

Session Chair Guidelines for the SAH 2018 Annual International Conference in Saint Paul, Minnesota

UPDATED 8/25/17: Fellowship deadline extended to 9/28/17

Conference Chair

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The following guidelines are intended to ensure the success of your session and the conference as a whole. Please read them carefully and plan accordingly to avoid conflicts.

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

- Session Chair **or** Speaker. Session Chairs may not submit a paper proposal to other sessions or deliver a paper in their own session. Graduate Students can submit a paper proposal to either the Graduate Student Lighting Talks panel or to a thematic session, but not both.
- SAH Saint Paul Seminar panelist
- Roundtable moderator or panelist
- Evening lecturer
- Tour leader

Schedule

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.

17 January 2017: Deadline for submission of session proposals.

21 February 2017: Deadline to select paper sessions and chairs.

24 February 2017: 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 and affiliation. (See www.sah.org/2017/sessions for examples of formats to be used in the Call for Papers.)

10 March 2017: 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 p.m. CST, USA.

Ensure email to be used in Call for Papers matches that in your SAH Member Profile.

31 March 2017: Call for Papers is posted to the SAH website and included in the April SAH Newsletter. Abstracts and applicant CVs must be submitted through the online portal. If an abstract is submitted via email, Session Chairs must advise the submitter to use the online system. There can be no exception to this requirement. Assistance by the SAH office will be available.

15 June 2017: Call for Papers deadline. The online submission portal closes at 3:00 p.m. CDT.

21 June 2017: Sessions Chairs begin reviewing abstracts. Review instructions will be sent to you via email in mid-March. Chairs must ensure the paper has not been published or previously presented (at least not to a large audience), and Speaker affiliation and credentials must be verified.

24 July 2017: Deadline for Session Chairs to notify General Chair if a sufficient number of good proposals have been received to proceed with the session.

- Sessions may not include respondents or discussants.
- The Session Chair discusses with prospective Speakers their commitment level and their financial ability to attend the conference. If you have any doubts regarding a Speaker's attendance at the conference, you should not accept their paper. It will avoid challenges and disappointments later on. The Speaker and Session Chair registration fee is non-refundable.
- Please make sure your Speakers understand that SAH policy requires that only the author present at the conference and must do so in person. Co-authors who do not attend will not be included in the official listing found in the September issue of *JSAH*, nor will they be listed in the program book.

28 July 2017, 3:00 p.m. CDT: Session Chairs make final selection of abstracts through the online portal. Session Chairs send the General Chair and the SAH office their list of Speakers (a minimum of 4 and a maximum of 5) in the order of presentation. Session Chairs notify Speakers whose papers are accepted and confirm their intention and ability to attend the conference.

28–31 July 2017: Session Chairs notify authors of papers not accepted for presentation. Suggested text to be included in your message will be sent in June.

1 August 2017: Session Chair and Speaker registration opens. Annual Conference Fellowship applications open to Speakers. (Please see below information on *Session Chair & Speaker Registration* and *Annual Conference Fellowships*.)

Session Chairs notify selected Speakers that they may edit submitted abstract online (300 words or less, no footnotes) until August 31.

Session Chairs, PLEASE remind selected Speakers that:

1. During registration, SAH membership must extend through the conference dates (April 18–22, 2018).
2. Speakers applying for a SAH Annual Conference 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 electronic streaming formats are not permitted.
4. Speakers should practice their presentations so that they do not merely recite a text during the session.
5. Speakers must present their paper in person at the conference. Reading the paper by others, by Skype or by any other internet-based or pre-recorded programs as an alternate method is not acceptable.
6. The Session Chair or an appointed Speaker will be responsible for supplying the laptop for their respective session. SAH is unable 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 other electronic means. 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.

31 August 2017: Deadline for Speakers to make abstract updates.

28 September 2017: Deadline for Speakers to apply for Annual Conference Fellowships. SAH finalizes all sessions.

28 September 2017: Deadline for Session Chairs and Speakers to register for the conference and accept the SAH Terms and Conditions.

