

**SOCIETY OF ARCHITECTURAL HISTORIANS 67th ANNUAL CONFERENCE,
Austin, Texas**

9-13 April 2014

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GUIDELINES FOR SESSION CHAIRS

To ensure broad participation in the SAH Annual Conference individuals are limited to no more than two of the following roles of the following five choices:

session chair or speaker

SAH Austin Seminar

round table Facilitator

evening lecturer

tour leader

N.B. Session chairs may not give papers in the sessions they chair.

SCHEDULE

15 January 2013: Deadline for submission of session proposals, thematic and open sessions to General Chair.

January 19, 2013 – deadline to select paper sessions and chairs

20 January 2013: General chair notifies the selected thematic session chairs; session proposals are returned to session chairs for final editing as a “Call for Papers” of no more than 300 words, including session chair, affiliation; telephone numbers, and e-mail (that is checked daily). (See www.sah.org for examples of formats to be used in the “Call for Papers.”)

29 January 2013: Last day for thematic session chairs to email to the general chair the revised “Call for Papers” in a pc-compatible format (Microsoft Word.doc).

20 February 2013: General chair submits final copy of “Call for Papers” to SAH. “Call for Papers” announced in April SAH e-Newsletter. A copy of the SAH Session Chair Guidelines, a copy of the How to Submit a Paper and How to Review the abstracts are sent to each session chair.

21 February 2013: Layout preparation of full descriptions of “Call for Papers” to SAH website.

1 April 2013:

Online abstract submission opens. Applicants submit their CV or resume (max 5 pages) separately via email in a PDF format to the appropriate session chair and SAH.

SAH Newsletter, “Call for Papers” appears.

Full description of “Call for Papers” appears on the SAH website.

1 June 2013: Last day for submission of abstracts (paper proposals) to the online abstract submissions program. Last day for applicants to submit their CV or resume (max 5 pages) separately via email in a PDF format to the appropriate session chair and SAH.

Call for Graduate Student Lightning Talks abstracts sent out by GS Rep.

1 July 2013 Deadline for session chairs to communicate the viability of their sessions (i.e., whether a sufficient number of good proposals have been received, even if the Session Chair has yet to make his/her final selection) to the General Chair. Neither Respondents nor Discussants will be a part of the session for the 2013 Annual Conference. The number of sessions have been predetermined and selected by the General Chair. The number of sessions cannot be expanded once the Call for Papers has been announced. If during discussions with a speaker there is a concern about the commitment level, it is recommended you not accept that paper. It will save challenges down the road.

The session chair should have a discussion with the prospective speakers, before final acceptance, to ensure the paper to be presented is original and has not been published nor presented to a large audience.

20 July 2013: Deadline for grading and finalizing sessions – Session chairs will notify the General Chair and SAH office of the list of speakers. Re-ranking will determine order of presentation. Authors of papers accepted for presentation are notified by the session chairs. Authors of papers not accepted for presentation are notified by the session chairs.

1 August 2013: Notification of speakers & registration opens for Session Chairs and Speakers

Session chair notifies selected speakers and advises them immediately to register online for the conference by August 30, 2013. Tour and events registration will open on January 7, 2014. Session chairs also register for the conference at this time.

Session chairs notify selected speakers to edit submitted abstract online (300 words or less, no footnotes. Speakers have until August 12 to complete edits. Session Chairs send to selected speakers the details on session format.

