Process for Annual Conference Session Selection

Committee Appointment Process

The Annual Conference Selection Committee is composed of the SAH Vice President and up to five SAH members who are appointed by the SAH President. The SAH Vice President serves as the committee chair. The members of the Annual Conference Session Selection Committee select the sessions and are available to the Conference Chair as needed for conference planning.

All committee members must be current SAH members during their term of service. Those with a limited Affiliate Membership are not eligible to serve on SAH committees.

Session Submission Process

All session proposals are collected in the SAH portal during the stated open/close dates and times. Proposals that are not sent via the stated method, or outside the application dates, are not considered. SAH membership is not required to submit a session proposal.

Application Review Process

After the submission close date, the SAH office sends the Annual Conference Session Selection Committee instructions to access, review, and score the proposals individually via the SAH online portal with a deadline for review.

The Committee members log into the SAH portal and record their scores and comments independently.

Committee members do not have access to other committee members' scores or comments entered into the system during the initial independent review.

After all committee members have recorded their scores in the portal, the SAH office provides committee members with a report grid summarizing the scores and comments for the proposals, presented in descending average score order.

The committee meets virtually to deliberate and select the sessions using the scores to guide the discussion.

The committee makes the final selection of sessions, taking care to build a balanced conference program that includes a diversity of topics and a range of time periods in the history of architecture. The number of sessions may vary year to year.

Notification of Session Selection

Once the sessions have been selected, the Conference Chair contacts the submitters of each selected proposal and confirms their commitment to participate in the conference. The selected session chairs prepare a session description to include in the Call for Papers that is issued shortly thereafter. The Conference Chair edits the session descriptions for clarity. The Conference Chair notifies the authors of proposals not selected.

The SAH office publishes a Call for Papers online. Session chairs receive guidelines with key dates and conference policies.