Session Chair Guidelines for the
SAH 2017 Annual International Conference in Glasgow, Scotland

Society of Architectural Historians Annual International Conference
Glasgow, Scotland
7-11 June 2017
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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 (choose one) If you are selected as a session chair you may not submit an abstract to other sessions to be considered for speaking.
  As a Graduate Student you can only choose one option. Either submit a session or paper for the GSLT or to a thematic session, not both.
- SAH Glasgow Seminar panelist
- Roundtable moderator **or** panelist
- Evening lecturer
- Tour leader

N.B. Session chairs may *not* **give papers in the sessions they chair nor submit to other sessions.**
SAH policy prescribes *no* **session respondents or discussants.**

Schedule
1 October 2015: Call for Sessions opens

12 January 2016: Deadline for submission of session proposals, thematic, open sessions and GSLT to General Chair.

19 February 2016: Deadline to select paper sessions and chairs

20 February 2016: 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, titles to be 65 characters or less including spaces and punctuation. Include

session chair(s) name, affiliation and email (that is checked daily). (See www.sah.org/2016 for examples of formats to be used in the "Call for Papers.")

20–26 February 2016: General Chair appoints and confirms 2–3 Open Session chairs

7 March 2016: Last day for thematic session chairs to email to the General Chair and SAH the revised Call for Papers in a pc-compatible format (Microsoft Word.doc(x)) by 3:00 pm CT. Ensure email to be used in CfP matches that in the SAH system

14–18 March 2016: 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.

16–24 March 2016: Layout preparation of full descriptions of Call for Papers to SAH website.

1 April 2016: Online abstract submission opens (Call for Papers). This appears on the SAH website. Applicants submit their abstract and CV or resume (max 2 pages) via the online portal. Abstracts not submitted through the online program will not be considered.
If an abstract is submitted via email, session chairs are to advise submitter to us online program only, no exceptions. Assistance by SAH office will be available. Clear instructions are communicated in the CfP.

18–22 April 2016: SAH Newsletter announces the Call for Papers. Full description of Call for Papers appears on the SAH website as of April 1.

6 June 2016: Submission of abstracts (paper proposals) and CVs to the online abstract submissions program closes at 5:00pm CDT. Abstracts and CVs not submitted through the online portal will not be considered. Titles must be 65 characters or less, including spaces and punctuation. Be sure it is grammatically correct.

10 June 2016: Begin reviewing and grading abstracts
    Review instructions sent to you via email between March 13–17
- Investigate to ensure paper has not been published or previously presented
- If plans to be published, ensure it is after June 11, 2017
- Verify affiliation and credentials

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 SAH 2017 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. The speaker and session chair registration fee is discounted and is non-refundable.
- 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. Co-authors who decide not to attend will not be included in the official listing found in the *JSAH*. They will not be listed in the program either.
- Official notification and acknowledgement is in the *JSAH* September issue. The online and printed program is not considered the official posting.

18 July 2016: 3:00 pm CDT is the 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, a minimum of 3 and a maximum of 5. Also the order the papers will be presented. You do this in the online program, after the grading has been completed. Authors of papers accepted for presentation are notified and confirmed by the session chairs.

20–31 July 2016: Authors of papers not accepted for presentation are notified by the session chairs. Suggested text to be included in your message will be sent in June.

1 August 2016: Notification and instructions on how to register will be sent to the selected speakers and session chairs. Be sure to read and accept the SAH Terms and Conditions for the 2017 conference. Speakers may apply for conference fellowships.

There will be two rounds of registration communications sent each week during the month of August. The first will be to register. A follow up email will be sent at the end of the week that actual registration takes place to provide a link to update their abstract, if appropriate, details on hotel accommodations and to apply for SAH Annual Conference Fellowships.

Session chair notifies selected speakers and advises them immediately to register online for the conference by August 31, 2016 at the discounted rate. (Tours and events registration opens on November 17, 2016.) If they do not register by August 31, the registration fee increases on September 1, 2016. No exemptions or exceptions will be granted.

Session chairs notify selected speakers to edit submitted abstract online (300 words or less, no footnotes.) Speakers have until August 31 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, edit and resubmit their abstract.

Please note: Each speaker and session chair is expected to fund his or her own travel and expenses to Glasgow. 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 2017 by August 31, 2016, to show their commitment for the 2017 conference and are required to pay a non-refundable fee equal to that of the 2016 conference registration fee. Conference fees will increase to the 2017 rate on September 1, 2016.

Session chairs, PLEASE remind selected speakers that:

1. During registration the SAH membership must be extended through the conference dates. This will extend the existing membership, if any.
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. They do not need to select the specific fellowship as that will be determined by the committee.
3. All presentations must be in a digital format (PowerPoint, USB drive, etc.) Internet access, Skype, webinar or other digital or electronic streaming formats are not permitted.
4. Session chairs are to work with and remind the speakers to practice their presentations so that they do not "read it" on the day of the session. This is important to those attending as questions will be asked and the speaker needs to be familiar and confident with their presentation.
5. 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.
6. 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.
7. 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.

  8. Session chairs are not eligible for Annual Conference fellowships.

31 August 2016: Deadline for registration and acceptance of SAH Terms and Conditions for session chairs and speakers for the 2017 conference.

1 September 2016: Session chairs will be notified by SAH if speakers did not register by the deadline.

7 September 2016: Deadline for all fellowship applications. SAH confirms all sessions are finalized.

15 September 2016: SAH submits session program information to editor for review for placement in the printed program and in the conference app.

3–7 October 2016: Session chairs contact speakers regarding the progress of their papers. Fellowship recipients will be notified.

5–11 December 2016: Session chairs contact speakers regarding the progress of their papers and provide guidance and assistance. Work can be accomplished over the winter holiday

10 January 2017: Speakers submit complete drafts of papers to session chairs. Speakers continue to practice their presentations with guidance from session chairs

10 January 2016: Full conference registration opens. Speakers and session chairs may now register for conference tours and events.

12 February 2017: 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.

14 March 2017: Early registration ends

15 March 2017: Registration fees increase by $75

3 April 2017: Copies of session papers distributed by speakers to all participants in their session.

23–31 May 2017: Session chair collects presentations and send to SAH via Dropbox. This is for the SAH archives and to meet the AIA CES requirement.

8–9June 2017: The session chair collects the presentations at the Speaker and Session

Chair Breakfast, if not done already to load on the laptop to be used for your session. This will make the speaker switch flow smoothly during your session.

30 June 2017: An electronic copy of the speaker's presentation must be submitted to SAH to comply with AIA/CES provider regulations.

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 2016** 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 **August 31, 2016**, then the session chair will turn to speakers on the waiting list to fill the session.

Beginning **January 10, 2017**, 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 July 31). The Session Chair and Speaker Commitment must be adhered to or participants' information will not be listed in the 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. This is due to allowing attendees to move freely from session to session. 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. Each paper must begin at the time noted in the program.

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 during your introduction. 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 to protect copyright laws.

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 International Conference. Please note that session chairs are not eligible for formal travel fellowships. Please refer speakers wishing to apply for possible funding to the SAH website (sah.org/acfellowships)for application information and details.

As a session chair you are eligible to volunteer during the conference. If you work 6+ hours you will be eligible to receive a 50% rebate on your basic registration. Working as a session chair is not covered under the 6+ hours. You will be contacted by the Volunteer Coordinator in early 2017 with the volunteer opportunities available.

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 International 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 as noted in the program and end so that the next paper may begin as noted in the program.

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 to the main SAH office and to the General Chair for publication in the Annual International 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