

## Session Chair Guidelines SAH 2019 Annual International Conference Providence, Rhode Island

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### Guidelines for Session Chairs

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 potential 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. Graduate Students can submit a paper proposal to either the Graduate Student Lighting Talk panel or to a thematic session, but not both.
- SAH Providence Seminar panelist
- Roundtable moderator or panelist
- Evening lecturer
- Tour leader

**Please note: 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

**16 January 2018:** Deadline for submission of session proposals.

**22 February 2018:** Deadline for General Chair to select paper sessions and chairs.

**23 February 2018:** 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 the [2018 Call for Papers](#) for examples of formats to be used.)

**9 March 2018:** 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 3:00pm Central Time, USA. Ensure email to be used in Call for Papers matches that in the SAH system

**3 April 2018:** Call for Papers announced on the SAH website and in the April SAH Newsletter. Abstracts must be submitted through the online portal. Applicants will also submit their CV through the online portal. If an abstract is submitted via email, Session Chairs must advise the submitter to use the online program. There can be no exception to this requirement. Assistance by the SAH office will be available.

**5 June 2018:** Submission of abstracts (paper proposals) to the online abstract submissions program closes at 11:59pm.

**7 June 2018:** Sessions chairs begin reviewing abstracts. Review instructions will be sent to you via email in mid-May. Chairs must ensure the paper has not been published or previously presented (at least not to a large audience), and verify Speaker affiliation and credentials.

**2 July 2018:** Deadline for Session Chairs to notify General Chair if a sufficient number of good proposals has been received to proceed with the session. Neither Respondents nor Discussants may be part of a session for the 2019 Annual Conference.

- The Session Chair discusses with prospective Speakers their commitment level and their financial ability to attend the conference. If you have 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.
- 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 JSAH, nor will they be listed in the program.

**13 July 2018: 3:00pm Central Time, USA:** Deadline for final selection of abstracts, submitted through the online portal. Session Chairs will 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. Sessions Chairs should notify Speakers whose papers are accepted and confirm their intention and ability to attend the conference.

**20-31 July 2018:** 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 2018:** 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 2019 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, and how to apply for SAH Conference Fellowships.

Session Chair notifies selected Speakers and advises them immediately to register online for the conference by September 27, 2018 to receive the discounted rate. (Tours and events registration opens on January 8, 2019.) The registration fee increases February 20, 2019.

**31 August 2018:** Deadline for Speakers to edit submitted abstract online (300 words or less, no footnotes.)

If a Speaker does not register by September 27, 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.

*Please note: Each Speaker and Session Chair is expected to fund his or her own travel and expenses to Providence. SAH has a limited number of fellowships for which Annual Conference Speakers may*

apply ([sah.org/acfellowships](http://sah.org/acfellowships)). Each Speaker and Session Chair must register and establish membership in SAH for 2019 by September 27, 2018, to show their commitment for the 2019 conference and are required to pay a non-refundable fee.

Session Chairs, PLEASE remind selected Speakers that:

1. During registration, SAH membership must extend through the conference dates.
2. Speakers applying for a SAH travel fellowship (a limited number available to Speakers only) must submit a separate online fellowship application form ([sah.org/acfellowships](http://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. Speakers should practice their presentations so that they do not merely recite a text during the session.
5. Session Chairs and Speakers must present in person at the conference to be included in the session. 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 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 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.
8. Session Chairs are not eligible for Annual Conference fellowships.

**27 September 2018:** Deadline for registration and acceptance of SAH Terms and Conditions for Session Chairs and Speakers for the 2019 conference.

**30 September 2018:** Deadline for all fellowship applications. SAH finalizes all sessions.

**1 October 2018:** SAH will notify Session Chairs if a Speaker did not register by the deadline.

**2-7 October 2018:** Session Chairs contact Speakers regarding the progress of their papers. Fellowship recipients will be notified.

**3-9 December 2018:** Session Chairs contact Speakers regarding the progress of their papers and provide guidance and assistance.

**8 January 2019:** Registration for tour and other events at the Annual Conference opens.

**9 January 2019:** Speakers submit complete drafts of papers to Session Chairs. Speakers continue to practice their presentations with guidance from Session Chairs

**19 February 2019:** Early registration ends.

**20 February 2019:** Registration fees increase

**22 February 2019:** Session Chairs return papers to Speakers with comments and suggested revisions, plus contact information for other Speakers in the session.

**4 March 2019:** Copies of session papers distributed by Speakers to all participants in their session.

**1-12 April 2019:** Session Chair collects presentations and sends them to SAH for its archives and to meet the AIA CES requirement.

**25-26 April 2019:** – At the Speaker and Session Chair breakfast the Session Chair collects the presentations, if not done already to load on the laptop to be used during the session.

### 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.

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 **27 September 2018**, then the Session Chair will contact alternate Speakers to fill the session.

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. 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).

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. 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 with the Speakers 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 introduce your session, introduce individual Speakers and generally moderate your session. 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.

In your introduction, ask that attendees refrain from taking photographs of the presentation screen during the session in order to respect 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 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](http://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 2018 with the volunteer opportunities available.

### Session Format

Sessions are two hours, ten minutes 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 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 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

8:30 Introduction (500 words max)

8:35 First Speaker (Paper title, Speaker, and affiliation) 2350 words max

8:55 Second Speaker

9:15 Third Speaker

9:35 Fourth Speaker

9:55 Fifth Speaker

10:15 Q&A/Discussion

10:40 Closure of Session

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

Session Title

Session Chair and Affiliation

8:30 Introduction (500 words max)

8:35 First Speaker (paper title, Speaker, and affiliation) 3100 words max.

8:55 Second Speaker

9:15 Third Speaker

9:35 Fourth Speaker

9:55 Q&A/Discussion

10:40 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.

## Coaching the Speaker

Papers are to be presented confidently to the professional and scholarly audience. Each year, SAH receives feedback that while one or another topic was interesting, the presentation was poor. Simply reading a text verbatim is inadequate. Speakers should be engaging and fully prepared to respond to Q&A and discussion at the end of the session. Communication is the key to building a relationship with the selected Speakers for a successful session and conference. The following is a helpful link for authors on presenting their papers: [ichc2011.ru/index.php?r=211](http://ichc2011.ru/index.php?r=211)

## 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 SAH Director of Membership in February 2019 with the volunteer opportunities available.