



Society for American Archaeology

CALL FOR SUBMISSIONS

77th Annual Meeting—Memphis, TN April 18-22, 2012

**The deadline for Submissions is
September 15, 2011, 3pm Eastern Time.**

This Call for Submissions includes procedures and policies. The only means of submission is via SAAweb. If you have any questions regarding the submissions process or policies, please contact the SAA office prior to the deadline.

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I. GENERAL INFORMATION

1. Deadline

All submissions, both session and individual, must be made via the web by **Thursday, September 15, 2011, 3 pm Eastern Time**. The submissions system will shut down at that time. Staff will be available to assist prior to 3pm. As all submissions will be made via the web, there is no grace period *nor* are there any late fees. There is no flexibility to the deadline. The web allows you to make changes until the submissions deadline. For details, see “Editing Submissions” under Section II “Submissions Policies.”

2. Evaluation Process

After the deadline, the Program Committee will begin evaluating each submission for substance of contribution. After reviewing a submission, the Program Committee may recommend changes. Any such recommendations are based on the nature of the material to be presented and do not reflect a low ranking by the committee. The Program Committee may request that individual papers or an entire session be converted to poster format.

The Program Committee’s decision to accept or decline the submission will be emailed to individual contributors and organizers of symposia, workshops, forums, and poster sessions by December 5, 2011.

3. Languages

Submissions (and presentations) may be made in English, Spanish, Portuguese, or French. Abstracts will be published in the language in which they are submitted. For those authors who also wish to publish an English translation of their abstracts, please email the English translation to meetings@saa.org identifying the author and session name (if applicable).

II. SUBMISSION POLICIES

1. Membership Requirement

It is a privilege of membership to be a participant in the Annual Meeting of the Society for American Archaeology. Participants in SAA’s 2012 Annual Meeting must hold a 2012 membership in the Society.

Current members must renew by the close of the grace period on January 30, 2012. If you are a current 2011 member, please wait to pay 2012 dues until you receive your renewal notice in October. **If you do not renew your 2012 membership by the close of the grace period on January 30, 2012, the Board of Directors will reject the pending submission.** If the Board rejects a submission for noncompliance with the renewal requirement, that action would supercede any action from the Program Committee.

Nonmembers must apply for SAA membership no later than November 15, 2011. Nonmembers may join via the web for 2012 after September 16, 2011 using the login and password created to access the meeting submission module. Should a submission from a current nonmember be rejected, that individual would be able to rescind their 2012 membership application and receive a full refund of the membership application fee. If the membership process is not completed by the November 15, 2011 deadline, the submission from the nonmember will be rejected by the Board of Directors. If the Board rejects a submission for noncompliance with the membership requirement that action would supercede any action by the Program Committee.

Should a submission be rejected by the Board of Directors for noncompliance with the membership requirement by the stated deadlines (November 15, 2011 for nonmembers to join and January 30, 2012 for current members to renew), the registration fee will be refunded minus a \$25 processing fee.

2. Registration Fees

All presenters, chairs, organizers, moderators, and discussants are required to pay the established registration fee for the Annual Meeting at the time they submit.

The SAA Office will send a meeting payment confirmation to each participant by **November 5, 2011**. Please be on the lookout for this to arrive. If you do not receive a payment confirmation statement by this date, please contact the SAA office.

All submissions will also be acknowledged via email. This acknowledgment is not in lieu of payment confirmations which are emailed by the SAA office by November 5, 2011 (see above).

Continuing in 2012: The Amerind Seminar Program recognizes an outstanding symposium at the annual SAA meeting. All SAA symposia are eligible. 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 are a symposium organizer and wish to have your symposium considered for the Amerind Seminar program, there is a check box on the web or hardcopy session form.

For participants who prefer not to pay using the web-based payment system, there is an option to print a summary form and fax or mail your payment to SAA. Payments must be received and processed before a session or individual paper is eligible to submit for review. Registration fees can be found on the web-based submission system.

Withdrawals

Registration fees for withdrawn presentations will be refunded by the SAA office—minus a \$25 processing fee—upon receipt of written request (no verbal requests, please) postmarked by December 1, 2011.

Waivers

An individual who is invited to participate in a session at the Annual Meeting in order to present information for the benefit of SAA members and who is neither an archaeologist nor a professional in a field whose members would normally belong to the SAA may have the membership requirement waived. Normally, in such cases, the individual's registration fee should also be reduced to the member rate; in rare instances, and only for the most compelling reasons, the registration fee may be waived entirely.

