

International Conference on Urban Affairs

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Individual Paper Presentation Format

Individually submitted papers, if accepted, are grouped thematically by the Program Review Committee to form a panel.

Session Time Structure & Presenter Responsibilities

Paper panels are 75 minutes long. Approximately 15-20 minutes should be reserved for open discussion.

- In sessions with five presenters, each presenter is allotted 10 minutes.
 - In sessions with three or four presenters, each presenter is allocated 12 minutes.
 - It is best to plan on 10 minutes regardless since last minute changes could affect your allotted time.
 - Reading papers is not acceptable.
 - Paper presenters should tell attendees how to obtain a copy of the paper, if it is accessible.
 - If a moderator does not arrive, we ask that the first presenter assume this role.
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Information Needed Before You Submit an Abstract

● **Type of Submission (Select one only) *:** Individual Paper

● **Select One Sub-Theme/Topical category *:** See [sub-theme/topical category listing](#)

● **Abstract Title*** Maximum limit: 15 words:

Acceptable title formatting: Use mixed case or sentence case for your title

(e.g., The Success and Failures of Housing Vouchers). When you use all lowercase or all uppercase letters, you create extra work for UAA's tiny staff. Please help us by following the suggested format.

● **Abstract Text*** Maximum limit: 300 words

Your abstract may be rejected if you omit any of these three elements. [View sample abstract](#)

1) research question(s)

2) methods used

3) findings or anticipated outcomes by the time of presentation (if you do not expect to have findings, you should choose the [Research Brief presentation option](#) to make a shorter presentation and receive feedback)

● **Keywords***

Two (2) words/terms that capture the most important aspects/concepts of your paper.

💡 **Pro Tip Avoid Rejection:** Each year, abstracts are rejected because submitters assume reviewers already know the topic or their prior work. Do not make this assumption. Write for a reviewer who is unfamiliar with your research.

Clearly explain what you are doing, why it matters, how you are doing it, and what if any outcomes/findings you have.

● Moderator Service Question—(Yes or No)

You will be asked if you are willing to serve as moderator of your session. Your response does not influence the review of your abstract. Note: If the answer is yes, and your paper has been accepted for presentation, the UAA Office may assign you to moderate your paper's panel session. Selected moderators will be listed on the program.

Moderator Role Summary: Moderators are primarily responsible for 1) introductions, 2) keeping the time, and alerting presenters of remaining minutes, and 3) managing the open discussion period. The role of the moderator is to manage the session. Moderators are not discussants. View [moderator guidelines](#)

● Acknowledgment of Conference Policies

You will be asked to acknowledge the following conference policies:

Policy	Description
One Session	- Each speaker can only be scheduled to participate in ONE SESSION. - Each speaker can be a co-author on more than one paper. - You can be an organizer of multiple sessions. - You can be an organizer of a session, and participate in a different session. (Note: this scenario <u>may</u> create scheduling overlap) <u>Exception to policy:</u> Persons in sponsored sessions or professional development sessions may seek an exception to the one-session rule to participate in an additional session. One-Session Exception Request Form
Review Decision	- Review decisions will be emailed on October 16, 2026. - Review decisions will also appear in the presenters' abstract submission record within the conference management system.
Registration	- All accepted conference session presenters/moderators must register by November 16, 2026. - If you do not register by November 16, 2026, you will be excluded from the conference program.
Session Scheduling	Conference sessions take place Wednesday, April 14, Thursday, April 15, and Friday, April 16, 2027. Presenters cannot be guaranteed a specific presentation date or time slot.
In-Person Presentation	Due to cost, UAA cannot accommodate hybrid (e.g. virtual and in-person) or virtual participation in the conference.
Deadlines	The conference will not make exceptions or grant extensions to deadlines. See important dates and deadlines
Communication	- The UAA office only corresponds with the primary presenter. Co-authors are not contacted. - Presenters must update their profile if email addresses change.

 **Pro Tip:** Be sure to gather all required information **before** clicking the submit button. Being prepared will help you complete your submission smoothly and in one online session.

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