

## Conference Schedule for IGA International Conference on Goats (ICG)

Stage	Deadline	Comments
Submission of proposal	Submit 2 weeks before the IGA Board meeting held during the next ICG	Any group submitting a pre-proposal should also plan to present their proposal in-person to the Board during the next ICG.
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	Send out 30 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 24 months before the exact start of the conference	Once approved, you should immediately update the conference website.
Provisional program	Submit 24 months before the exact start of the conference	Once approved, you should immediately update the conference website.
2nd announcement	Send out 18 months before conference	Be sure to send this to IGA so that it can be shared with our members. This should contain the most up-to-date information, Call for Abstracts (with instructions), the outline of the conference indicating the Sessions, the number of key-note speaker slots, place for orals and posters and workshops.
Updated provisional program	12 months before conference	Definitive session titles, workshops, invited speakers, etc. (these last not yet to be published on-line).
Abstract submission	Beginning 12 months before and ending 10 months before the conference	Be sure to send the Call for Abstracts letter to IGA so that it can be shared with our members.
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.)
Abstract notification of acceptance	Begin sending out 9 months before conference	<u>Important</u> : ALL abstract notifications should be sent at least 8 months before the conference to allow people the maximum amount of time to register.
Author registration	9 months before conference (start from notification of abstract acceptance) until 4 months before	At least one author must be registered; otherwise the abstract will be removed.
3rd announcement	6 months before conference	Announce the call for papers and posters (with instructions); remind people that early registration will end in 2 months and include the most up-to-date information (link to the web-site).
Paper submission (optional)	8 months before conference	Establish a way to do this through the conference website.
Updated provisional program	6 months before conference	Only include last minute refinements, last minute changes of invited speakers if necessary.
Papers reviewed by referees	Start 8 months before and extend to 6 months before conference	Referees should respond to all papers with comments on a rolling basis to allow people plenty of time to register.
Early registration	Until 4 months before	
Late registration	Starting at 4 months and extending to the conference	We need time to build the proceedings. We need at least 3 months before the conference.
Revised paper resubmitted (after comments by referees)	Start 7 months and extend 4 months before conference	
Updated provisional program	3 months before conference	Hopefully no further change on invited speakers, orals, posters but still feasible.

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Final program	3 weeks before conference	The program is closed, to give the time to print the booklets with programme, and all the information.
On-site registration	The first day of the conference*	*Also during the conference, if a day-by-day registration is organized

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