

SUBMISSION INSTRUCTIONS

THEME FORUM PROPOSAL

Submission deadline

10 August 2008

Primary organizer registration deadline

15 September 2008

Language

English

To submit a proposal

Send via e-mail to jen@iaia.org. Plain text only; no html or attachments.

In the subject line, write

Primary Organizer's Surname-CE Theme Forum.

Example: McDonald-CE Theme Forum.

You may submit more than one proposal; however, send only one proposal per e-mail.

Include the following information in the body of the e-mail:

1. Title of the proposed theme forum.
2. Name, organization, and e-mail address of ONE primary (contact) organizer.
3. Name, organization, and e-mail address of co-organizers.
4. Describe the specific purpose and intended outcomes of the theme forum, the various cross-cutting aspects of impact assessment and sectors/issues to be addressed, and identify the speakers who will be participating. 250 words maximum.

Note: You, as the theme forum organizer, are responsible for developing the theme forum, communicating with the speakers and ensuring that they register by 15 September, chairing the forum, and reporting back to the program co-chairs as requested and by established deadlines.

Acceptance and registration

The primary organizer of the proposed theme forum will be notified on or before 13 August regarding the status of the submission. To guarantee inclusion of an approved theme forum on the final program, the primary organizer's registration form and full fees must be received at IAIA Headquarters by 15 September. At that time, accepted theme forums may be dropped from the program if the primary organizer's registration and fees have not been received. Speakers not registered by 15 September will not be included on the program.

