



SOCIETY FOR
AMERICAN ARCHAEOLOGY

GUIDELINES FOR SESSION ORGANIZERS

71st Annual Meeting—San Juan, Puerto Rico April 26-30, 2006

Major Technology Change in 2006!

LCD projectors and cables will replace slide and overhead projectors in session rooms. SAA will not provide laptops. Session organizers are responsible for providing laptops (or may delegate that responsibility to a session participant) and for loading all presentations prior to the session.

These guidelines for session organizers provide forms and information that augment the Call for Submissions. The Call for Submissions contains policies, procedures, and forms relevant to individual participants.

The proposal package must adhere to the policies and procedures outlined in both the Guidelines for Session Organizers and the Call for Submissions. The Call for Submissions is available via SAAweb at <http://www.saa.org/meetings/saaannual/call.pdf>. The document may also be obtained by contacting the SAA office: Society for American Archaeology, 900 Second Street NE #12, Washington DC 20002-3557; phone: +1 202/789-8200; fax: +1 202/789-0284; email: meetings@saa.org.

Deadline

Session proposals must be submitted as a **complete package** by the organizer and must reach the SAA office by fax or mail no later than Wednesday, **September 7, 2005**. Submissions will be stamped with date received *only* when the submission packet is complete.

A **grace period** of 7 days ending on **September 7, 2005** has been approved by the Board of Directors; however, if you submit after September 7, 2005, but on or before September 14, 2005, you **must** pay a late fee. This fee is \$40.00 for organized sessions. No exemptions to this fee are permitted by Board action. **Late submissions received after the grace period cannot be accepted.** If you have questions in regard to the submission process, policies, or forms, contact the SAA office for clarification prior to the deadline.

The SAA Office will send a meeting payment confirmation to each participant via first class mail by November 23, 2005. If you do not receive a payment confirmation statement by late November, please contact the SAA office immediately.

Online submissions will be acknowledged via email. Email acknowledgments are not in lieu of confirmations which are sent out by the SAA office by November 23, 2005.

The Program Committee's decision to accept or decline a proposal will be mailed to organizers of symposia, workshops, forums, and poster sessions by December 15, 2005.

Organizers are responsible for ensuring that all participants are firmly committed and for promptly advising SAA of any changes to the session. Changes that occur after December 1, 2005 will not be included in the final program.

Continuing for 2006: The Amerind Seminar program

recognizes an outstanding symposium at the annual SAA meeting. Co-sponsored by the SAA and the Amerind Foundation, successful applicants will come to the Amerind's Dragoon, Arizona, campus in October following the SAA Annual Meeting for a five day seminar, the proceedings to be published through the University of Arizona Press (see *The SAA Archaeological Record*, Vol 3, No. 2, March 2003, or log on to the Amerind web site [www.amerind.org] for a description of the Amerind Seminars). If you a symposium organizer and would like to have your symposium considered for the Amerind Seminar Program, there is a check box on Form E.

Further on LCD Projectors

As only LCD projectors will be provided for all session rooms, should anyone wish to order an overhead or slide projector and pay for it, that individual must contact the SAA staff for audio visual rental information.

E

SESSION ABSTRACT

71st Annual Meeting— San Juan, Puerto Rico, April 26-30, 2006

SUBMIT TWO (Please print or type)

1. ORGANIZER

First Name	Last Name	Member Number	Work Phone #	Email Address
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2. CO-ORGANIZER

First Name	Last Name	Member Number	Work Phone #	Email Address
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3. CO-ORGANIZER

First Name	Last Name	Member Number	Work Phone #	Email Address
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4. CHAIR

First Name	Last Name	Member Number	Work Phone #	Email Address
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5. MODERATOR

First Name	Last Name	Member Number	Work Phone #	Email Address
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Sponsored session Yes No (For definition of a sponsored session, see the Call for Submissions, page two.)

If yes, sponsored by _____

Please check this box if you would like your symposium proposal to be considered for an *Amerind Seminar*. (must be checked on both copies) For more information, please log onto www.amerind.org.

6. TITLE OF SESSION

as it will appear in the final program. Title will be scanned, **20 words maximum**, Type within box.

7. SESSION ABSTRACT

Text only, single space, **100 words maximum**. Abstract will be scanned, **Type** within box.

Session type:

- Symposium
- Electronic Symposium
- Poster Symposium
- Forum
- Working Group

SESSION PARTICIPANT ORDER

SUBMIT TWO (Please print or type)

71st Annual Meeting—San Juan, Puerto Rico April 26-30, 2006

F

The purpose of this form is to list all paper presenters and discussants in the order of appearance in this session. Organizers, Chairs, and Moderators will not be listed on this form unless they are a presenter and/or discussant as well.

Title of session as it will appear in the final program:

Please list all paper presenters and discussants in the time slots below in order of appearance in this session. Please **do not** schedule time slots for introductory or concluding remarks; or breaks. The time slots are for presenters and discussants only. Please list only one presenter or discussant per each fifteen minute time slot. *Note: no session may have more than 16 presenters or discussants.*

1. _____
First Name Last Name
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