Information on SEAC Annual Meeting Handbook and Policies

Report prepared by Renee B. Walker, Executive Officer II, 2014

Charge: Gather information on handbook and policies regarding membership and presentations, officer duties, and other policies not included in the bylaws.

I. Contacted Past Meeting Organizers/Chairs:
   A. Janet Levy (Charlotte, 2003 & 2008)
   B. David Anderson, Kandi Hollenbach, Sarah Sherwood (Knoxville 2007)
   C. George Crothers and Dick Jeffries (Lexington 2010)
   D. Rich Weinstein and Becky Saunders (Baton Rouge 2012)
   E. Nancy White and Lee Newsome (Tampa 2013)

II. Consulted Documents:
   A. SEAC Articles of Incorporation and Bylaws (as amended and approved 2010)
   B. 1994 SEAC Annual Conference Meeting Manual
   C. SAA Meeting Guidelines

III. Summary

IV. Appendices

Appendix A. Report from Charlotte 2003, Janet Levy

Appendix B. Report from Lexington 2010, George Crothers & Dick Jeffries

Appendix C. Report from the Tampa 2013, Nancy White & Lee Newsome

Appendix D. 1994 SEAC Annual Conference and Meeting Manual, Elizabeth Reitz

Appendix E. SAA 2015 Meeting Guidelines

I. Excerpts from Past Meeting Organizers/Chairs Reports

A. Janet Levy, Meeting Manual, Charlotte 2003

<u>*Creating the Program*</u>

Don't pay attention to anyone's special requests! As the meeting gets bigger, more and more people have to be scheduled on Saturday morning. You also have the problem of avoiding having people scheduled to give two papers at the same time. So, you have to create the program based on your needs, not theirs!

- *As far as I know, there is still no substitute for reading through all the abstracts of volunteered papers and sorting them into meaningful categories (which can be time slots such as "Early and Middle Archaic" or geographic areas such as "Mississippi Valley Archaeology" or topics such as "Plantation Archaeology" or "Remote Sensing"; you will also end up with odds and ends that don't fit anywhere and have to be grouped in something completely vague, such as "Archaeological Analysis"). You create sessions of the appropriate number of presentations, trying to have time for a break in the middle.*
- *Similarly, there is no substitute for creating a program by laying it all out on a big table and moving things around (although there must be software that does this, but I don't know about it). You do this once you know what all the sessions – both organized symposia and volunteered papers – are, who is in them, and how long they will take.*
- *An obvious point: try not to have sessions of very similar topics opposite each other; this is only possible up to a point. Try to distribute different time periods and/or topic areas evenly across the time slots (if the trend continues as before, late prehistoric [Late Woodland and Mississippian] will dominate paper topics). Inevitably, you will end up scheduling a couple of rather similar things against each other; given the other constraints, it's almost impossible not to. Someone will complain; just smile sadly and bear it.*
- *You also have to make sure that no single person is scheduled to give two papers or a paper and a discussion at the same time. While you can force people to do something right before lunch and right after lunch (although it would be nice to avoid this), they shouldn't be scheduled for two things in the same half day. On the other hand, second authorship is fair game: i.e., if someone is a first author on one paper and a second author on another paper, these two can be scheduled opposite each other, and the individual will just have to miss being at her or his second-authored paper.*
- *Day-long symposia are particularly problematic because they have to be on Thursday or Friday. But, the worst to deal with are symposia with, say, 14 presentations: too long for a half-day, too short for a full-day.*
- *In Charlotte (2003), we had at least six concurrent sessions in every time slot, seven in some time slots. This will be inevitable if the number of submissions stays at the same level. There may be some reduction by limiting the number of roles an individual can have. But, other than that, the only way to use fewer concurrent sessions is to have papers on Saturday afternoon. Or, having the organizer actually pick and choose among submissions, but this would violate long-standing SEAC culture.*
- ******<u>Consider limiting any individual to only two meeting roles: one paper and one discussant; one paper and one poster; one discussant and one poster, two papers, whatever</u>.**** (I'm not sure whether second authorship should count here or not; if it does not count, then it should be well- understood that a presenter cannot expect to attend his or her second-authored paper if this causes conflicts for the organizers.) As meetings get*

larger, it becomes very difficult to create a program without conflicts, especially when individuals have 3 or even 4 roles at the meeting.
- *The Student Association traditionally sponsors a workshop, which is held in the late afternoon of Thursday, and a symposium, which can be scheduled like any other symposium* (pp. 7-8).

B. Nancy White and Lee Newsome, Report to the SEAC Board, Tampa, November 2013

The rule that you have to be a member to have your abstract accepted was apparently ignored by at least 75 individuals (about 30%) on the program. We learned after the treasurer checked the preliminary program against the membership list. Six people out of 11 in one symposium were not members, including the organizers, based on the list sent 16 Sept when we checked on 25 Sept. SAA has this rule but SHA does not; SEAC needs to decide what to do about this and make it clear. With the proper software non-members would not even be able to submit abstracts if they could not put in a member number. For SAA, this is the case, and SAA even sent additional notices to people to pay their renewal dues early if they wanted to present at the meeting in 2013 (page 6).

The Two-Role Rule
*Many complained about the rule covering how many presentations one person could be involved in. We made a clear statement on the website in **early May**, as follows:*

> ***In the interests of fairness and because there is not enough room in the program, you can be sole/first author on only one presentation, but may also be a second author for one more presentation or a discussant at a symposium. Otherwise the meeting gets too large and expensive to benefit the largest number of members. (Over the last 20 years SEAC meetings have had roughly the same number of people registered and attending but the numbers of presentations have nearly doubled!).***

We did not make up this rule but were told it was a longstanding SEAC meeting planners' policy and had existed for years, though there was always trouble enforcing it, and previous planners sometimes did not want through the angst to do so, but last year's planners said they did try to enforce it. From what we heard and also observed at successive years' meetings, it seemed it might have been enforced but then special friends of the organizers or people who simply ignored the rule and submitted multiple things were allowed to be on the program more than twice. This did not appear to be fair to us so we tried to enforce it across the board. We got complaints from a few of the most well-known southeastern archaeologists to waive these rules (and we heard that this happened in 2012 as well – from some of the same people!). Some just wanted to be coauthors on all their students' papers (it was unclear why this was so important since the accomplishment of the student still reflects on the professor). Other requests for multiple authorships came from doctoral students who wanted to increase their own visibility, perhaps. People who accept too many invitations to be a part of various presentations should be aware that this makes meeting planning enormously more difficult and it is impossible to avoid conflicts in presentations. So, we did not make the rule, and have no idea who did or why, but we were only trying to enforce it fairly, across the board. We got some nasty comments, which is too bad because we were just caught in the middle and trying to follow established procedure. We do think that it is a reasonable rule, however.