Session organizers will be able to enter a waiver request for participants while setting up their session on the web. Decisions under this policy will normally be made by the Executive Director.

3. Editing Submissions

A submission can be edited at any time before it is submitted. Once submitted, session organizers or first authors who are submitting as individuals (not in organized sessions) can request that their submission be “unsubmitted” to allow for additional changes before the deadline. They should simply contact the SAA office at meetings@saa.org to request that their session or individual paper be “unsubmitted.”

Important Note – Once a submission has been “unsubmitted,” it must be resubmitted before the deadline in order for it to be considered ready for review by the Program Committee.

4. Number of Roles

No individual may have more than **three** participant roles (presenter, organizer, chair, moderator, or discussant) during the Annual Meeting, nor may s/he be a presenter more than once. The web-based submission system will provide each participant with a role summary page.

The only exceptions to the review process and the three-role rule are the opening and plenary sessions, and “SAA sessions” that are mandated by the SAA Board (see #5 below).

5. SAA Sessions

“SAA sessions” are sessions mandated by the board in furtherance of key Society goals. The President's Invited Forum is an “SAA session.” “SAA sessions” are exempt from the review process and the three-role rule. Non-SAA members who participate only in SAA sessions may be exempt from the membership requirement and the registration fee.

If you are organizing an exempt session, you will need to contact the SAA office (meetings@saa.org) prior to setting up your session in order that staff may designate the session as “exempt.” This will give exempt session participants who have reached their maximum number of roles the ability to participate in the session.

6. Sponsored and Invited Sessions

The designation “sponsored” indicates the support of an SAA committee, interest group, or an organization outside SAA. For example, the Fryxell Symposium is a sponsored symposium by the Fryxell Award Committee. The designation “invited” reflects a special status and role within the meeting, as defined by the Program Committee chair. **All sponsored and invited sessions are subject to review by the Program Committee and must conform to Annual Meeting policies.** These sessions must also conform to regular scheduled deadlines.

Continuing in 2012! Abstracts Online!

Abstracts of all accepted presentations will be published in a searchable PDF format on SAAweb approximately one month prior to the meeting. A paper volume will no longer be published. At the meeting in Memphis, computer kiosks will be available to view the document.

Because numerous committees wish to sponsor sessions, the Program Committee must balance such requests with other program goals; as a result, in some circumstances, requests for sponsored sessions may be rejected

7. Abstracts

An abstract is required from each presenter. **Individuals may only submit one abstract for consideration.** No abstract may list more than five authors. The author is responsible for clarity, content, spelling, and grammar. Titles of abstracts should be presented in lowercase letters with initial letters of key words in capitals.

8. Audiovisual Equipment:

Each room is equipped with the following standard setup:

- one LCD projector and cable

Laptops will be provided by the session organizer who also has (or may delegate to a session participant) the responsibility of loading all presentations prior to the session. In general sessions, a chair will be selected by the Program Committee. The Chair will provide the laptop and load the presentations in advance of the session.

- one screen
- a laser pointer
- a countdown timer

Individuals who wish to order and pay for additional equipment must contact the SAA staff for audiovisual rental information.

III. SUBMISSION INFORMATION

1. Individual Submission Formats

A) **Contributed Paper**—Contributed papers are submitted individually by the presenter and are distinguished from research reports in that they generalize, synthesize, or compare and address problems of theory, method, culture history, or culture process. Contributed papers are grouped into general sessions by the Program Committee chair around a particular theme, usually geographic or methodological. General session chairs are designated by the Program Committee chair. Length: 15 minutes.

B) **Contributed Poster**—The poster presentation is particularly appropriate for research results that can be described graphically. Posters are especially encouraged and are particularly effective for presentations communicating quantitative data. Contributed poster presentations are submitted individually by the presenter and grouped by the Program Committee chair around a particular theme into a poster session. **Display time: two hours.**

C) **Research Report**—A research report is submitted individually by the presenter and describes the results of a recent field or laboratory research project. Research reports are grouped into sessions by the Program Committee chair around a particular theme, usually geographic or methodological. Session chairs are designated by the Program Committee chair. Length: 15 minutes.

2. General Session Chair Responsibilities

The Program Committee selects chairs for general sessions from those individuals that have indicated a willingness to serve in such a capacity. **Please be sure to select the appropriate box on the individual web submission form if you are interested.**

A general session chair accepts the responsibility of providing the laptop computer for the session and ensures that all presentations are loaded prior to the session. To facilitate that process, the Program Committee will provide the general session chair with contact information for all the session participants.

