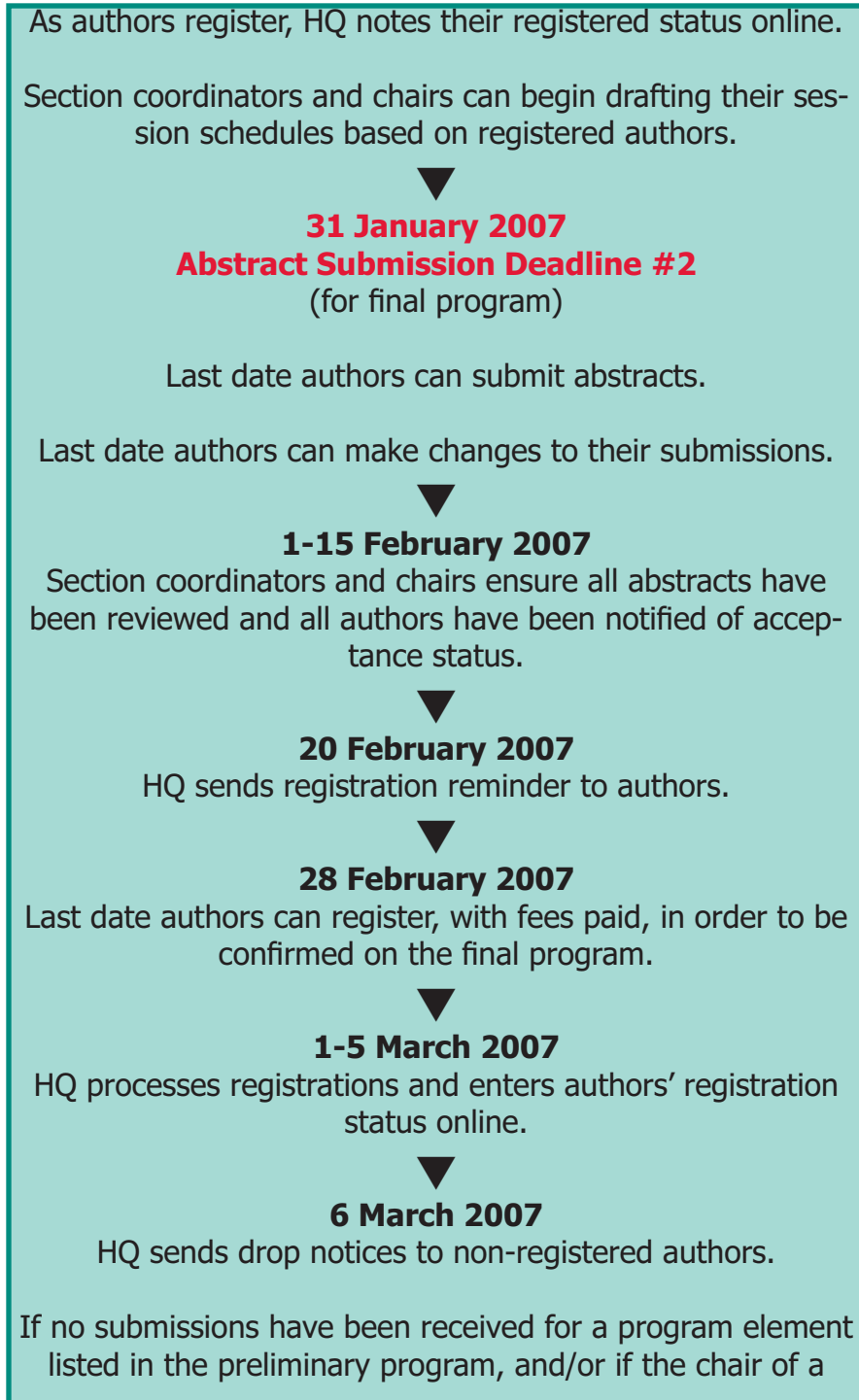
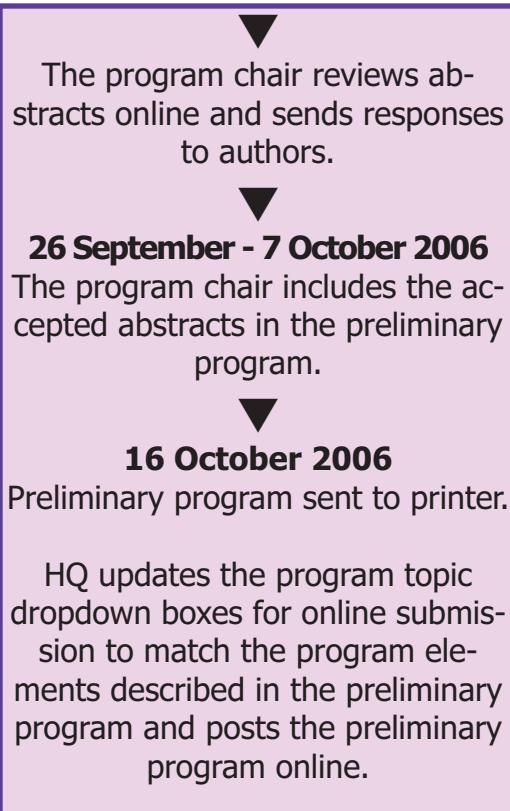
### 3. Final Program

#### Program Elements and Papers Section coordinators, session chairs, and program chair

**October 2006 - 31 January 2007**  
Section coordinators and chairs review abstracts online and send acceptance, rejection, or request to revise notices to authors.

#### Posters Program chair and HQ

**October 2006 - 31 January 2007**  
Program chair reviews abstracts online and sends acceptance, rejection, or request to revise notices to authors.



program element has not registered, the program element is removed from the schedule.



**7-15 March 2007**

Section coordinators and chairs finalize schedules and send schedules to program chair.



**16 March - 14 April 2007**

Program chair develops overall technical program, working with Section coordinators and chairs.



**15 April - 14 May 2007**

Final program and abstracts volume developed.



**30 April 2007**

Section coordinators and chairs contact authors with confirmation of date & time on program and other final information, e.g., publication of papers.



**15 May 2007**

Final program and abstracts volume sent to printer, posted online.

HQ sends drop notices to non-registered authors.



**7-15 March 2007**

Program chair and HQ list poster presenters in the final program.



**15 April - 14 May 2007**

Final program and abstracts volume developed.



**30 April 2007**

Program chair contacts authors with confirmation of date and time of poster session and other final information, e.g., publication of papers.



**15 May 2007**

Final program and abstracts volume sent to printer, posted online.