Why? While it might appear that adding on more and more coauthors is really no big deal and does not actually require more space, this is incorrect. We learned that there are actually several *good reasons for this rule. First, it helps keep the meeting from being dominated by a few (usually senior male) names – very intimidating to many, especially junior women. Second, the more authors, the more work to stick them in the program, index them, process the abstracts, type everything up, since ALL of this is still done by hand. The naïve comment on the SEAC underground blog that it's no big deal to have multiple authors everywhere and only takes a little time to cross-reference them all is downright erroneous, given our horrible website system. It makes for more people to keep track of so as not to put them in different rooms at the same time when they are authors on more than one thing. Third, everything added increases the space, the number of pages, and thus the cost of printing programs. Even journals such as American Antiquity have abbreviated things, abandoned prevention of "widows" and "orphans" on pages, and cut other corners over the years to lessen printing costs. We had already added authors' email addresses (highly recommended last year) which added to the length/cost of the program.*

So the 2-presentation rule becomes a gender and dominance issue, a cost issue, and a workload issue. We also felt that academics (especially senior ones) are supposed to help their students produce presentations; they get little advantage by being named as co-authors even if they did a lot of the work, and there is little need for such ubiquity. These are presentations; they can always be coauthors on publications, which are more important (presumably) on the CV. More junior archaeologists such as doctoral students need to be recognized for their work but should learn from their advisors that they just cannot keep on accepting more authorship invitations if they already are up to the limit.

We cannot emphasize enough how much work it adds when people want to be listed as authors on multiple things. To get from the end of abstract submissions to the finalized version of just the preliminary program took over 6 weeks, including three weeks of two full-time people and many more part-time just to compile the data (especially with so many late and disorganized submissions). We finally got the preliminary program ready to send out to the members and link to the website, then we found two more individuals listed on 4 different things, some of which were found to conflict in day and time, mostly because the organizers of different symposia had requested certain days and times and other things (special setups). We tried to keep tabs on these individuals so they are not assigned to two different places at the same time, but this is nearly impossible when they are in so many things, and we failed to do this in some cases.

Ten people ignored the directions and were named as authors and coauthors on 3, 4, even 5 different things (9 were men, most of these were more senior archaeologists, a few were doctoral students). We tried to notify all such individuals and many graciously adjusted the numbers of things they were listed on as authors. One was not gracious; others ignored the message and were left in the program for others to complain about in terms of fairness. One said ok, we could remove his name from his TWO additional papers then took back his statement, saying "in light of current conversations regarding this topic, and the lack of clarity and interpretation on the rule" he wanted to put his name back on them. (It is unclear how the rule quoted above could have been unclear!) Then we learned when we got the membership list that he was not even a paid member! There was a real sense of entitlement and elitism among those who griped about this rule. It also epitomized some complaints we heard from women and junior archaeologists in general, who said they really didn't want to go to SEAC because their previous experience showed it to be dominated by a small elite group.

Whatever the origins of the 2-role rule (however shrouded in myth and legend they may be!), whether it came from the board or meeting planners or the early 2000s when SEAC presentations expanded so much, we can see why this rule developed. It is now an issue upon which the board needs to make a final decision – but not, we recommend, without information from those who have actually done the work. Whatever is decided, set the website not to accept things beyond that number! If the board or whoever decides to accept everything people submit (actually another problem!) in however many different multiple roles, then meeting planners must be ready for weeks of additional work unless the process can be automated or the planners sacrifice accuracy of the program and the bulletin of proceedings (pp. 8-9).

II. Documents

A. SEAC Articles of Incorporation and Bylaws (as amended and approved 2010), pertinent section.

ARTICLE V — MEETINGS

Section 1. The Conference shall hold an Annual Meeting at a time and place to be designated by the Executive Committee. The attending members shall constitute a quorum. At this meeting the business of the Conference not requiring mail or electronic ballots shall be transacted during the Annual Business Meeting of the Conference, archaeological papers and other matters of scientific interest presented, and symposia and discussions may be held.

Section 2. Due notice of the place and date of the next Annual Meeting shall be published in the spring issue of the Newsletter, and information about it shall be placed on the Conference's web site. Insofar as practicable, announcements accompanied by a preliminary program shall be distributed in hard copy or electronic form by the Program Chairperson at least thirty days in advance of the Annual Meeting.

Section 3. Special Meetings shall be called by the President at any time at the direction of the Executive Committee. Any matter of business not requiring a mail or electronic ballot may be decided at a Special Meeting provided notice of such business is specified in the call. Notices of Special Meetings shall be distributed by the Secretary to members at least ten days in advance.

Section 4. An annual meeting of the Executive Committee shall be held before the Annual Business Meeting of the Conference. Special Meetings of the Executive Committee may be held at the call of the President. The President shall call a special meeting of the Executive Committee at any time upon the written demand of at least three members thereof.

Section 5. All matters of business of the Conference may be decided by means of a referendum vote by mail or electronic ballot under conditions specified in the Bylaws (pp. 8-9).

B. 1994 SEAC Annual Conference Meeting Manual (Elizabeth Reitz, Secretary)

MEMBERSHIP REQUIREMENTS

It is the Board's position that presenting papers is a privilege limited to SEAC members. There are some obvious exceptions. Invited speakers and colleagues from other fields may have their membership requirement waived. Co-authors do not need to be members, unless they are archaeologists and will be reading the paper instead of the senior author. There will be other cases which are not so clear and ultimately the decision rests with you. You may wish to check *with the Treasurer in each case since some people seem to always request that membership be waived for them.*

It is important that nonmembers be identified quickly and given the opportunity to renew their membership. The meeting organizers (particularly the Program Chair) must work closely with the Treasurer to find nonmembers and alert them to the problem with cards and/or telephone calls. One way to lessen your workload is to ask symposium organizers to contact delinquent participants in their sessions and to make them pay up (p. 14).

C. Excerpts from SAA 2015 Meeting guidelines

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 2015 Annual Meeting must hold a 2015 membership in the Society.

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 or chair/co-chair 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 below for details).

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.

III. Summary

The SEAC bylaws do not contain specific guidelines for the membership and roles of individuals at the SEAC annual meetings. A meeting manual written in 1994 by then secretary of SEAC Elizabeth Reitz stipulates that presenters have to be members to participate in the annual meeting. No mention of a limit on the number of roles was found in the 1994 meeting manual.