If a speaker does not register by August 30, the session chair notifies the speaker the paper has been dropped and contacts the next alternate. The alternate has 5 days to register and edit and resubmit their abstract. (see 5 September)

Session chairs, PLEASE remind selected speakers that:

1. they must be SAH members on or before the registration deadline. The SAH membership must be current for the conference year. (2014)
2. they must be SAH members to be considered for travel fellowships [see fellowship guidelines on the SAH website] and submit a separate online fellowship application form in addition to their registration when their paper has been accepted.
3. all presentations must be in a digital format [PowerPoint, usb drive, etc.] Slides and slide projectors will not be available for this conference.
4. the session chair or an appointed speaker will be responsible for supplying the laptop for their respective session. SAH is not able to provide laptops for each session. In addition, please work with your speakers so that all presentations are saved to a flash drive and compatible with the laptop to be used. If using a MAC, be sure to bring a VGA cord.
5. Speakers may now apply for fellowships
6. Session Chairs are not eligible for fellowships

30 August 2013: Deadline for registration for Session Chairs and Speakers for the 2014 conference

6 September 2013: Deadline for all Fellowship applications.

All speakers may apply for travel fellowships to underwrite a portion of the expenses related to delivering a paper at the SAH annual conference. The procedure for applying for a fellowship is outlined on the SAH website at www.sah.org under Fellowships and Grants. Session Chairs will be notified by SAH if speakers did not register by the deadline.

30 September 2013: SAH submits program information to brochure editor from the online submission program.

1 October 2013:

Session chairs contact speakers regarding the progress of their papers.
Fellowship recipients notified.

30 November 2013: Annual conference brochure mailed to the entire SAH membership. Online conference program goes live.

10 December 2012: Session chairs contact speakers regarding the progress of their papers.

7 January 2014: Speakers and session chairs may now register for tours and events for the annual conference – deadline is February 15th, 2014.

10 January 2014: Speakers submit complete drafts of papers to session chairs.

7 February 2014: Session chairs return papers to speakers with comments and suggested revisions, plus a list of contact information for all the other speakers in the session.

4 March 2014: Copies of session papers distributed by speakers to all participants in their session. Alternate speakers are included (if needed).

SESSION CHAIR GUIDELINES

Know and adhere to the deadlines given in the schedule, and be prepared to frequently contact your speakers to remind them of their own deadlines and obligations. In order to preserve the collegial and disciplinary nature of the conference, all session chairs and selected speakers are asked to visit the SAH website which includes information on a.v. requirements (PowerPoint only, no slides), as well as fellowship information. The session chair and selected speakers are required to register and **pay a non-refundable commitment fee that equals the amount of the registration fee to attend the annual conference.** The Terms and Conditions will clearly explain that selected speakers are expected to attend the conference regardless of whether the SAH is able to provide travel funds. Although SAH has an impressive roster of travel fellowships, the Society cannot cover the increasingly greater demand for funding. As of January 2011, SAH has modified the schedule/timetable to allow time for speakers and session chairs to seek and secure financial funding to attend the SAH Annual Conference. Speakers and session chairs are expected to pursue their own institutional or other support for travel, and are asked to confirm via the on-line registration (including the Terms and Conditions) that they intend to present their papers in person and they **understand that the Society does not permit speculative application to a program on which places are highly sought.** This must be completed by **30 August 2013** in order to be included in the annual conference brochures printed and online versions.

Upon notice that his/her paper has been accepted by a session chair, speakers must register for the conference, pay the non-refundable registration/commitment fee and establish or renew membership in SAH for the conference year. If this is not done by 30 August 2013 (online), then the session chair will turn to speakers on the waiting list to fill the session. Beginning January 7th, 2014, speakers and session chairs may enhance their registration with tours, receptions and additional activities of the conference that require advanced registration and/or payment. If a fellowship is awarded, this will of course offset those expenses to the maximum allowed by the fellowship. These expenses will be reimbursed at the end of the conference, when proper documentation has been provided to the SAH office (deadline May 31st). The Session Chair and Speaker Commitment must be adhered to or participants' information will not be listed in the annual conference brochure or Book of Abstracts. Those not in compliance will be rendered ineligible for Fellowships.

Confirm that all speakers accepted into your session are fully committed and have the financial resources to attend the annual conference. To handle or prepare for last-minute emergency cancellations, session chairs may opt to select an "alternate" (with the approval of the individual involved), who will present a paper if a slot becomes available by March 1. Be critical in selecting proposals: review the proposal and the speaker's résumé/C.V. carefully; do not hesitate to solicit the opinion of references or other

informed experts, if you have questions about either the proposal or the speaker's qualifications.

