SAA
Society for American Archaeology

CALL FOR SUBMISSIONS
82nd Annual Meeting—Vancouver, British Columbia, Canada March 29-April 2, 2017

The deadline for Submissions is September 8, 2016, 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, policies, or forms, please contact the SAA headquarters at +1-202-559-7382 or +1-202-559-5881, or email meetings@saa.org. SAA will refer individuals to the Program Committee Chair as necessary.

Highlights:
- **New Format for 2017—Lightning Rounds**
- **There is a required checkbox on the Abstract Submission page, which, among other things, certifies that the submission conforms to the SAA Principles of Archaeological Ethics. Participants are asked to review the Principles prior to submitting.**

The SAA Office will send a meeting payment confirmation to each participant by **November 10, 2016**. 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 10, 2016 (see above).*

Continuing in 2017: The Amerind Seminar Program recognizes an outstanding symposium at the SAA Annual 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 5-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.

I. GENERAL INFORMATION

1. Deadline
All submissions, both session and individual, must be made via the web by **Thursday, September 8, 2016, 3pm 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, including possible ethical issues or sensitivities, 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 chairs of symposia, forums, and poster sessions by December 5, 2016.

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 2017 Annual Meeting must hold a 2017 membership in the Society.

Current members must renew by the close of the grace period on January 30, 2017. If you are a current 2016 member, please wait to pay 2017 dues until you receive your renewal notice. SAA does not begin accepting payments for the following year until after September 15. **If you do not renew your 2017 membership by the close of the grace period on January 30, 2017, the Board of Directors will reject the pending submission.** If the Board rejects a submission for noncompliance with the membership requirement, that action would supersede any action from the Program Committee.

Nonmembers must apply for SAA membership no later than November 15, 2016. Nonmembers may join via the web for 2017 after September 15, 2016, 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 2017 membership application and receive a full refund of the membership application fee.

If the membership process is not completed by the November 15, 2016 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 supersede 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, 2016, for nonmembers to join and January 30, 2017, for current members to renew), the registration fee will be refunded minus a $25 processing fee.

2. SAA Principles of Archaeological Ethics
All presenters, chairs, moderators, and discussants are required to read and check the checkbox on the Abstract Submission page, which, among other things, certifies that the proposed submission conforms to the SAA Principles of Archaeological Ethics. All submissions must uphold the SAA Principles of Archaeological Ethics.

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

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, 2016.

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 chairs can and should 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.

4. Editing Submissions
A submission can be edited at any time before the submission deadline. Once the submission deadline passes, no edits may be made.

5. Number of Roles
No individual may have more than **three** participant roles (presenter, chair, moderator, or discussant) during the Annual Meeting, nor may s/he be a presenter nor a chair or co-chair (Note: "co-chairs" now designated as "chairs" in the online system) **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).

6. 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. If you are chairing 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.

7. 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.

Because numerous groups 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. Typically, a group may sponsor one session. Additional sponsored sessions by the same group are solely at the discretion of the Proposal Committee.

8. 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, grammar, and upholding the SAA Principles of Archaeological Ethics. Titles of abstracts should be presented in lowercase letters with initial letters of key words in capitals. **The required abstract length is 200 words.**

Abstracts of all accepted presentations will be published in a searchable PDF format on SAAweb approximately one month prior to the meeting. Onsite in Vancouver, computer kiosks will be available to view the document.

9. Audiovisual Equipment
Each room is equipped with the following standard setup:
- One LCD projector and cable
  Laptops will be provided by the session chair 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. If the laptop provided is a MAC, any special connectors to the LCD projector must be brought with the computer. The AV companies do not provide them.
- One screen
- One laser pointer
- One countdown timer

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

10. Requests for Special Scheduling
Given the size and complexity of the annual meeting, SAA no longer accepts special scheduling requests.

III. SUBMISSION INFORMATION

1. Individual Submission Formats
- *Contributed Paper/Research Report*—Contributed papers or research reports are submitted individually by the presenter(s). Research reports describe the results of a recent field or laboratory research project, while contributed papers generalize, synthesize, and/or address topics in theory, method, culture history, or culture process. Research reports and contributed papers are organized by the Program Committee chair into general sessions around a theme, methodology, or region. General session chairs are designated by the Program Committee chair. **Length: 15 minutes.**

- *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 into a poster session based on the theme. **Display time: 2 hours**

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, SAA Staff will provide the general session chair with contact information for all the session participants.

