

## **【ISAR-9 Guide for Conveners】** (ver. 260521)

The following is a summary of the convener tasks and their respective deadlines.

Note: At least two conveners from each session are required to participate on-site.

The ISAR-9 Program Working Group (WG) will provide conveners with detailed information regarding each task as the dates approach.

**Contact:** isar9wg@jamstec.go.jp

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Schedule, as of April 23, 2026

### September 1

- **Call for abstracts:** Announced via the Second Circular and other channels.

### October 16

- **Deadline for Abstract submission**

### Early November

1. **Information Distribution:** Conveners will receive the abstracts submitted to their sessions (including title, authors, affiliations, and oral/poster requests), a summary of submissions, and the number of 90-minute slots allocated to their session. Slots are generally allocated based on the total number of submissions.
2. **Minimum Submission Requirement:** Sessions receiving fewer than 6 abstracts will not be allocated an individual slot. Conveners of these sessions must identify another session that to host their abstracts. Alternatively, one slot may be shared between two sessions that did not meet the individual threshold. The WG will assist in this coordination.
3. **Review Process:** Conveners determine whether to accept or reject abstracts for their session or recommend them for a different session. Abstracts not accepted by any will be rejected.
4. **Chairperson Selection:** Conveners must appoint session chairpersons in advance. All chairpersons must attend the session on-site in Hakodate, Hokkaido, Japan.
5. **Program Drafting:** Conveners will determine the presentation format (oral or poster) for each abstract and prepare a draft program (including chairpersons and the order/timing of oral presentations and the order of poster presentations) using a designated file.
  - **Format Flexibility:** While the default format is a series of 15-min oral presentations (including Q&A). Conveners may organize their allocated time as they see fit (e.g. including panel discussion or poster flash talk). The designated format can be modified accordingly.

### Middle November

- **Deadline:** Conveners must submit the “Abstract Accept/Reject” form.
- The WG and conveners will attempt to reallocate rejected abstracts to other appropriate sessions.

#### Late November

- Deadline: Conveners must submit the “Draft Session Program”.

#### Early December

- Author Notification: The WG or Secretariat will notify authors of acceptance/rejection, session assignments, and presentation formats (Oral or Poster).
- The Draft Session Program (including dates and times) will be published on the website.

#### 2027

##### Early January

- Final Program Confirmation: Conveners perform a final review of the session program.
- The WG may request program revisions if presentation cancellations occur.

##### Early March

- **Final Session Program** will be published on the website.

##### April 16-20

- ISAR-9 Symposium