

Dear Lead-Conveners,

The deadline of acceptance of abstracts, as it stands on the IAGA 2009 web site, is May 15. Therefore, after the deadline for submission of abstracts (April 30, in practice it was May 4) you are kindly asked to do the following as soon as possible and not later than May 12:

- inform LOC about abstracts submitted to your symposium which do not fit there and advise about another symposium where it may fit.
- inform LOC about abstracts that are not acceptable. The remaining abstracts will be regarded as accepted for presentation in the symposium.
- inform me about possible needs to change the time allotted to your symposium because of considerably larger or smaller number of submitted abstracts than expected in the preliminary planning (see attachment).

Before June 15 you are expected to submit to LOC by e-mail detailed plans for your sessions (both oral talks and posters), i.e.. detailed time schedules and chairs for all sessions of your symposium (see also earlier guidelines).

Bengt Hultqvist

If you recommend an abstract to put into another session from your session, you are kindly asked to

1) make a comment in your record in the review form,

2) send an email to loc@iaga2009sopron.hu (and the copy of your letter to the convener of the other session, if possible).

The LOC (Mr. Robert HOHOL) will assign the abstract to the new convener, and will inform him/her about the arrival of a new abstract.

LOC should inform all corresponding authors about the acceptance of the abstract on May 15 as latest. We would like to inform the authors about the accepted session and the accepted type of presentation (oral or poster), but at least about the basic information: accepted or not accepted.

The conveners are expected to have elaborated the detailed programme of their session by June 15.

Thanks for your understanding. Laszlo Szarka, IAGA 2009 LOC Chair

IMPORTANT DATES/PERIODS (UPDATED):

- February -15 April: Lead-Conveners access directly from the LOC website abstracts submitted electronically to their symposia. Abstracts are exchanged with other symposia where appropriate. Lead-Conveners consult Co-Conveners as needed.
- 31 March: Deadline for abstract submission on paper and Grant Applications.
- 30 April: Electronic submission deadline
- 15 April: Deadline for Lead-Conveners's ranking of grant applications and sending the ranking to the Division/Commission Chair and to the Secretary General.
- 15 May: Deadline for Division/Commission Chairs to send the ranking list for the whole Division/Commission to the Secretary General.
- 15 June: Deadline for the Lead-Conveners to deliver their session schedules.