2. Organized Session Formats
Note: In any single session, the maximum number of chairs allowed is three.

1) *Symposium*—A symposium consists of no more than sixteen 15-minute presentations, including discussion and introductory and closing comments and question and answer slot(s) (if applicable), 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. **Length: 2-4 hours**

Q&A Slots: For each 7 presenters (not discussants), the chair can include one 15 minute question and answer period, inserted at the discretion of the chair. The session cannot in total exceed the 16 available time slots. In other words, if you have 7-13 presenters, you can include one Q&A slot in your 16 slots, depending on the number of discussants you have. If you have only 1-6 presenters, no Q&A slot will be available to the chair. If you have 14 presenters and no discussants, you can have 2 Q&A slots. If you have 14 presenters and 2 discussants, technically you have earned 2 Q&A slots, but you do not have any space for them, as the session cannot exceed the 16 slots.

2) *Electronic Symposium*—An electronic symposium consists of up to 16 papers which will be made available on the 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 the session; all meeting time will be spent in in-depth discussion of the issues raised by the papers**. Participant roles for this format: presenters and chair. No separate discussant roles are intended. A link to all papers will be available via SAAweb. **Length: 2 hours**

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. **Length: 2 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 fewer than 3 participants designated as discussants, with 1 moderator or 2 co-moderators and no more than 12 participants in discussant roles. No papers are listed with the session and forums run concurrently with the paper sessions. **Length: 2 hours**

5) *Debate*—A Debate is a format to encourage debate and discussion of current issues. A debate consists of a moderator and discussants representing at least two different perspectives. No papers are listed with the session. Debate sessions may have no fewer than 4 discussants and no more than 6 discussants. **Length: 2 hours**

6) *NEW FOR 2017! LIGHTNING ROUND FORMAT*—A Lightning Round is analogous to a forum format (there will be a moderator, perhaps a co-moderator, and discussants). Each Lightning Round will be organized around a topic or an area. The second hour will be for discussion in groups with individual presenters or discussion with the group as a whole. Each Lightning Round will be 2-hours long with the first hour consisting of 3-minute presentations (with 3 slides maximum; 10-15 discussants). **Length: 2 hours**

3. Session Chairs
If you are chairing a session, you must obtain each participant's first and last name, and email address. Chairs who are current SAA members will be able to search the database for other current member email addresses. Nonmembers will not. Participants are invited to your session via automated email. If a participant does not receive the email, you can also provide him/her with your session ID number so that he/she can join your session via the new online system.

Important Submission System Details:
•Participants will not appear in your session until they have accepted the invitation.
•Once the maximum number of participants has been reached, invitees will no longer be able to accept the invitation to the session. Similarly, if a specific role is maximized, the participant will not be able to join the session in that role.
•Sessions are auto-submitted for review once the submission deadline hits (September 8, 2016, 3pm Eastern Time). **If any session participants have not completed their submission or registration, they will not be included in the final session submission.** Chairs will be able to review and print the "Summary" page which shows exactly how their session will appear when it is submitted.

**Please Note: If the primary chair has not completed his/her submission or registration, the session will NOT be submitted for review.

Chairs 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.**

4. Session Participants
Session participants will be invited to participate via an automated email containing a link to the submission system, the session ID number, and the role(s) for which they are invited to the session. If a participant does not receive the automated email, the chair can simply provide the participant with the session ID number so that he/she can join the session via the online system.

Participants will not appear in the session until they've accepted the invitation. If the maximum number of participants for the session has already been reached, he/she will no longer be permitted to join the session. Similarly, if a specific role is maximized, the participant will not be able to join the session in that role.

All participants must complete the required steps including abstract submission (if applicable) and registration payment prior to the established deadline in order to be considered eligible for review in the session. **Any participant who has not completed the required steps will not be included in the final session submission.**

5. Coauthors
In case of co-authorship, any one of the coauthors may be identified as the presenting, or primary, author. *Only* the presenting author should submit and register for the Annual Meeting at this time. Non-presenting 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 2017 and posted on SAAweb in December 2016.

IV. HOW TO SUBMIT VIA SAAweb

All submissions must be made via SAAweb at www.saa.org. Select the "2017 Annual Meeting Submissions" link from the homepage to locate the self-directed submissions system.

As always, you have the option of submitting online, and 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 a confirmation of payment or an acceptance of the submission.**