SOCIETY OF ARCHITECTURAL HISTORIANS

Session Chair Guidelines for the
SAH 2016 Annual International Conference in Pasadena/Los Angeles

Society of Architectural Historians 69th Annual International Conference
Pasadena/Los Angeles
6-10 April 2016
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Guidelines for Session Chairs
The following guidelines are intended to ensure the success of your panel and the conference as a whole. Please read them carefully to plan accordingly and avoid any potential conflicts.

To ensure broad participation in the SAH Annual Conference individuals are limited to no more than two of the following roles:
- Session chair **or** Speaker
- SAH Chicago Seminar panelist
- Round table moderator **or** panelist
- Evening lecturer
- Tour leader

N.B. Session chairs may *not* give papers in the sessions they chair.
SAH policy prescribes *no* session respondents or discussants.

Schedule
16 January 2015: Deadline for submission of session proposals, thematic and open sessions to General Chair.

19 February 2015: Deadline to select paper sessions and chairs.

20 February 2015: 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/2015 for examples of formats to be used in the "Call for Papers.")

6 March 2015: 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(x)).

13- 17 March 2015: General chair submits final copy of Call for Papers to SAH. Call for Papers announced on April 1 and in the April SAH Newsletter. A copy of the SAH Session Chair Guidelines, Speaker & Session Chair Info Sheet, Abstract Submission Instructions and Instructions on Reviewing are sent to each session chair.

16 March 2015: Layout preparation of full descriptions of Call for Papers to SAH website.

1 April 2015: Online abstract submission opens (Call for Papers). Applicants submit their CV or resume (max 5 pages) separately via email in a PDF format to the appropriate session chair and SAH. Abstracts not submitted through the online program will not be considered.

15 April 2015: SAH Newsletter, Call for Papers appears. Full description of Call for Papers appears on the SAH website.

9 June 2015: 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. Abstracts not submitted through the online program will not be considered. Titles must be 65 characters or less, including spaces

12 June 2015: Begin reviewing and grading abstracts
- Ensure paper has not been published or previously presented
- If plans to be published, ensrue it ts after April 10, 2016
- Verify affiliation

1 July 2015: 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 2016 Annual International 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 and/or the financial means to attend the conference, 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 (100 or more).

- Please investigate to ensure the paper is original

- SAH policy is that only the author may present at the conference and must do so in person.

- Official notification and acknowledgement is in the JSAH September volume. The online and printed program is not considered the official posting.

20 July 2015: Deadline for grading and finalizing all abstracts submitted to your sessions in the online program – Session chairs will notify the General Chair and SAH office of the list of speakers (max 5 and order of presentation. Authors of papers accepted for presentation are notified by the session chairs.

30 July 2015: Authors of papers not accepted for presentation are notified by the session chairs.

1 August 2015: Notification to speakers and session chairs to register and accept the SAH Terms and Conditions for the 2016 conference. Speakers may apply for conference fellowships.

Session chair notifies selected speakers and advises them immediately to register online for the conference by August 31, 2015. Session chairs also register for the conference at this time. (Tours and events registration open on January 5, 2016.)

Session chairs notify selected speakers to edit submitted abstract online (300 words or less, no footnotes.) Speakers have until August 14 to complete edits.

If a speaker does not register by August 31, 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.

Please note: Each speaker is expected to fund his or her own travel and expenses to Pasadena. SAH has a limited number of partial fellowships for which Annual Conference speakers may apply (sah.org/acfellowships). However, SAH's funding is not sufficient to support the expenses of all speakers. Each speaker and session chair must register and establish membership in SAH for 2016 by August 31, 2015, to show their commitment for the 2016 conference and are required to pay a non-refundable fee equal to that of the conference registration fee.

Session Chairs, PLEASE remind selected speakers that:

1. During registration the SAH membership must be extended through the conference dates.
2. Speakers applying for a reimbursable SAH travel fellowship (a limited number available to speakers only) must submit a separate online fellowship application form (sah.org/acfellowships) in addition to their registration and membership.
3. All presentations must be in a digital format (PowerPoint, USB drive, etc.) Internet access, Skype, webinar saved or other digital or electronic streaming formats are not permitted.
4. Session chairs and speakers must present in person, at the conference, to be included in the session. Only the author may give the presentation at the conference. Reading the paper by others, by Skype or by any other internet-based or pre-recorded programs as an alternate method are not acceptable.
5. 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 USB drive and compatible with the laptop to be used. If using a Mac, be sure to bring a VGA cord.
6. Speakers are required to submit a copy of their presentation and paper to SAH to be kept on file. This is an AIA/CES requirement and is part of the Terms and Conditions to present work at the SAH Annual Conference. In the event of an audit by AIA, SAH needs to be able to prove that the presentation exists and was presented by the author. Speakers must submit a copy of their presentation and paper to the SAH office either on a USB drive or electronically via Dropbox. The content will not be shared with anyone nor will any portion of the presentation be published or presented in any format or manner—it is solely for record-keeping purposes.
7. Session Chairs are not eligible for Annual Conference fellowships.