Information from previous organizers/chairs suggests that the number of roles people could have at a meeting varied. Janet Levy indicates that at the Charlotte meetings in 2003 and 2008, there were no limits, but they recommended that limits be set both times. In 2007 at the Knoxville meetings there were no limits specified. At the Lexington meetings in 2010, participants could have two "primary" roles (as lead author or discussant), but there was no limit on the number of other roles. Guidelines for the 2012 Baton Rouge meetings was a two role rule-one as primary (presenter, discussant) and one as tertiary (second, third author). In 2013 at the Tampa meetings, there was a two role limit and participants were only allowed to be sole/first author on one presentation, and either a second author for one more presentation or a discussant at a symposium.

SAA meeting guidelines specify a “three-role rule” where participants are limited to three roles- as presenter, chair, moderator or discussant. The SAA guidelines to not indicate a limit on the number of non-primary roles a participant may have.

The Appendices to this report contain annual meeting reports, the 1994 meeting manual, and the SAA guidelines. It is hoped that the information in this report proves useful for future organizers/chairs of the SEAC Annual Meetings as well as the SEAC Executive Board.

IV. Appendices

Appendix A. Charlotte Meeting Manual, 2003, Janet Levy

TABLE OF CONTENTS

[I wrote this more or less in the order that we lived it; here's an alphabetical table of contents that might help you find things. – Janet]

General

Once you have a meeting team, start by thinking about how responsibilities will be divided up. In principle, one or two persons are the program chair(s) and one or two persons are the local arrangements chair(s). Think very carefully about how you are going to divide up responsibilities. Some of it you may have to play by ear, as things come up, but it is probably better to know in advance who will take responsibility for what.

If there is any way to get staff support from one of your institutions, get it! This might be a professional to keep the books, a graduate student to program a web page for you, a grad student to handle registration, or whatever.

Keep a list of acknowledgements, which should go into the program and which should generate thank you letters after the meeting. Be generous.

SEAC's Federal ID number is: 59-2211664. Some people will need this in order to get reimbursement from their employer, and you will need it to demonstrate non-profit status in some cases.

The SEAC logo is a gif file, 27.9 KB. If you have received this electronically, you should be able to save the gif file on the title page and use it independently.

Hotel

The first major task will be finding a hotel and negotiating the contract. Choosing a venue is a balancing act among three major factors: (a) price, (b) size and type of meeting rooms, and (c) adjacent amenities. So, for example, in planning the Charlotte meeting, we seriously wanted to use a downtown hotel because downtown Charlotte has been transformed in recent years into an intriguing place. We were willing to accept a higher price in order to be downtown. However, it turned out that not only was the price higher, but parking would also cost, and…this is most important…the meeting rooms didn't meet our needs for size.

If you are using a convention center for the meeting space, then it's a different ball game. Some of the following (e.g., about restaurants) will still be relevant for the hotel, and the discussion of the meeting space is still relevant, but it will be a very different negotiation. Once someone has experience of using a convention center, that information should be added to this narrative.

Here are things to consider in the hotel:

- If possible, get one person as your contact for everything. This might be tricky because the sales people might be different from the planning people, and so forth. Be sure that person uses e-mail and responds to e-mail and/or phone promptly. If he or she doesn't, ask for another person to work with.
- Consider parking: preferably, it should be free. If it's not free, ask for a discount.
- Reserve as many meeting rooms as possible. SEAC is growing and in 2003, we had to go to 6 and even 7 concurrent sessions and this might go higher. Also, there can be non-session events, such as committee meetings, to schedule. Of course, there might be another event going on at the same time as SEAC, depending on the size of the venue, but be sure to estimate generously when you estimate your space needs.

- In general, go for meeting rooms that will hold 80-120, maybe up to 150 for certain sessions. These are frequently divisions of larger ballrooms. But, a indivisible ballroom for 300 (which was typical of the downtown Charlotte Hilton) won't work for our needs, nor will rooms for 40.
- If the meeting rooms are subdivisions of a large ballroom, ask specifically about noise barriers between the rooms.
- Get as large a room as possible for the books. In Charlotte, the book room was listed as 2200 square feet and it was nice, but there were still a few tables outside in a corridor; consider this as a minimum.
- Consider circulation between meeting rooms. Are the corridors/atriums/whatever wide and capable of handling crowds? Is it easy to get from one meeting room to another? Are there open spaces for people to gather and schmooze between papers? Everything on a single floor is preferable, but may not be easy to accomplish in an urban venue.
- Be sure that the contract says that we get meeting rooms free, as long as we fill the room block for bedrooms.
- Be sure to get some comp bedrooms, depending on the size of the room block we fill. This should include the presidential (or comparable) suite, plus anything else you can negotiate.
- Traditionally, the following get their rooms paid for: officers and board members (or primary officers); organizers. Some of these will be covered by the comp rooms; some will have to be paid for out of revenue. There is some question about whether all board members get complimentary rooms; start with the major officers, then expand if you have enough resources.
- Consider the bar. Is it big enough? with enough circulation space? Is there a way to open up a subsidiary bar, say 5-6:30 pm?
- Consider the nearby resources. Are there places to eat outside of the hotel that are easily accessible? Good diversity of prices and styles of restaurants?
- There should be a secure storage place accessible to wherever you want to run registration.
- Tables – for registration, for the book room, etc. – should be free.
- You should choose a hotel that allows you to use an outside AV vendor (all hotels will require that you use in-house food service, but you should be able to go outside for AV).
- You should be able to get a special code for people to submit when making reservations over the Web, in order to get the convention rate.

You will commit to fill a certain room block, which is the total of "room-nights" which are paid for (this is not the number of people attending; in 2003, the paid registration was 575-600). In Charlotte, we contracted for the following block, for a total "pick-up" of 700:

Wednesday	Thursday	Friday	Saturday
175	250	250	125

In fact, as of Friday night, our pick-up was 804, which made the hotel very happy. You need to contract for something that you will make, because getting the meeting rooms free depends on it. In part, this will be influenced by whether or not there are near-by, cheaper hotels or motels. That was a concern in Charlotte, where there were several near-by facilities that were cheaper; but, as it turned out, we made the room block with no trouble. The pick-up that we did get allowed us, based on the Hilton's system, to receive 15 complimentary room-nights, which were applied to the rooms of the officers. In addition, the presidential suite was complimentary.

The contract will say that there is a cut-off date for reservations at the conference rate (e.g., in Charlotte, the cut-off date was Oct 19 for a meeting that started on Nov 12). However, if you are taking just about all of the facility and if reservations are going well (both were true in Charlotte), they will probably extend the deadline.

