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.

Session Chairs, please remind selected Speakers that:

--During registration, SAH membership must extend through the conference dates.

--Session Chairs and Speakers applying for a SAH travel fellowship (a limited number available to Session Chairs and Speakers) must submit a separate online fellowship application form https://www.sah.org/jobs-and-careers/sah-fellowships-and-grants/annual-conference-fellowships) in addition to their registration and membership. They do not need to select the specific fellowship as that will be determined by the committee.

--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 International Conference. In the event of an education audit by AIA, SAH needs to be able to prove that the presentation exists and was presented by the author. Speakers must submit a copy of the text only of their paper to the SAH office via email. The content will not be shared with anyone, nor will any portion of the presentation be published or presented in any format or manner—it is solely for record-keeping purposes and will be deleted after seven years.

Schedule

Please reserve all day Thursday (May 1), Friday (May 2), and Saturday (May 3) in your calendar. We cannot guarantee when your session will take place within those three days.

25 March 2024: Revised session title and/or session proposal to serve as a Call for Papers (CFP). No more than 300 words and the title can be no more than 65 characters, including spaces and punctuation. Your CFP must include your name and only one institutional affiliation. Submit to Christopher Kirbabas ckirbabas@sah.org.

2 April 2024: Call for Papers announced on the SAH website. Abstracts must be submitted through the online portal. Applicants will also submit their CV through the online portal. If an abstract is submitted via email, Session Chairs must advise the submitter to use the online program. Assistance by the SAH office will be available.

5 June 2024: Submission of abstracts (Call for Papers proposals) to the online abstract submissions program closes at 11:59 p.m. CDT.

7 June 2024: Sessions Chairs begin reviewing abstracts. Chairs must ensure the paper has not been published or previously presented (at least not to a large audience) and verify Speaker affiliation and credentials.

17 June 2024: If you have not received enough abstract submissions and/or are concerned with the quality of the submissions and feel you may not have 4-5 papers for your session please notify us.

8 July 2024, 3:00 p.m. CDT, USA: Deadline for final selection of abstracts, submitted through the online portal. Session Chairs will send the General Chair and the SAH office their list of Speakers, a minimum of 4 and a maximum of 5 papers, in the order of presentation. Sessions Chairs should notify Speakers whose papers are accepted and confirm their intention and ability to attend the conference.

The Session Chair discusses with prospective Speakers their commitment level and their financial ability to attend the conference. If you have doubts regarding a Speaker's attendance at the conference, you should not accept their paper. The Speaker and Session Chair registration fee is non-refundable.

SAH policy requires that the author (and co-author, if applicable) present their paper in person. Co-authors who do not present in person at the conference will not be included in the official listing

found in the JSAH, nor will they be listed in the program book.

31 July 2024: By this date all authors who submitted to your session should be notified by the Session Chairs(s) regarding the status of their paper. Suggested text to be included in your message will be sent in July.

14 August 2024: Session Chair and Speaker Registration opens. Notification and instructions on how to register will be sent to the selected Speakers and Session Chairs. Session Chairs and Speakers may apply for conference fellowships at this time.

14 August 2024: Application submission opens for all Session Chairs and Speakers to apply for Annual Conference Fellowships.

30 September 2024: Deadline for Speakers to submit edited abstract (300 words or less, no footnotes) to Christopher Kirbabas ckirbabas@sah.org.

30 September 2024: Deadline for registration and acceptance of SAH Terms and Conditions for Session Chairs and Speakers for the 2025 conference.

30 September 2024: Deadline for all fellowship applications.

4 October 2024: SAH will notify Session Chairs if a Speaker did not register by the deadline.

4-10 October 2024: Session Chairs contact Speakers regarding the progress of their papers.

1-10 December 2024: Session Chairs contact Speakers regarding the progress of their papers and provide guidance and assistance.

6 January 2025: Speakers submit complete drafts of papers to Session Chairs. Speakers continue to practice their presentations with guidance from Session Chairs.

7 January 2025: Registration for tour and other events at the Annual Conference opens.

10 February 2025: Session Chairs return papers to Speakers with comments and suggested revisions, plus contact information for other Speakers in the session.

19 February 2025: Early registration ends.

20 February 2025: Registration fees increase.

4 April 2025: Copies of session papers distributed by Speakers to all speakers in their session.

5-13 April 2025: Session Chair collects presentations and sends them to SAH for its archives and to meet the AIA CES requirement.

