

## **No-show policy for Paper Publication and Missed Podium Presentations at ARMA Symposia**

At least one co-author must be registered for a given symposium (full registration required) by the stated deadline for a given paper to be published in that symposium's proceedings. A single author registration cannot be used to fulfill this requirement for more than two separate papers.

Conference attendance is encouraged, but not required, for paper publication. However, when a paper is assigned a podium presentation and an author does not appear in order to make a presentation, this is highly disruptive to the symposium program. Accordingly, authors must notify the organizing committee by no later than Sunday 11:59pm US EST, three weeks prior to the start of the symposium if none of the authors/coauthors are available to attend the symposium and present on a paper that has been assigned to a podium presentation slot; in this case, the paper will be re-assigned as a poster presentation. A podium presentation cannot be given by a participant who is not a co-author of the paper being presented. A pre-recorded video of the presentation is not an adequate substitute for the in-person presentation and will not be accepted.

Papers that are assigned to a podium presentation slot that experience a "no-show" (no author/co-author appears in order to present in the assigned time slot without the three week notice as stated above) will not be published in the conference proceedings, with no refund of associated registration fees. This policy applies only to podium presentations; papers assigned to a poster presentation, honoring the registration policy above, will be published even if authors/coauthors are unable to attend the symposium.