The final contract will have to be signed by at least the Treasurer and perhaps the President of SEAC. This will involve faxing and overnight mail.

Registration and Paper Submission

The most important thing that SEAC has to think about is finding a way to get full Web registration, including taking money over the internet. This will require a secure server of some kind. There is obviously software and/or services that can do this, but there will be a cost involved. These possible services/software should be reviewed by people who know something about this and a recommendation made to the board. This should be something established by the organization and not left to the individual organizers.

Furthermore, there should be software that will automatically dump the data from web submissions into a data base of some kind, so that it doesn't have to be manually entered. Perhaps Jay Johnson figured out how to do this, but I will admit I couldn't understand what he told me. Ask.

There must be a way to use database management for accepting paper and symposium proposals, and for then generating a program. There is probably specialized meeting management software that does this. No doubt, it is expensive. However, it comes down to: does the organization spend money or do the organizers spend time? If you are working in a situation where you have some staff support, especially computer-savvy support, it may work fine to put this on the organizers. But, it's a steep learning curve! SEAC is on the borderline of being too big for the meeting to be organized by amateurs. I hate to say it, but in the future, the board may well want to consider only meeting chairs who have graduate students and/or support staff that can devote some time to SEAC.

Meeting Announcements, Newsletter and Web

{See also Appendix A}

- Be alert to the deadlines of the Newsletter editor, in order to get the registration materials to her/him in good time.
- Be very nice to the SEAC webmaster, who will load your meeting announcements onto the main SEAC web site. Or, you may be able to develop a meeting web site on your local server and just have a link from the SEAC site.
- In the call for papers and registration, make it clear that is *unacceptable* to receive a purchase order that says something like "Dr. X's registration will be mailed on November 12" (the day the meeting starts!). Dr. X can do as academics do: pay his own registration and get reimbursed later. Similarly, if people want to be on the program, they have to pay registration by the deadline for submitting abstracts. If the finance office of their agency can't handle that, then they have to pay themselves.
- No matter what it says in the call for registration and materials (where it will say that membership and registration should be separate checks and sent to separate places), people will (a) send you their membership dues as well as meeting registration; (b) send you a single check for the sum of membership and registration. Then, you have to get the membership money (and contact information for each new member) to the Treasurer. During peak registration periods (i.e., at the time of the deadline for submission of papers and at the time of the deadline for registration before the price goes up), you will do a lot of mailing to the Treasurer. You will be writing some checks from the meeting account to reimburse the Treasurer for membership dues which were sent as one check along with the registration (and which you, thus, deposited into the meeting account).

- Re: web submission of registration, papers, and symposia: If possible, have registration go to a separate e-mail address from the papers and symposia; then a student/secretary/other staff can handle registration while the organizers focus on the program. However, consider who will handle the money.

Registration, specifically

- The registration fee should yield a meeting that pays for itself and, preferably, adds to SEAC's coffers. At the same time, you need to consider the audience and its discretionary income. Luckily, there is no expectation that the meeting will make a major contribution to the organization's funds. There has been an institutional desire to keep student registration fees as low as possible. In 2003, our goal was simply to break even. As printing and audiovisual costs go up, this may be the only realistic goal.
- From 2003 onward, setting registration fees should explicitly consider audiovisual needs, including PowerPoint. You can probably borrow some or several data projectors, but you also may need or want to hire some…and they are unbelievably expensive. This is just the way it is.
- SEAC does not require that individuals be members to attend the meeting (or, at least, that's never been explicitly stated). But they do have to register.
- Consider in advance what you will do when some party or unit requests (a) one-day registration and/or (b) reduced registration for some reason (e.g., for avocationalists). I recommend that the Board make a policy on this, so there is consistency over the years. However, current practice is for the organizer(s) to make the decision. We decided "no" on both, although I might reconsider on one- day registration.
- Decide about refunds of registration for people who withdraw after registering. For example, you might send whole or partial refunds until one month before the meeting, or six weeks, or until the program goes to the printer. This should be posted in the call for papers and proposals (which hasn't been done before, as far as I know, and this got me in trouble with a couple people).
- It's much too expensive to mail out receipts for registration. If you have appropriate support staff, you might want to use e-mail receipts. We printed them out with a mail merge program and stuck them in registration packets. People did phone or e-mail asking where the receipt was. So, it might be useful to include information about receipts on the registration form.
- Important information: All Indian tribes get one free registration for a representative. In 2003, there were 3 tribes that took that option (Choctaw, Catawba, Cherokee).

Paper/Symposia Submissions, specifically

- In the call for papers, specify how long papers can be (i.e., 20 minutes, unless this changes); anyone who goes to SAA is now unsure whether SEAC still has 20-minute slots or has changed to 15 minutes.
- If you can find out in advance how big the poster stands will be (we found that they seem to be 8 ft long x 4 ft high, but I don't know if that's universal), put that in the call for papers/posters too.
- On the paper/symposia forms that are available in the Newsletter: encourage people to send electronically as well as via snail mail. That way, you can copy and paste abstracts from the web- submitted stuff. Everything that comes in only on paper has to be typed in by hand. It is possible that you will want to *require* web submission.
- Ask whoever sets up the web page for submission of abstracts to be sure that:
    - when a submission is printed out, prior to sending it electronically, that the whole title appears (i.e., one should not have to use the "scroll" function).
    - the symposium form should have a place for titles as well as authors of papers in the symposium

- o the paper form should have a place where the symposium title can be inserted (for those papers which belong to organized symposia)

- Be prepared to edit abstracts which come in at 220 words, not 100.
- Consider eliminating the three key words at the end of the paper submission form. I think this must date to a period when there was an index to papers in the program or the abstracts, but there isn't such a thing now. These key words may be helpful with volunteered papers when putting the program together, but you get pretty much the same information from the titles.
- *****Consider writing something on the order of "a short guide to effective symposia." Include the following:
  - o Consider keeping symposia presentations to about 10, no more than 11; this allows a full morning or afternoon, *with* a break, and without completely exhausting the audience.
  - o Organizers probably don't need 3 discussants; remember discussants come at the very end, when everyone is whipped.
  - o Someday, you will be scheduled for Saturday morning. If you have 12 presentations or even more in your symposium, you will have to start at 8 a.m. If you are a bit more abstemious in planning your symposium, you can start a bit later!

Creating the program

Don't pay attention to *anyone's* special requests! As the meeting gets bigger, more and more people have to be scheduled on Saturday morning. You also have the problem of avoiding having people scheduled to give two papers at the same time. So, you have to create the program based on your needs, not theirs!