31 August 2015: Deadline for registration and acceptance of SAH Terms and Conditions for session chairs and speakers for the 2016 conference.

1 September 2015: Session chairs will be notified by SAH if speakers did not register by the deadline.

7 September 2015: Deadline for all fellowship applications. SAH confirms all sessions are finalized.

15 September 2015: SAH submits session program information to editor for review.

5 October 2015: Session chairs contact speakers regarding the progress of their papers. Fellowship recipients notified.

10 December 2015: Session chairs contact speakers regarding the progress of their papers.

Online conference program goes live.

12 December 2015: Annual Conference programs are mailed to SAH members.

5 January 2016: Full conference registration opens. Speakers and session chairs may now register for tours and events for the Annual Conference.

10 January 2016: Speakers submit complete drafts of papers to session chairs.

5 February 2016: 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 2016: Copies of session papers distributed by speakers to all participants in their session.

6-10 April 2016: Session chair collects during the Speakers' Breakfast two sets of the presentations (PowerPoint and text). One set for the session and a second set for SAH archives.

Additional 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 AV requirements (PowerPoint only; no internet, Skype or web streaming), as well as fellowship information. The session chair and selected speakers are required to register and **pay a non-refundable registration (commitment) fee.** 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 online 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 **31 August 2015** in order to be included in the Annual Conference program, 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. If this is not done by 31 August 2015, then the session chair will turn to speakers on the waiting list to fill the session.

Beginning January 5, 2016, 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 31). The Session Chair and Speaker Commitment must be adhered to or participants' information will not be listed in the Annual Conference program, Book of Abstracts or official record in the *JSAH*. 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. In the event of a last-minute emergency cancellation, sessions will be presented without changing the schedule. Empty slots will be filled with discussion. Be critical in selecting proposals: review the proposal and the speaker's résumé/C.V. carefully, and 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.

In your introduction, suggest that the images and material on the presentation screen during the session not be photographed or distributed electronically.

Session chairs and speakers should meet over the complimentary breakfast on the morning of their session. This is where you collect the presentations for the 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, nonprofit organization, membership in SAH is required. With approval of the General Chair and in conference with the SAH Executive Director, 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 fellowship opportunities for speakers to receive travel funds to attend the SAH Annual Conference. Please note that session chairs are not eligible for travel fellowships. Please refer speakers wishing to apply for possible funding to the SAH website sah.org/acfellowships for application information and details.

Session Format

Sessions are 2 1/4 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. In the event that you have emergency cancellations, a session is viable with 3 speakers. All papers sessions will be scheduled on Thursday or Friday.

Sessions include a five-minute introduction by the session chair, 20–25-minute paper presentations by speakers, and audience questions and discussion, moderated by the session chair. A typical morning schedule:

Example of five papers in a session (20-minute papers):
8:15–10:30 a.m.
Session Title
Session Chair and Affiliation
8:15   Introduction (500 words max)
8:25   First Speaker (Paper title, speaker, and affiliation) 2350 words max
8:45   Second Speaker
9:05   Third Speaker
9:25   Fourth Speaker

9:45   Fifth Speaker
10:05   Q&A/Discussion
10:30   Closure of Session

Example of four papers in a session (25-minute papers):
8:15–10:30 a.m.
Session Title
Session Chair and Affiliation
8:15   Introduction (500 words max)
8:25   First Speaker (paper title, speaker, and affiliation) 3100 words max.
8:50   Second Speaker
9:15   Third Speaker
9:40   Fourth Speaker
10:05   Q&A/Discussion
10:30   Closure of Session

Actual schedules depend upon the number of papers to be presented and the track the session will be presented. In organizing a session timeframe, the session chair should first determine the number of papers. No more than five papers in a session (i.e., either four papers at 3100 words max per paper or five papers at 2350 words max per paper).

Using the word count will allow 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 SAH Annual Conferences for examples of session schedules. The order of sessions for the conference program is determined by the General Chair. It is important that the session begin and end on time.

Chairs should have determined their session schedule by the time they accept paper proposals so that they can clearly communicate the schedule and paper word count 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.

Coaching the Speaker

Papers are to be presented confidently to the professional and scholarly audience. Each year, SAH receives feedback that while the topic of the paper is interesting, the presentation is not to the expected standards. To simply stand in front of the audience, read the 2500 words, and show the 20–30 corresponding slides is not enough. They need to be engaging and fully prepared to respond to Q&A and discussion at the end of the session. The following is a helpful link for authors on presenting their papers: ichc2011.ru/index.php?r=211