29 September 2017: SAH will notify Session Chairs if a Speaker did not register by the deadline.

3 October 2017: SAH staff to email Session Chairs their final session presentation time and order of speakers, with PDF's of the edited abstracts.

9–13 October 2017: Session Chairs contact Speakers regarding the progress of their papers. SAH will notify Annual Conference Fellowship recipients.

5–11 December 2017: Session Chairs contact Speakers regarding the progress of their papers and provide guidance and assistance.

9 January 2018: Session Chairs and Speakers may add tours and events to their existing conference registration.

10 January 2018: Speakers submit complete drafts of papers to Session Chairs. Speakers continue to practice their presentations with guidance from Session Chairs.

12 February 2018: Session Chairs return papers to Speakers with comments and suggested revisions, plus contact information for other Speakers in the session.

20 February 2018: Early registration ends.

21 February 2018: Registration fees increase and tours-only registration opens to the public.

5 March 2018: Copies of session papers distributed by Speakers to all participants in their session.

7 March 2018: Session Chair collects presentations and sends them to SAH for its archives and to meet the AIA CES requirement.

19–20 April 2018: Session Chair collects the presentations at the Session Chair and Speaker Breakfast (if not done so already) to load on the laptop to be used during the session.

At the Conference

Session Chairs and Speakers should meet at the complimentary breakfast on the morning of their session. This is where you collect the presentations for the session.

Be prepared to introduce your session, introduce individual Speakers and generally moderate your session. In your introduction, ask that attendees refrain from taking photographs of the presentation screen during the session in order to respect copyright laws. Make sure the session Speakers exchange their papers with each other in advance of the session. 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.

Policy on Non-Member Speakers

Any person may respond to the printed Call for Papers. As we are a membership-based, non-profit organization, membership in SAH is required to participate in the conference. 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.

Session Format

Sessions are 2.25 hours in length and include 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 papers 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 for Thursday, Thursday evening 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 would be:

Five 20-minute papers (about 2300 words) 8:30–10:40 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

Four 25-minute papers (about 3100 words) 8:30–10:40 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

Adhering to the word count allows time to introduce the session topic, for Speakers to replace one another and for adequate period of discussion. 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 Conference program, they cannot be changed.

Session Chair & Speaker Registration

Session Chair and Speaker registration opens on August 1, 2017, 3:00 p.m. CDT. All Session Chairs and Speakers must register for the SAH Annual International Conference no later than **September 28, 2017, 11:59 p.m. CDT**, to show their commitment. SAH membership must be established

through the conference dates of April 18–22, 2018.

SAH will email Session Chairs and Speakers registration instructions. Be sure to read and accept the SAH Terms and Conditions when registering. 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. Speakers will be able to add tours and events to their registration beginning on January 9, 2018, 3:00 p.m. CST.

If a Speaker does not register by the September 28 deadline, the Session Chair notifies the Speaker that their paper has been dropped and contacts an alternate Speaker. The alternate Speaker has 5 days to register, edit, and resubmit their abstract.

Annual Conference Fellowships

Although SAH has an impressive roster of travel fellowships, the Society cannot cover all the costs of attending the Annual Conference. Speakers and Session Chairs are expected to pursue their own institutional or other support for travel. SAH has a limited number of Annual Conference Fellowships for which Speakers may apply. (Session Chairs are not eligible to apply.) You must be registered for the annual conference for your application to be considered. Applications will open on August 1, 2017, and close on September 28, 2017. Please refer Speakers wishing to apply for possible funding to sah.org/acfellowships for application information and details. If a fellowship is awarded, expenses are reimbursed at the end of the conference, when proper documentation has been provided to the SAH office (deadline May 31).

Cancellations & Dropouts

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 requirement allows attendees to move freely from session to session.

Volunteering at the Conference

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% reimbursement 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 2018 with the volunteer opportunities available.