- As far as I know, there is still no substitute for reading through all the abstracts of volunteered papers and sorting them into meaningful categories (which can be time slots such as "Early and Middle Archaic" or geographic areas such as "Mississippi Valley Archaeology" or topics such as "Plantation Archaeology" or "Remote Sensing"; you will also end up with odds and ends that don't fit anywhere and have to be grouped in something completely vague, such as "Archaeological Analysis"). You create sessions of the appropriate number of presentations, trying to have time for a break in the middle.
- Similarly, there is no substitute for creating a program by laying it all out on a big table and moving things around (although there must be software that does this, but I don't know about it). You do this once you know what all the sessions – both organized symposia and volunteered papers – are, who is in them, and how long they will take.
- An obvious point: try not to have sessions of very similar topics opposite each other; this is only possible up to a point. Try to distribute different time periods and/or topic areas evenly across the time slots (if the trend continues as before, late prehistoric [Late Woodland and Mississippian] will dominate paper topics). Inevitably, you will end up scheduling a couple of rather similar things against each other; given the other constraints, it's almost impossible not to. Someone will complain; just smile sadly and bear it.
- You also have to make sure that no single person is scheduled to give two papers or a paper and a discussion at the same time. While you can force people to do something right before lunch and right after lunch (although it would be nice to avoid this), they shouldn't be scheduled for two things in the same half day. On the other hand, second authorship is fair game: i.e., if someone is a first author on one paper and a second author on another paper, these two can be scheduled opposite each other, and the individual will just have to miss being at her or his second-authored paper.
- Day-long symposia are particularly problematic because they have to be on Thursday or Friday. But, the worst to deal with are symposia with, say, 14 presentations: too long for a half-day, too short for a full-day.

- In Charlotte (2003), we had at least six concurrent sessions in every time slot, seven in some time slots. This will be inevitable if the number of submissions stays at the same level. There may be some reduction by limiting the number of roles an individual can have. But, other than that, the only way to use fewer concurrent sessions is to have papers on Saturday afternoon. Or, having the organizer actually pick and choose among submissions, but this would violate long-standing SEAC culture.
- *****<u>Consider limiting any individual to only two meeting roles : one paper and one discussant; one paper and one poster; one discussant and one poster, two papers, whatever</u>.**** (I'm not sure whether second authorship should count here or not; if it does *not* count, then it should be well- understood that a presenter cannot expect to attend his or her second-authored paper if this causes conflicts for the organizers.) As meetings get larger, it becomes very difficult to create a program without conflicts, especially when individuals have 3 or even 4 roles at the meeting.
- The Student Association traditionally sponsors a workshop, which is held in the late afternoon of Thursday, and a symposium, which can be scheduled like any other symposium.

<u>Printing</u>

When it comes to printing the program, you will print two separate documents: (a) a small brochure that just has the daily schedule in it; (b) a "Bulletin" of the Southeastern Archaeological Conference (vol. 46 in 2003) which contains the schedule, the abstracts, a map of the meeting space, and various introductory matter. You need about 50 more bulletins than schedules because the Bulletin is a kind of publication of SEAC; the extras go to Eugene Futato (or whoever is handling back orders). So, you need 600-650 schedules and 650-700 Bulletins (remember, you will want some to pass on to your dean and provost, or supervisor, plus one to give to your parents, etc.). On the other hand, if you get a decent price on, say, 750 of each, you probably don't need to get extra bulletins (unless enough years have gone by since I wrote this that SEAC meetings have gotten a lot larger). In 2003, it turned out that the major price break was at 500 copies. It would cost us a lot more to get 600, but only about $100 beyond that to get 750; so we went with 750. No doubt, this will vary with printing company.

There has been some interest expressed by a university press in advertising in the program. This has never been done before, but there is no philosophical objection to it. I simply couldn't get my act together sufficiently to work this out (that is, I didn't have time to locate contacts at all the relevant presses and let them have this option too). The suggestion is that the charge should be the same as advertising in *Southeastern Archaeology*. You can find out the most current rates from the editor. Presumably, you would ask for camera-ready or electronic copy. In fact, since printing is one of the big expenses, soliciting advertising is a good idea.

The question arose in 2003 about why the daily schedule is printed in full in the Bulletin, instead of just a summary schedule and the abstracts. It seems to be just historical tradition (although maybe it's for people who want to carry both the schedule and the abstracts, but only carry one document). Depending on financial resources, you might consider if both documents are needed.

The 2003 program was the longest ever and that became an issue in how the Bulletin could be bound. You may need to go to slightly lighter-weight paper in order to limit costs. A good printing firm will be able to advise you about paper, font, etc. Another issue about the size of the program is the tradition that we print a summary list of all symposia, all sessions of volunteered papers, and all poster sessions, and then we print each session individual as well. And, we do this in both the program and the Bulletin. That's a lot of extra pages, without necessarily providing extra information. Perhaps you can find out if this is considered important or whether it evolved more or less accidentally. However, if printing prices continue to rise and if programs continue to be large, you may want to consider cutting out some of this material.

The more editing and formatting that you do before you go to the printer, the less the cost. This takes a lot of time. You will need teams of people to proofread and cross-check the program against the abstracts (we somehow missed listing one paper in the program, even though it was printed in the abstracts – but only one).

Traditionally, the cover illustration is from the archaeology of the region where the meeting is being held, either line drawings of artifacts, 19th century maps, or topo maps of important site, or something comparable. With luck, you can get permission to reproduce this without a royalty fee.

The ISSN number of the SEAC Bulletin is: [illegible]

Audiovisual

The bane of everyone's existence. The demand to support PowerPoint is very high. However, rental of data/LCD projectors is very expensive. In 2003, we did the following:

