

# Guidelines and Policies for Potential Session Chairs

Thank you for your interest in IAIA's annual conference, to be held 20-23 April 2027 in Christchurch, New Zealand. This year's theme is "Ka mua, ka muri: Looking back for the future of impact assessment."

To ensure a smooth session proposal submission and follow-up process, please note the following guidelines, policies, and tips.

Potential session chairs are required to check the bottom of this form confirming that they have read and understand this information before completing the submission process.

## **Proposal deadline**

The deadline for session proposals is **30 July 2026** (the submission form closes at 11:59pm US Central Standard Time). No exceptions. It is your responsibility to address questions about submissions to HQ before this date, so that if there is a problem, we can still help you make the submission on time.

## **Session chair**

Please ensure that you are listed as the "Lead Chair." Do not submit a session proposal on behalf of someone else unless you use that person's email address. This ensures that the submission record is correct and the person acting as the primary contact to the Program Committee receives important conference communications from the start of the session chairing process.

You must attend the conference and chair your session in person. IAIA27 is an in-person conference. No virtual or recorded participation will be possible.

If your session is approved, your primary responsibilities will then be to review and select abstracts submitted to the session (if your session accepts abstracts), register for the conference, create a session plan, review the schedule the Program Committee prepares, communicate information and instructions to presenters, chair the session on-site, and complete a short report following the session.

## **Session proposal information**

The following information will be required in the online form when you submit your session proposal:

- Lead chair first and last name, email address, organization, and country.

- If applicable, co-chair's first and last name, email address, organization, and country.
- Title of proposed session (**75 characters** maximum, including spaces).
- Select a conference stream.
- Identify the IAIA Section putting the proposed session forward (if applicable).
- Identify the format of your proposed session.
- Identify whether the session is open to speakers, open to speakers by your invitation only, or closed to speakers.
- Description of proposed session (**300 words** maximum). The Program Committee will use this text to assess the quality of the session.
- Session summary (**50 words** maximum). If your session is accepted, this text will be used online and in the final program to promote the session.
- Permission (yes or no) from you to record the session.

### **Number of submissions**

Participation as a session chair, a session co-chair, a presenting author of a paper or poster, or speaker of any kind is limited to one session per person. For example, you may 1) chair one session, 2) co-chair one session, or 3) be the presenter of one paper or one poster.

You may be a co-author of a paper and/or a poster (i.e., not the person making the presentation) an unlimited number of times.

If your name is attached to more than one submission as a session chair, co-chair, or presenting author/speaker, only your first submission will be considered. Additional submissions and/or your name on additional submissions will be dropped from the program without further notice.

There is one exception: session chairs/co-chairs may submit abstracts to the sessions they are chairing; however, they should plan to be the last speaker in the session.

If you are inviting speakers to your session, your speakers are also subject to the one-person policy, so please ensure they are not already committed to another session.

Changing or substituting session chairs is not permitted after the session chair/presenting author registration deadline of **13 January 2027**. A substitute may not exceed the one

session-per-person rule. If your plans change and you are not able to chair your session, it is your responsibility to find a substitute.

### **Confirmation of submission**

Upon successful submission of your session proposal, you will receive a confirmation by e-mail within a few minutes. This message will include information, instructions, and a copy of your submission. Be sure to print and/or save this e-mail message for reference in case of a problem or question.

*If you do not receive this message, your proposal has not been successfully submitted or your email address was incorrectly input. Please contact [jen@iaia.org](mailto:jen@iaia.org) for assistance.*

### **Language**

All conference activities will take place in English unless otherwise specified. Your session proposal should be submitted in English.

### **Funding and visas**

Please submit your session proposal only if you have a budget to attend the conference or are very likely to have funding available by the registration deadline. You are responsible for arranging your own funding; IAIA does not have funds available to pay registration or travel expenses.

You are encouraged to begin planning for funding and visa arrangements **now**, as the processes can sometimes take several months.

### **Availability**

Plan to be available for the duration of the 3.5-day conference. The Program Committee will not schedule sessions based on individuals' personal travel, work, or other schedules.

### **Registration**

**Session chairs and co-chairs are required to register and pay fees by 13 January 2027. No exceptions.** At that time, your session may be cancelled or an alternate session chair will be selected if you are not yet registered with fees paid in full. All presenters/speakers in the session are also required to register by 13 January 2027 (no exceptions).

### **Deadlines and registration policies**

Please respect deadlines, submission guidelines, and registration policies, as they are firm. No exceptions will be made.

You are encouraged to mark your calendar with important dates, especially submission of session proposal and registration, and plan to submit or register *before* deadlines in order to avoid unexpected technical problems, work or travel conflicts, or other delays.

### **Publication notice**

IAIA reserves first publication rights on all conference materials. A release from IAIA must be obtained by conference participants who wish to publish elsewhere.

### **Stakeholder engagement policy**

Presenting at an IAIA conference or chairing/facilitating a session within an IAIA conference cannot explicitly nor implicitly be represented as constituting stakeholder engagement.

### **Communications from IAIA**

Please set your spam filter to accept messages from “@iaia.org” and “IAIAweb.” Take note of the notification deadlines. If you are not receiving confirmation of submission or other notices from IAIA via email when you should, in the first instance, please check that the e-mail address you submitted is correct and that your spam filter is not blocking messages.

If you are not receiving expected communications, it is your responsibility to let us know, so that we can assist you in time to ensure that you remain on the program.

Name:

Email:

### **Accept and Acknowledge**

I have read, understood, and agree to comply with the guidelines and policies.

I am not a robot

*(Proceed to session proposal submission form.)*