You may solicit proposals, i.e. encourage individuals to submit proposals, but all proposals, solicited and unsolicited, should be evaluated equally, as outlined above.

Keep clearly in mind the duration and structure of the session when working with speakers to develop papers; explain in writing the structure of your session to all selected speakers, and make sure that the length of their papers fits that structure.

Work carefully (diplomatically, but firmly) with the speakers both in revising their abstracts and in editing their papers; insist that they address your comments and adhere to the deadlines. Speakers who persistently refuse to cooperate should be dropped from the session.

Be prepared to moderate your session: make sure the session speakers exchange their papers with each other in advance of the session; be prepared to introduce your session and be prepared to introduce the individual speakers (preferably before each one gets up to speak); be prepared to prompt audience discussion with questions of your own; and be prepared to guide that discussion. Do not hesitate to ask speakers to step down if they have exceeded their time limit. Be firm and constant about time-keeping to be fair to all speakers.

Session chairs and speakers are encouraged to meet over a complimentary breakfast on the morning of their session.

Policy on non-member speakers at the annual conference:

Any person may respond to the printed "Call for Papers." As we are a membership-based, not for profit organization, membership in SAH is required. With approval of the general chair, session chairs may request a membership waiver for non-members whose major work falls outside the discipline of architectural history and related fields, and who have been especially solicited to deliver a paper. Such cases are exceptional, such as when participation will make an important and otherwise unattainable contribution to the session.

FELLOWSHIPS

There are several fellowship opportunities for speakers to receive travel funds to attend the SAH Annual conference. Please refer speakers wishing to apply for possible funding to the Fellowships & Grants section of the SAH website www.sah.org for application information and details.

SESSION FORMAT

Sessions are 2 ½ hours in length.

Sessions present a minimum of 4 to a maximum of 5 papers followed by discussion, depending upon a session's intended scope and the range of proposed paper abstracts received. In every case, the session chair must maintain competitive standards of excellence in accepting papers, and refuse the temptation to pad a session with marginal submissions. All papers sessions will be scheduled on Thursday or Friday.

Sessions include a 15-minute introductory (no title or shortened paper) by the session chair, 20- to 25- minute paper presentations by speakers, and audience questions and discussion, moderated by the session chair. A typical morning schedule:

Example of 4 papers in a session

8:45-11:00

Session

Title

Session Chair, and Affiliation

8:45 Introduction

9:00 First Speaker (Paper title, speaker, and affiliation)

9:25 Second Speaker

9:50 Third Speaker

10:15 Fourth Speaker

10:40 Q&A/Discussion

11:00 Closure of Session

Example of 5 papers in a session

8:45-11:00

Session Title

Session Chair, and Affiliation

8:45 Introduction

8:55 First Speaker (paper title, speaker, and affiliation)

9:15 Second Speaker

9:35 Third Speaker

9:55 Fourth Speaker

10:15 Fifth Speaker

10:35 Q&A/Discussion

11:00 Closure of Session

Actual schedules depend upon the number of papers to be presented; in organizing a session timetable, the session chair should first determine the number and length of papers (i.e., four to five papers (max) at 25 minutes, five 20 minutes, etc.), and then factor in the time needed to introduce the session topic and each speaker, to deal with speaker logistics allowing one speaker to replace another at the podium), and to allow for questions and discussion. Consult the programs of recent annual conferences for examples of session schedules. The order of sessions for the conference program is determined by the General Chair.

Chairs should have determined their session schedule by the time they accept paper proposals, so that they can clearly communicate the schedule—especially length of papers in minutes—to their speakers before the speakers have drafted their papers. Once session schedules have been submitted (September) to the main SAH office and to the general chair for publication in the annual conference program, those schedules cannot and must not be changed.