- We rented microphones, screens, slide projectors, and rolling carts from a commercial vendor, and got an on-site technician as well.
- We borrowed data projectors, then purchased the necessary extension power cords. We also purchased surge protectors and laser pointers. We passed most of the laser pointers on to the following year's organizers; the Schiele Museum paid for the cords and surge protectors and then kept them. If SEAC pays for extension cords, etc., at some time, then they should also be passed on to the next year's organizers.
- There is also the problem of connecting laptops on the podiums to projectors in the middle of the room. If the projector has an effective remote, that takes care of it. If the projector does not have an effective remote, then there are special, long connector cords to connect the laptop and the projector, but these can be finicky. Presenters may have to settle for a volunteer changing the image from a rolling cart, with *both* laptop and projector, in the middle of the room.
- You will need to assign student volunteers to watch the data projectors at all times, and have a place to lock them up overnight.
- Each symposium chair should be responsible for loading all PowerPoint presentations onto one laptop prior to the symposium. <u>There can be NO switching of computers or projectors during the sessions</u>.
- For volunteered sessions, it is more complicated. In 2003, I solicited one person in each volunteered session to (a) chair the session and keep it on track and (b) bring a laptop to be used to load PowerPoint. Most people were very kind and said yes. A couple were happy to chair, but didn't have the appropriate laptop; then you need to find another computer for that session. In one case, the person declined to help, so I asked someone else.
- The tricky part for volunteered sessions is getting all the presentations loaded onto the computer in advance.
- Everyone should be warned vigorously that if the technology fails: <u>keep going anyway</u>. (unless it's a small meeting, in which case getting behind isn't so critical; but in a tightly scheduled meeting, it's essential to keep on schedule).
- The question will come up whether, in the near future, we will need slide projectors at all; but probably yes. It's a hard question.
- Similarly, overhead transparency projectors: hard to know what the needs are. I would have a couple on stand-by, but not supply all rooms. Actually, I forgot about this and we didn't have any available in Charlotte; only one person asked.

- The podium in each room should be supplied by the hotel. If not, then you will have to rent that too.

There will be an in-house vendor of AV services at the hotel. If the hotel permits it (probably), shop around at out-of-house vendors; they may well be much cheaper. If so, do include the expense of having an on-site technician. That's the one advantage the on-site vendor always has; if the difference in costs is great enough to make a different vendor worthwhile, then it is probably also worthwhile to pay for a technician. If you use an outside vendor, there will probably be what are called "patch fees" from the hotel to connect to their amplification system. This is a relatively minor cost and much cheaper than having your AV vendor supply amplification too. You might get lucky, as we did in Charlotte, and have the patch fees waived because the hotel did very well financially from the meeting.

Be sure that if the divisions of a ballroom are taken down and put back up again (e.g., to accommodate the dance on Friday night), that the audio amplification is patched back correctly. What happened in Charlotte is that on Thursday morning as sessions got started, it turned out that the amplification was still set up from the previous night, where one source was going to the entire ballroom, instead to just one of the divisions of the ballroom. The same thing happened on Saturday morning after the ballroom had been set up for the dance the previous night and then reset for sessions in five subdivisions on Saturday morning. This is easy to fix, once you find the right person (it has to be a hotel employee, not the AV tech from an outside vendor), but it's very disconcerting when it happens.

Book Room

There should be a notice in the original meeting announcement that Judy Knight (jknight@uapress.ua.edu) (or whoever replaces Judy, come the evil day when she retires) organizes the book room and people interested in participating should contact her by such-and-such date. Anyone who uses the book room is expected to donate to the Student Paper Prize, but other than that, there is currently (2003) no fee. By mid-August, Judy had already almost filled the book room up, and I was getting inquiries from avocational groups and private individuals who wanted tables, and there may not be enough room.

It looks like you should consider as large a space as possible for the book room. The room in Charlotte is listed as 2200 square feet, and it was comfortable but there were a few vendors out in the hallway.

It has become the practice to have a small cash bar set up in or near the book room on Thursday and Friday afternoons. This is possible with attendees and, usually, with the hotel too, which makes money on the bar.

The word on the street (as of November 2003) is that SEAC should be thinking about finding someone to replace Judy, who has served us incredibly generously for over 25 years.

Special events away from the main venue (see also Food Service following)

There should be at least one, more typically two: one on the Thursday evening, one on the Saturday afternoon. The Thursday one will draw a bigger crowd, although not everyone will attend (depending on accessibility; in Charlotte, this event required a bus ride and attendance was a bit lower than we expected: i.e., around 380 rather than 450). On Saturday, a fair number will leave in the early afternoon (depending on how many drive to the meeting) and miss an afternoon event, but you should still get a decent number. Saturday's event is traditionally somewhere that includes outside: e.g., a museum with a nature trail or living farm, or an archaeological or historic park.

If you have an event at a museum or comparable institution, ask them if they have a special rental fee for non-profit organizations. We saved $500 that way in 2003.

Once upon a time, there was a special event called “Great Wines of SEAC” (later, “Great Spirits of SEAC”). The more senior members of the organization can remember that there were at least two categories, commercial and home-made, and a panel of judges who gave prizes in each category. Can’t remember what the prizes were. This has fallen by the wayside in recent years, but there remains some interest in it. There are some tricky issues with bringing liquor into the hotel and/or into another venue where you are using a caterer. I assume it can be worked out if there is enough interest.

It is typical that the Saturday afternoon event is paid for by a separate fee (e.g., to cover entry fees if necessary, buses if necessary, and food). You can put a link onto the web site to a registration form and ask people to print out the form and mail to you along with a check, and pick up their tickets with their registration material (on the same form, you can ask for information about whether people will have their own transportation or not). This form is typically also printed in the fall Newsletter. However, it’s tricky whether the fall Newsletter will come out in time; in 2003, despite submitting the information by August 15, the Newsletter didn’t appear in my mailbox until October 25 (for a meeting that started on Nov. 12). If possible, you should sell tickets to this event on-site at the meeting registration because there will be a lot of people who didn’t get around to buying a ticket beforehand. This will depend in part on the intricacy of your arrangements and the flexibility of your caterer and other vendors.

The Lower Mississippi Valley Survey, currently in the person of Steve Williams, will have a reception for the winner of the C.B. Moore Award. He makes the arrangements and pays for them privately, but as a courtesy, when asked you can put him in touch with your meeting planner at the hotel.

Food service

John O’Hear says that SEAC attendees will drink every drop of coffee that is offered, and it runs very high at hotels. We found this to be true in 2003 as well. Also, the hotel will continue to refill the urns – and charge you – unless you specifically limit it. So, decide in advance how much coffee you will pay for and make sure the hotel just takes the urns away when that runs out. Also, speaking as a tea drinker, make sure there’s some hot water and decent tea bags. The hotel in 2003 gave us the option of larger or smaller coffee cups, and we decided on smaller: that way, you aren’t spending your money on half-drunk cups. I was slightly dubious at first, but in fact, the “smaller” cups were fine. We started with $500 worth of coffee and tea on the Thursday and it was definitely not enough. We went to $700 for Friday and Saturday, which seemed better. But think about this: that’s $1900 just for one coffee break per day…and we still got complaints that there wasn’t enough coffee!