3. Organized Session Formats

Notes:

• **In any single session, the maximum number of organizers allowed is three.**

1) **Symposium**—A symposium consists of no more than sixteen 15-minute presentations, including discussion and introductory and closing comments, on a well-defined theme submitted together by an organizer. Symposia may have a maximum length of four hours; day-long symposia are not permitted

2) **Electronic Symposium**—An electronic symposium consists of up to 16 papers which will be made available on the World Wide Web by the session organizer at least one month prior to the Annual Meeting, so that both the participants and the attendees may read the papers before the meeting. **No papers will be read during each two-hour session; all meeting time will be spent in in-depth discussion of the issues raised by the papers.** A link to all papers will be available via SAAweb.

3) **Poster Symposium**—A poster symposium consists of a group of posters organized around a well-defined theme and submitted together by an organizer(s). Poster symposia are scheduled for two hours and are limited to a maximum of 16 posters. Posters are especially encouraged and are particularly effective for presentations communicating quantitative data. Display time: two hours.

4) **Forum**—A forum is an interactive format organized around a tightly focused theme. Formal presentations are kept to a minimum to encourage open discussion between presenters and audience. Forum sessions may have no more than 12 participants in discussant roles (no papers are listed with the session) and run concurrently with the scientific sessions. Length: four hour maximum; generally 2 hours.

4. Session Organizers

If you are organizing a session via the web, you must obtain each participant's first and last name, and email address. Participants are invited to your session via automated email, so it is critical that you obtain and enter accurate email addresses. **Organizers who are current SAA members will be able to search the database for participant records.** Nonmembers will not.

To facilitate the process, organizers can enter each participant's zip code and membership ID, although this is not required. Session organizers will not be able to enter the submission and registration information for the session participants, as the new web-based submissions system links directly with the SAA membership database. **Please note—SAA staff will not provide membership IDs of participants to organizers. This information is private, and will only be provided to the SAA member.**

Once all of the invited participants have submitted and registered, the organizer must return to the session and submit it for review by the Program Committee. **If any session participants have not completed their submission or registration, the organizer will not be able to submit the session for review.** The web-based system puts ultimate control of the session in the hands of the organizers.

Organizers of sessions have the ability to make changes to the session at any time **before the deadline. No changes may be made after the deadline.** If the organizer has not submitted the session, changes can be made at the discretion of the organizer. If the session has been submitted, the organizer will need to contact the SAA office (meetings@saa.org) to "unsubmit" the session. Once the changes have been completed, **the organizer must resubmit the session before the deadline for it to be considered by the Program Committee.**

5. Session Participants

Session participants submitting via the web need to provide session organizers with a valid email address, as they will receive their invitation to submit via automated email once the organizer sets up the session on the web. Participants can also provide the organizer with their SAA membership ID and zip code, as this will facilitate the submission process. You can obtain this information by contacting SAA at membership@saa.org. SAA will not provide this information to session organizers for privacy reasons.

Once the invited participant receives the email from the session organizer, they will need to complete their submission and registration before the organizer will be able to submit the session. The web-based system does not allow incomplete sessions to be submitted. For participants submitting via the web who prefer not to pay using the web-based payment system, there is an option to print a summary payment form and fax or mail the payment to SAA. Please keep in mind that submissions and payments must be received by SAA prior to the established deadline, in order to be considered eligible for review by the Program Committee.

6. Coauthors

In case of coauthorship, any one of the coauthors may be identified as the presenting author. *Only* the presenting author should submit and register for the Annual Meeting at this time. Nonpresenting coauthors are not required to attend or register; those coauthors who do wish to attend the meeting should register through the advance registration process upon receipt of the preliminary program and registration information booklet that will be mailed in early 2012 and posted on SAAweb in December 2011.

IV. HOW TO SUBMIT VIA SAAweb

All submissions must be made via SAAweb at www.saa.org. Select the "2012 Annual Meeting Submissions" link from the homepage to locate the self-directed submissions system.

As always, you have the option of submitting online, and a printing off a summary payment sheet to fax or mail your payment to SAA. **Both** the submission and payment must be received by SAA prior to the established deadline.

Web submissions will be acknowledged via email so please provide your current email. **While this message will acknowledge receipt of the information you sent electronically, it is NOT confirmation of payment nor an acceptance of the submission.**

QUESTIONS?

If you have questions concerning the submission policies, processes, or forms, please contact the SAA headquarters office at +1-202-789-8200 ex.109 or meetings@saa.org. SAA will refer individuals to the Program Committee Chair as necessary.

