

Session Chair and Speaker Agreement

To preserve the collegial and interdisciplinary nature of the SAH 68th Annual Conference, session chairs and speakers chosen to chair a session or present at the conference will commit to their participation upon notice that his or her session or paper has been accepted. Registration for the conference and payment of the basic **non-refundable** registration fee, along with establishing or extending membership in SAH through at least April 30, 2015, **must** be completed by August 30, 2014, as confirmation and commitment of your participation.

If registration has not occurred and registration fees that may include the membership fee to be current for the 2015 conference year have not been paid, the session chair or Conference Chair will then contact an alternate speaker to fill your unconfirmed slot.

The benefits of the Session Chair and Speaker Agreement include:

- Recognition of research and topics by peers
- The speaker's personal and professional reputation as a resource for quality education and information will be maintained.
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- Acknowledgement in the printed conference program and in the official record of the *JSAH*.
- SAH will be recognized as an excellent, unbiased source of education for architects, academics, and those interested in the built environment and landscape.

To ensure these benefits are accomplished, I agree to the following terms:

- An electronic copy of the speaker's presentation must be submitted to SAH no later than April 30, 2015, to comply with AIA/CES provider regulations. This includes text and PowerPoint. The presentations are placed in a secure, non-cloud archive, and will not be shared with anyone without the author's expressed permission.
- Commit to participation upon notice that his or her session and/or paper has been accepted by registration for the conference and payment of the basic **non-refundable** registration fee by August 30, 2014. Deliver paper or chair session at the conference, **in person**, on the scheduled date and time.
- Keep or establish current membership in SAH through the 2015 conference (April 15-19, 2015) by August 30, 2014.

- Deliver the registered course (original paper as part of the session panel) as approved by SAH and AIA/CES, without endorsement, bias, marketing, or sales orientation.
- Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives of the SAH session and AIA/CES.
- Deliver the session as it relates to the learning objectives found in the session description that also comply with the AIA/CES.
- Strive to make the presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the panel and individual paper is scheduled.
- Speakers will abide by the ethics of SAH and the AIA/CES.
- To present the paper in a manner that does not appear as reading the paper, but rather the confident presentation of your current body of work.

Conditions of Participation

Each speaker is expected to attend the conference and present their own paper. Only the author is able to defend their research, thus they need to be present to answer questions and comments during the discussion period of the session. SAH policy does **not** allow other forms of paper presentations. **SAH policy does not allow the reading of papers by others.** Skype, or any other internet-based program as an alternate method are not acceptable. The available technology in the hotel does not allow for clean, clear, and smooth presentation of materials. **SAH policy does not allow inclusion of respondents and discussants.** Participation in our conference also contributes to the overall collegiality of these important events.

Each speaker is expected to fund his or her own travel and expenses to Chicago. SAH has a limited number of partial fellowships for which SAH conference speakers may apply (<http://www.sah.org/jobs-and-careers/sah-fellowships-and-grants>). However, SAH's funding is not sufficient to support the expenses of all speakers. Those who receive fellowships are paid at the conclusion of the SAH conference when approved receipts have been submitted for reimbursement.

Additional Information

Between January 7th and February 15th, speakers and session chairs may enhance their registration with tours, receptions, and additional activities that require advanced registration and/or payment. You will receive instructions on how to add these additional activities in early January.

AIAI/CES

- The AIA/CES Provider Network will support practice needs and maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.

- Architects will continue to receive the quality education they have come to expect from AIA/CES Registered Programs.

I understand that by checking this box and clicking "Submit," I am providing an electronic signature consenting to the above terms and conditions.