SEAC doesn’t use much in the way of hotel food service, but if there are receptions, etc., on the hotel premises, you must use the hotel food service. It’s expensive. You will need some munchies for the Board of Directors meeting on Wed. evening. It is probably best to have the beer and sodas charged on an “as used” basis: that is, they count the number of open bottles and cans at the end of the evening and just charge for those. You have to remind the people at the board meeting to leave the bottles and cans there.

Outside of the hotel, for example at the Thursday night reception, you can use a caterer of your choice. Typically, you budget to pay for the food, but have a cash bar. You may be able to get donations from CRM firms and/or local archaeological societies to underwrite the reception; they should be acknowledged in the Bulletin and on some kind of sign at the reception.

We decided to have only beer and wine at the bar. Typically, a caterer will have a couple of choices, depending on whether you go with standard domestic beer (e.g., Budweiser), domestic more high class beer (e.g., Sam Adams), or imports (e.g., Heinekens). In addition to the price for each drink, presumably paid for by individuals, there will be some base charges, something like $50 for each bartender.

At the dance, be sure to have more than one bartender. At the hotel, the bartender fee (e.g., $50 each) will be waived if they sell above a certain minimum; ordinarily, SEAC has no trouble meeting this minimum. At outside venues, this may or may not be an option. Take some cash to any receptions and the dance to tip the wait staff and bartenders; they deserve it.

Typically, at the Thursday night reception, SEAC pays for the food (you can solicit donations to support this) and there is a cash bar. However, if there is food (e.g., barbecue) at the Saturday afternoon event, that is usually paid for by each attendee, as a separate fee. You should also think about calculating the cost of renting tables and chairs, if necessary, and buses.

Registration Packets

You will need something to put programs and other registration materials such as name tags, maps, etc., in to (although, interestingly enough, the American Anthropological Assoc., held the week after SEAC in 2003, didn't bother: they just handed you the program, an empty plastic name tag holder and your cardboard name …tacky). You might be able to get decorative manila envelopes or plastic bags from the local Convention and Visitors Bureau or Center or whatever it's called in your community. Or, not. While this is what happened in Chattanooga in 2001, with the decline of business and tourism travel after 9/11, Charlotte's Visitors Bureau got very stingy, and wouldn't supply anything for free. However, this kind of agency is also often a good source for a downtown map.

In each registration packet for pre-registered attendees, should go:

- schedule of meeting
- Bulletin, which includes both the schedule and the abstracts
- relevant maps and promotional material for restaurants and attractions in the vicinity
- name tag and holder (pin-on ones turn out to be much cheaper than clip-on or hang-tag)
- receipt for registration
- Any other goodies that are offered to you; for example, in 2003, the Archaeological Conservancy provided a copy of their magazine for every attendee

Attendees who register at the meeting will get the same, except that you will have to write out a receipt rather than having a pre-printed one (or have a pre-printed one with the name and amount blank; this is filled in at on-site registration).

A problem to be grappled with is printing out name tags at the meeting. We did this by printing name tags with just the template and leaving the center blank. Then we purchased a cute little machine that prints file folder labels on any kind of label, including transparent clear ones. We typed out names of on- site registrants on clear labels and just stuck them on name tags.

Posters

You will need to rent the wooden stands (stanchions, pin boards, whatever they're called) onto which posters are affixed. Usually, you can get two posters on each, one on each side, as long as the room allows for circulation up one side and down the other. It may be that the hotel will have these, but usually you rent them from a Convention or Conference Services company. Usually, they rent by the day. So, if there are 20 posters, you can have two sessions, one morning and one afternoon, and rent 5 stands for only one day. If there are lots of posters, you will have to rent for more than one day.

Business Meeting

It is traditional that a local dignitary briefly addresses the business meeting, bringing greetings to the Conference. In Charlotte, we tried to get the mayor but were unsuccessful (because the meeting was just one week after election day and he was planning to be on vacation after his re-election campaign). So, I was able to tweak my contacts and get the chancellor of the university. This was appropriate because we were meeting only a mile from the university. However, it might not be if there are multiple universities in town or if the meeting venue isn't at all close to the university. My next choice was going to be the head of the local Historic Preservation Commission. You can be creative.

As far as I know, this isn't mandatory, but it has been traditional. Just be sure that whoever you get can be relied on to stick to 5-10 minutes and not ramble on and on. It's a courtesy to invite this person to dinner afterwards, but you will probably find that he or she just wants to get home on a Friday night.

It wasn't until a week before the conference in 2003 that I was aware that a new Lifetime Achievement Award was going to be given at this meeting. This had been decided at the mid-year board meeting, but I only attended part of that meeting and it wasn't discussed when I was in the room. Of course, this should have been highlighted in the printed program…but it's not.

So, check with the president in advance of creating the program for awards and awardees.

Plenary

Since 2002, there has not been a plenary or distinguished speaker. It just makes Fridays too crazy, with the business meeting before and the dance afterward. It might work to have a plenary speaker if it is a small meeting and you can schedule the plenary for, say, 4-5 pm on Friday, before the business meeting, with nothing else scheduled. But otherwise, apparently no one has missed this feature.

Banking and money

You will probably need a commercial account at a bank. We tried to work through the State Employees Credit Union, but the organization didn't qualify. The best bet is to use a bank that one of the organizers already has a standing relationship with (e.g., because your museum uses it or something like that). Get a stamp with which to endorse checks because you will have a lot of checks (unless SEAC develops the capability to take credit cards, which will change things).

Probably, at least two people should be able to write checks, but I recommend that one person keep the books in order to be sure that things get recorded. Until the meeting, the main task will be deposits by whomever is receiving registration money, with relatively few checks being written. Closer to the meeting date and immediately after, the main task will be writing checks.

According to past experience, you will receive a lot of cash at on-site registration (again, this will change if SEAC develops the capability to take credit cards). Be sure you have a strategy for handling cash overnight, either using the hotel's safe or making a cash deposit at the bank (but keep in mind that no one should go alone to make a cash deposit at night). Get a cash box to use at on-site registration.

Depending on your circumstances (e.g., if you are part of an organization that can make a significant contribution to the organization of the meeting or not), you may want to solicit donations from local CRM firms and/or local avocational and professional organizations. We did this with a big mailing in early April (requesting donations by September 1). I recommend deciding on specific things that you want the donations for, preferably the kind of things that people can get public recognition for, such as the Thursday night reception or the coffee breaks. We took in about $1750 in donations, and all donors were listed in the Bulletin, acknowledged at the business meeting, and listed on a sign board at the reception. I'll be honest and say that I was somewhat disappointed by the response to our solicitation, but I may have had unrealistic expectations. Some organizations, especially university departments, who couldn't donate money, did help out immensely by bringing LCD projectors for use during the meeting.

