

## Conference Schedule for IGA Regional Conferences

Stage	Deadline	Comments
Submission of proposal	Submit to IGA at least 18 months before exact conference date	
Open conference website	Once IGA has approved the first proposal a conference website should be established	The conference website should be online and contain the most up-to-date and accurate information. Be sure to send this to IGA so that it can be shared with our members.
1st announcement	At least 16 months before conference	This should contain the most up-to-date information and links to the conference website. Also send this to IGA so that it can be shared.
Submission of final proposal	Submit to IGA at least 15 months before exact conference date	Once approved, you should immediately update the conference website.
Provisional program	Submit to IGA at least 15 months before exact conference date (with the final proposal)	Once approved, you should immediately update the conference website.
2nd announcement	12 months before the conference with a "call for abstracts"	Be sure to include the provisional program or a link to it on the conference website.
Abstract submission	Start 12 months before and extend to 6 months before the conference	It is best to send notifications on a rolling basis to allow people the maximum amount of time to register.
Abstract reviewing and evaluation		The IGA Scientific Committee is involved in the evaluation process. The SC takes part to all the decisions with the local scientific committee (time to review, etc.)
Early registration	Start 12 months before conference and extend 2 months before conference	At least one author must be registered; otherwise the abstract will be removed.
Abstract notification of acceptance	Begin sending notifications at least 6 months before conference	<u>Important:</u> ALL abstract notifications should be sent at least 4 months before the conference to allow people the maximum amount of time to register.
3rd announcement	6 months before conference	Announce the call for papers, remind people that early registration will end in 4 months, and include the most up-to-date information.
Updated provisional program	6 months before conference	Only minimum changes to refine session titles, workshops, invited speakers etc.
Paper submission (optional)	Start 6 months before and extend to 4 months before conference	Establish a way to do this through the conference website.
Papers reviewed by referees (optional)	Start 6 months before and extend to 4 months before conference	Referees should respond to all papers with comments on a rolling basis to allow people plenty of time to register.
Revised paper resubmitted (after comments by referees) (optional)	Start 4 months and extend 3 months before conference	
Late registration	Start 2 months and extend to the conference	
Updated provisional program	2 months before conference	Only exceptional changes for invited speakers and similar
Definitive program	2 weeks before conference	
Final registration	On-site registration during the first day of the conference	

***Before sending anything to be published, you should discuss it with the IGA Scientific Committee and get approval.***