

Session Chair Guidelines

SAH 2025 Annual International Conference

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Guidelines for Session Chairs

To ensure broad participation in the SAH Annual International Conference, SAH has developed the following participation policies:

--An individual may serve as a Session Chair or a Speaker, but not both.

--Chairs and speakers may also add one (and only one) of the following roles: Saturday seminar panelist, evening lecturer, or tour leader.

--Graduate students may submit one paper proposal per year. This single proposal may be submitted to one of the following: the Graduate Student Lighting Talks (GSLTs), a thematic session, or an open session.

--To allow for more time for paper presentations, there are no respondents or discussants in SAH sessions.

-- Each Speaker and Session Chair must register and establish membership in SAH for 2025 by September 30, 2024, to show their commitment to attend the conference the following April/May and are required to pay a non-refundable fee. If a Speaker does not register by September 30, the Session Chair notifies the Speaker that their paper has been dropped and contacts an alternate Speaker. The alternate Speaker has 5 days to register, edit and resubmit their abstract.

--Please note: Each Speaker and Session Chair is expected to fund their own travel and expenses to Atlanta.

--The Session Chair or an appointed Speaker will be responsible for supplying the laptop for their respective session. SAH is not able to provide laptops for each session. In addition, please work with your Speakers so that all presentations are saved to the one shared laptop. If using a Mac, be sure to bring an adapter to connect to the LCD.

--Speakers are required to submit a copy of their final paper to SAH to be kept on file. This is an AIA/CES requirement and is part of the Terms and Conditions to present work at the SAH Annual

regardless of whether the SAH is able to provide travel funds.

Although SAH has an impressive roster of travel fellowships, the Society cannot cover all the costs of attending the Annual Conference.

