

## SAH 2024 Annual International Conference

### Albuquerque | April 17–21

### Session Chair and Speaker Agreement

To preserve the collegial and interdisciplinary nature of the SAH 77<sup>th</sup> Annual International Conference, Session Chairs and Speakers chosen to chair a session or present at the conference will commit to their participation upon notice that their session or paper has been accepted.

Beginning August 15, 2023 Session Chair and Speaker registration opens for the conference and payment of the basic **non-refundable** registration fee, along with establishing or extending membership in SAH through at least **April 30, 2024**, must be completed by **September 30, 2023**, as confirmation and commitment of your participation. When Early Registration opens on January 9, 2024, Speakers and Session Chairs may add receptions and additional activities that require advanced registration and/or payment. You will receive instructions on how to add these additional activities.

If registration has not occurred and registration fees that may include the membership fee to be current for the 2024 conference year have not been paid by September 30, 2023, the Session Chair or Conference Chair will then contact an alternate speaker to fill your unconfirmed slot.

**The benefits of the Session Chair and Speaker Agreement include:**

- The recognition of the speaker's research and topics by peers.
- The speaker's personal and professional reputation as a resource for quality education and information will be maintained.
- The Session Chair's personal and professional reputation as a resource for quality education and information will be maintained.
- Acknowledgement in the printed conference program and in the *official record* of the *Journal of the Society of Architectural Historians (JSAH)*.
- SAH is recognized as an excellent, unbiased source of education for architects, academics, and those interested in the built environment and landscape.

**To ensure these benefits are accomplished, I agree to the following terms:**

- Commit to participation upon notice that session or paper has been accepted by registration for the conference and payment of the basic non-refundable registration fee by **September 30, 2023**.
- Deliver paper or chair session at the conference, in person, on the scheduled date and time.
- Keep or establish current membership in SAH through the 2024 conference (April 17-21, 2024) by **September 30, 2023**.
- An electronic copy of the speaker's presentation must be submitted to SAH no later than **April 12, 2024**, to comply with AIA CES provider regulations. This includes the text presented. The presentations are placed in a secure, non-cloud archive, and will not be shared with anyone without the author's expressed permission.

- To present the paper in a manner that does not appear as reading the paper, but rather the confident presentation of your current body of work.
- Deliver the registered course (original paper as part of the session panel) as approved by SAH and AIA CES, without endorsement, bias, marketing, or sales orientation.
- Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives of the SAH session and AIA CES.
- Deliver the session as it relates to the learning objectives found in the session description that also comply with the AIA CES.
- Strive to make the presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the panel and individual paper is scheduled.
- Speakers will abide by the ethics of SAH and the AIA CES.
- SAH may require speakers to pre-record their presentations. Speakers will be notified of this requirement in a timely manner.

### Conditions of Participation

**Each Session Chair and Speaker are expected to attend the conference and each Speaker is expected to present their own paper.** Only the author is able to defend their research, thus they need to be present to answer questions and comments during the discussion period of the session. **SAH policy does not allow other forms of paper presentations.** Using Zoom, Skype or other internet-based programs as an alternate method is not accepted. SAH policy does not allow inclusion of respondents and/or discussants. **SAH policy does not allow the reading of papers by others under any circumstances.** Participation in our conference also contributes to the overall collegiality of these important events.

Each Session Chair and Speaker are expected to fund their own travel and expenses to the conference. SAH has a limited number of partial fellowships for which SAH conference Session Chairs and Speakers may apply ([sah.org/acfellowships](http://sah.org/acfellowships)). However, SAH's funding is not sufficient to support the expenses of all Session Chairs and Speakers. Those who receive fellowships are paid at the conclusion of the SAH conference when approved receipts have been submitted for reimbursement.

### AIA CES

- The AIA CES Provider Network will support practice needs and maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.
- Architects will continue to receive the quality education they have come to expect from AIA CES Registered Programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return signed agreement to SAH Director of Programs, Christopher Kirbabas, [ckirbabas@sah.org](mailto:ckirbabas@sah.org).