# **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 email 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.



The program chair reviews abstracts online and sends responses to authors.



# 26 September - 7 October 2006

The program chair includes the accepted abstracts in the preliminary program.



#### 16 October 2006

Preliminary program sent to printer.

HQ updates the program topic dropdown boxes for online submission to match the program elements described in the preliminary program and posts the preliminary program online.

As authors register, HQ notes their registered status online.

Section coordinators and chairs can begin drafting their session schedules based on registered authors.



# 31 January 2007 Abstract Submission Deadline #2

(for final program)

Last date authors can submit abstracts.

Last date authors can make changes to their submissions.



# 1-15 February 2007

Section coordinators and chairs ensure all abstracts have been reviewed and all authors have been notified of acceptance status.



# **20 February 2007**

HQ sends registration reminder to authors.



# **28 February 2007**

Last date authors can register, with fees paid, in order to be confirmed on the final program.



# 1-5 March 2007

HQ processes registrations and enters authors' registration status online.



#### 6 March 2007

HQ sends drop notices to non-registered authors.

If no submissions have been received for a program element listed in the preliminary program, and/or if the chair of a

As authors register, HQ notes their registered status online.



# 31 January 2007

Abstract Submission Deadline #2 (for final program)

Last date authors can submit abstracts.

Last date authors can make changes to their submissions.



# 1-15 February 2007

Program chair ensures all abstracts have been reviewed and all authors have been notified of acceptance status.



## **20 February 2007**

HQ sends registration reminder to authors.



# **28 February 2007**

Last date authors can register, with fees paid, in order to be confirmed on the final program.



# 1-5 March 2007

HQ processes registrations and enters authors' registration status online.



6 March 2007

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 nonregistered authors.



#### 7-15 March 2007

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



# 15 April - 14 May 2007

Fina 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.