



## Guidelines for Theme Forum Preparation and Information Required from Theme Forum Conveners

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At its October 2006 meeting in Portugal, the IAIA Board of Directors mandated that some guidelines be put in place for the development of Theme Forums, now that Forums have become a standard part of IAIA conferences. The purpose of the guidelines is primarily to ensure very high quality and to help the program committee select an appropriate number for the final schedule. The information requested will also help IAIA promote the Theme Forums in marketing material and in the final program.

Theme Forum convener(s) should plan to send the starred (\*) information to the attention of IAIA07 program chair Dr. Suh-Sung Yoon, in care of ([jen@iaia.org](mailto:jen@iaia.org)), by 15 March.

1. Objective(s) of the Forum and what participants will learn.\*
2. A list of confirmed speakers with a short bio of each.\*
3. Abstract of each speaker's contribution (or list the abstract numbers as submitted online).\*
4. Format of the forum (how will the information be presented in the 1.5-hour time frame(s): e.g., panel, debate, talking heads); creativity gets extra points.\*
5. Who will benefit from attending and why.\*
6. All speakers must be registered for the conference.
7. Theme Forums attracting less than 3 speakers per session may be merged into more general themes.

If you are recruiting speakers, please ensure that their abstracts are submitted online -- only abstracts submitted **online** prior to the abstract submission deadline will be included on the program. Presenters may enter the abstracts themselves, or you may do it on their behalf, but if you do so, please be certain to forward the confirmation of submission notice to them. There is an "Additional Information" section where you or the presenter should specify to which Theme Forum the abstract is intended.

You may also wish to review generally-submitted abstracts for possible presenters; instructions on how to review abstracts are available online and/or from IAIA Headquarters.