1-3 May 2025: At the Speaker and Session Chair breakfast the Session Chair collects final presentations, if not done already, to load on the laptop to be used during the session.

Additional Guidelines

Know and adhere to the deadlines given in the schedule and be prepared to frequently contact your Speakers to remind them of their own deadlines and obligations. The Session Chair and Speaker Agreement will clearly explain that selected Speakers are expected to attend the conference

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. Speakers and Session Chairs are expected to pursue their own institutional or other support for travel. If a fellowship is awarded, expenses are reimbursed at the end of the conference, when proper documentation has been provided to the SAH office (deadline 31 May 2025).

During the Call for Papers process you may solicit abstract proposals, i.e., encourage individuals to submit proposals, but all proposals, solicited and unsolicited, should be evaluated equally.

Be prepared to introduce your session, introduce individual Speakers and generally moderate your session. Make sure the session Speakers exchange their papers with each other in advance of the session. Be prepared to prompt audience discussion with questions of your own and be prepared to guide that discussion. Do not hesitate to ask Speakers to step down if they have exceeded their time limit. Be firm and constant about timekeeping to be fair to all Speakers.

In your introduction, ask that attendees refrain from taking photographs of the presentation screen during the session in order to respect copyright laws.

Session Chairs and Speakers are encouraged to meet at the complimentary breakfast on the morning of their session.

In the event of a last-minute emergency cancellation, sessions will be presented without changing the schedule. Empty slots will be filled with discussion. This requirement allows attendees to move freely from session to session.

Policy on non-member Speakers at the Annual Conference

Any person, member and non-member, may respond to the Call for Papers. As SAH is a membership-based, non-profit organization, membership in SAH is required when a Session Chair and Speaker. With approval of the General Chair and in conversation with the SAH Executive Director, Session Chairs may request a membership waiver for non-members whose major work falls outside the discipline of architectural history and related fields, and who have been especially solicited to deliver a paper. Such cases are exceptional, such as when participation will make an important and otherwise unattainable contribution to the session.

Session Format

Sessions are two hours, ten minutes in length.

Sessions present a minimum of 5 to a maximum of 6 papers, followed by discussion, depending upon a session's intended scope and the range of proposed papers received. In every case, the Session Chair must maintain competitive standards of excellence in accepting papers and refuse the temptation to pad a session with marginal submissions. In the event that you do not have enough submissions, a session is viable with 4 Speakers. Sessions with fewer than four will get cancelled.

Sessions include a five-minute introduction by the Session Chair, 15-minute paper presentations by Speakers, and audience questions and discussion, moderated by the Session Chair. A typical schedule would be:

Six 15-minute papers (about 1900 words)   8:30–10:40 a.m.
Session Title
Session Chair and Affiliation

8:30   Introduction (500 words max)
8:35   First Speaker (Paper title, Speaker, and affiliation) 1900 words max
8:50   Second Speaker
9:05   Third Speaker
9:20   Fourth Speaker
9:35   Fifth Speaker
9:50   Sixth Speaker
10:05   Q&A/Discussion
10:40   Closure of Session

Five 15-minute papers (about 1900 words)   8:30–10:40 a.m.
Session Title
Session Chair and Affiliation
8:30   Introduction (500 words max)
8:35   First Speaker (Paper title, Speaker, and affiliation) 1900 words max.
8:50   Second Speaker
9:05   Third Speaker
9:20   Fourth Speaker
9:35   Fifth Speaker
9:50   Q&A/Discussion
10:40   Closure of Session

It is important that the session begin as noted in the program and end so that the next paper may begin as noted in the program.

Session Chairs determine the order of speakers at the time they accept paper proposals so that they can clearly communicate the schedule and word count to their Speakers before the Speakers have drafted their papers. Once the session schedule has been submitted to the SAH office and to the General Chair for publication in the Annual Conference program, they cannot be changed.

Cancellations & Dropouts
In the event of a last-minute emergency cancellation, sessions will be presented without changing the timing of the schedule. Empty slots will be filled with discussion. This requirement allows attendees to move freely from session to session.

Volunteering at the Conference
As a Session Chair and Speaker you are eligible to volunteer during the conference. If you work 6+ hours, you will be eligible to receive a 50% reimbursement on your basic registration. Working as a Session Chair or Speaker is not covered under the 6+ hours. You will be contacted by SAH Director of Membership in February 2025 with the volunteer opportunities available.