Application for Conference Programs
Room Request

SAH 2020 Annual International Conference
Seattle, Washington | April 29–May 3, 2020
Room Request for Meetings, Roundtables, or Informational Presentations

The Society of Architectural Historians is accepting proposals for roundtable discussions, meetings, or informational presentations for the SAH 2020 Annual International Conference to be held in Seattle, WA, April 29–May 3. A limited number of slots will be available for the midday break and during the hours of the daily conference proceedings. The roundtables, meetings and presentations are meant to supplement the regular conference programming and should differ from the paper sessions in both topic and organization, with a format that provides an opportunity for active, in-depth discussion and interaction.

If you plan to hold a meeting, roundtable or presentation, you must apply to be considered. *This includes those organizing programs that have been traditionally held at the conference*. Please complete this form and submit it to Christopher Kirbabas at ckirbabas@sah.org. **The deadline to submit a proposal is September 9, 2019.** All proposals will be reviewed by the Conference Chair, with confirmations sent out after October 1, 2019. If you have any questions or need additional information, please contact Christopher Kirbabas by email at ckirbabas@sah.org.

Please note the following:

- This form is a request and does not guarantee space will be available for every applicant. All proposals will be reviewed by the Conference Chair. If your proposal is accepted, SAH will assign a room and schedule a time for your program.
- SAH is unable to fund or comp any moderators, panelists or speakers in the roundtables, meetings, or informational presentations. All moderators, panelists, speakers of your program must be a registered attendee of the conference (either full registration or Day Rate registration).
- A/V, Internet, food and beverage, and other costs will be the responsibility of the group or individual holding/hosting the meeting/event/program, unless other arrangements are made through SAH. A portion of the room rental fee and all food and beverage expenses is required and the financial responsibility of those selected for all rooms utilized.

_____

Contact Name

_____

Email Address (use one you check daily)

_____

Address

_____

City/State/Zip Code

_____

Phone Number

_____

Type: Meeting/Event/Roundtable or Informational
Program

_____

# of moderators, panelists or speakers (if
applicable)

_____

Title to be used in program (max. 64 characters including spaces and punctuation)

On a separate sheet, please include a short description of your roundtable/meeting/ informational program/event with this form that will explain the focus and the value it will have for the conference attendees.

I prefer to be scheduled on (no guarantees): ❏ Thursday ❏ Friday

Rooms and times will be scheduled by SAH throughout each day between 9 a.m. and 3 p.m. for those whose proposals have been selected.

Is this meeting to be published in the printed program and conference app?
❏ Yes ❏ No

I will need the following for the meeting room:

❏ podium ❏ microphone ❏ head table ❏ screen

❑ LCD projector ❑ table mics ❑ electrical connection ❑ Internet connection

I will need the room set up in the following style: (additional fees may apply to change set-up)

❑ theatre ❑ classroom ❑ rounds ❑ conference ❑ reception ❑ sit-down lunch/dinner