

Instructions to Submitters

Important note for student submitters: This year the OAIA will be offering a student bursary. For more information, please see Ontario Impact Assessment Award – Student Bursary (\$2,500.00)

Abstract submitters can do one of the following:

- Submit an abstract for a **panel presentation** that the organizers will place in conjunction with other speakers who submit abstracts on related topics to one or more of the “**consideration bullets**” for the 2019 OAIA Conference (listed on page 1 above).
 - Organize a **complete session of panel presentations (e.g., symposia)** on one or more of the “**consideration bullets**” for the 2019 OAIA Conference. Such a submission should include a set of 3-4 abstracts (i.e. several abstract submission forms) and **detailed session plan** with timelines, key objectives and outcomes including a list of the presenters and their biographies. Confirmation of participation by the presenters must be sought in advance.
 - Organize a complete session for a **panel debate** on one or more of the “**consideration bullets**” for the 2019 OAIA Conference with multiple debaters and a proposal for audience participation. Such a submission should include an abstract and a **detailed session plan** with timelines, key objectives and outcomes including a list of the debaters and their biographies. Confirmation from the participating debaters must be sought in advance.
 - Submit an abstract for a **case study** related to one or more of the “**consideration bullets**” for the 2019 OAIA Conference. These case studies could be international in nature, but the presenter **MUST** clearly show its relevance to Ontario’s environmental assessment regime. The case study may be grouped with other similar case studies into a session or it can be a stand-alone session.
 - Submit an abstract for a **facilitated audience discussion** on one or more of the “**consideration bullets**” for the 2019 OAIA Conference. Such an abstract should include a **detailed session plan** with timelines, key objectives and outcomes.
- ✓ Person(s) planning to be in a panel presentation or a case study must be prepared to make a 15 minute talk on their topic. The conference organizers will group similar presentations into presentation sessions with two or three other presenters and will assign a moderator to facilitate discussion.
 - ✓ Person(s) organizing a session of panel presentations, panel of debaters, or a facilitated audience discussion will be allotted 1.5 hours, which must include at least 30 minutes for audience questions and participation.

Proposal Deadline & How to Submit:

All abstracts must be submitted no later than **June 1, 2019** using the submission form.

Completed submission forms should be uploaded to the OAIA website. Instructions will be available on www.oaia.on.ca

Guidelines for Writing a Proposal Abstract

Abstracts for **conference sessions** are welcome from industry, government, Indigenous groups, academia (including students – see information related to **Ontario Impact Assessment Award – Student Bursary**), EA consultants and non-government sectors.

All abstracts (see **Instructions to Submitters**) must be submitted using the submission form. Please ensure that the submission is clear in its intent.

The following should be included for all abstracts:

- Title
- Name of Presenter(s), including affiliations and email addresses. Note: please include any co-presenters
- Co-Authors whom you wish to acknowledge (if any)
- Biographies (presenters and co-presenters only) (**no longer than 100 words each**)
- **Abstracts should not exceed 200 words**
- Information on whether the presentation can be posted on the OAIA website after the Conference

Include the following for all **conference sessions**:

- Explain how the submission relates to the “**consideration bullets**” for the 2019 OAIA Conference.
- Provide a general description of research question(s), objective(s), theoretical framework(s), method(s) and expected outcome(s)/finding(s) or result(s) (**no more than 200 words**).
- Identify a preferred format for presentation by choosing a, b, c, d, or e, from the **Instructions to Submitters** section above. If you need to provide a **detailed session plan** (as requested in the **Instructions to Submitters** section above), kindly include one as an attachment

Please take care in providing accurate information; spelling errors and missing email addresses may result in presenters or co-authors not being correctly linked to their contributions.

Deadlines, Stipulations and Selection Process

- ✓ You will hear from OAIA by **July 30, 2019** about whether your proposal has been accepted.
- ✓ If you are invited to proceed, you will be asked to register for the Conference, Join as an OAIA Member and confirm your participation by **August 15, 2019**.
- ✓ You will be asked to submit all electronic files related to your submission (e.g. PowerPoint presentations) no later than **September 22, 2019**.

The following criteria will be used by the selection committee:

- Link to one or more of the “**consideration bullets**” for the **2019 OAIA Conference**
- Applicability to environmental assessment practice and/or theory in Ontario
- Scientific and/or technical merit
- Clarity of presentation (e.g. abstract begins with a clear statement of issues)

Travel and Other Expenses

All presenters must register and pay the registration fee. There are several registration options available. No reimbursement for travel costs will be made. In some instances, with prior arrangement with the conference organizing committee, some assistance may be available to offset some travel costs (Students, please refer to Ontario Impact Assessment Award – Student Bursary).

PLEASE SUBMIT ABSTRACTS BY June 1, 2019 BY COMPLETING THE SUBMISSION FORM.

THIS FORM IS AVAILABLE ON THE OAIA WEBSITE AT www.oaia.on.ca