It is advisable that the Treasurer set up a table at or near the registration area, to take dues renewals. Those of us working at registration were asked about this a lot, but we weren't set up to handle separate money and receipts. In 2003, the treasurer was busy with scholarly contributions to the meeting, but we still think it would be a good idea for future treasurers to either do this himself or herself, or deputize someone. It could be 5 – 8 p.m. on Wed., and, say, 10 a.m. – 3 p.m. on Thursday and Friday.

Keep *all* paper records of any monetary transactions: receipts, deposit slips, statements, check stubs, etc. Try to keep a careful tally of incoming and outgoing money; the paper trail is to check your accounts when you, inevitably, can't figure out if a particular deposit was $350 or $530 or where check 207 went to. I kept the accounts in a basic Excel file.

Dance/Band

The band should be good for dancing. Apparently, rock is preferred (over, say, bluegrass). The dance traditionally starts around 9 p.m. and lasts until 1 a.m. if you can get a reasonable contract for that, otherwise until midnight.

The hotel should set up an actual dance floor near the band. But, you should also clear enough tables adjacent to the dance floor so that dancers can spill out onto the carpet. You will need round tables with 6-8 chairs for, say, 125 people to be able to sit down. When you are negotiating with the band, be sure to consult with your hotel contact so that you can be sure that the hotel can meet the technical needs of the band (or, if not, you can decide if you still want to use the band and supply the necessary tech stuff). It's probably a good idea to put whoever negotiates for the band in touch with the convention staff at the hotel a couple weeks beforehand.

You need more than one bar at the dance. These are cash bars, unless you have some new source of revenue that other organizers haven't had.

Volunteers

At the meeting itself, you will need student volunteers for several tasks:

- registration, including Wednesday from about 2 p.m.
- general go-fers, helping you move projectors, set up signage, go get change, etc.
- assigned to meeting rooms

It's particularly good if they are skilled with Powerpoint and projectors, but they can be helpful even if not. Of course, you want them to be trustworthy around a lot of cash. Traditionally, registration is waived for anyone who volunteers for some minimum period (say at least 4 hours or 6 hours, whatever works for you). At times in the past, if some students volunteered for many hours, their rooms were comped. This is something that depends on the financial situation. In 2003, I also tried to buy each volunteer I could find a free drink at the Thursday reception, but they didn't all attend and some who did attend, I didn't see. (Also, if you have undergraduate volunteers, be sure they are of legal drinking age.)

We got volunteers locally (this is important for Wednesday registration) and by contacting SEAC members who are faculty at big graduate programs in the southeast.

Prior to the meeting, if you have graduate students, I recommend drafting them to do a lot of the mechanical work (recording registrations, typing in abstracts, etc.). In 2003, because we don't have graduate students, Janet did most of that herself (with the help of a wonderful departmental secretary who was periodically loaned by the department chair). Perhaps, one of your graduate students is a wiz at web pages and can manage one for the meeting.

Signage

There are two kinds of signs. First are the directional ones, such as "Registration downstairs" or "Book Room →." Second are the signs that go outside of each meeting room with the title of the session and the titles and authors and times for each paper. (By the way, I noticed that the AAA, held one week after SEAC in 2003, has given up on these latter kinds of signs.) So, you will need one session sign for each independent session. These are printed out from the file of the program, and mounted on foam core. Most graphics or printing companies can do this.

You will also need tripods on which to mount the signs (as many tripods as the maximum number of concurrent sessions, plus at least a half dozen more for directional signs). Hotels might have these. You can rent them from the same place that you rent the boards for the poster sessions. Or, you can purchase them and either keep them for one of your institutions or pass them on to the next year's organizers. In 2003, we were lucky that the Schiele Museum needed a lot of new tripods so the museum purchased them and kept them. There are light weight, metal ones which will work fine. The museum also paid for the foam core because they can then cannibalize the signs and use the reverse, and they use a lot of foam core. Otherwise, you will have to spend money on these resources. Be sure to take one or more tripods with you to the off-site events, like the Thursday night reception, in order to display a list of donors. Occasionally, someone will ask if she or he can keep the sign from the session as a memento; it's a generous thing to say yes.

Thank you letters

Just as your mother would advise: write everyone thank you letters (the hotel, the donors, the local dignitary, etc. etc.). You might also send e-mail thank yous to the people who chair sessions of volunteered papers and to your student volunteers. You will also probably get evaluation forms from the hotel and, possibly, from any off-site venues and be asked to fill them out and return in the mail. It's a helpful thing to do so.

Some final thoughts, especially about finances

SEAC 2002, in Biloxi, had a budget that included $25,000+ in income and $24,000+ in expenses, with a final credit balance of around $800. At the time I am writing this (Dec. 2003), it looks like SEAC 2003 will have income and expenses of around $32,000 each, and a final credit balance of around $500. Luckily for the meeting organizers, SEAC does not expect to make money on the annual meeting (which, for example, both SAA and AAA expect to do).

The difference in overall budget is probably due to the larger size of the meeting in Charlotte. In Biloxi, the program had at most 5 concurrent sessions, and not in all time slots. In Charlotte, we had a minimum of 6 concurrent sessions in each time slot and 7 in some. Without going into major detail, here are the biggest expenses (in rounded off numbers):

Printing (program and Bulletin)	\$8000
Catering for Thursday night reception	\$5000
Buses (Thurs night and Sat. afternoon)	\$3800
AV rental	\$3100
(would have been \$5000 if we had rented LCD projectors)	
Rental of museum for Thurs night	\$1500
Coffee breaks	\$1900
Band	\$2500
Barbecue on Sat.	\$1450
Supplies for registration packets (name tags, manila envelopes, copying, etc.)	\$ 600

We also benefited from in-kind donations, often informal ones:

From UNC-Charlotte: staff help, paper, printing, office supplies
From Schiele Museum, Gastonia: staff help, free admission on Saturday, tables and chairs for barbecue, extension cords, tripods

Plus, of course, the hours and hours of work put in by the organizers!

How can you save money?

- Avoid renting buses by having the off-site events within walking distance of the hotel and/or relying on private vehicles for transportation.
- Have off-site events at places that will not charge you a rental fee (this was true of the Saturday event at the Schiele Museum in 2003).
- Estimate catering expenses better for Thursday night (we had a lot of food left over; on the other hand, people complimented us on not running out of food).
- Revise the program and Bulletin to have less duplicate material.

Appendix A – Example: First Notice of the Meeting

[The material in red are Janet's suggested additions based on experience. This is the way it looked in the spring Newsletter; the web version will be similar, but with links.]

60th Annual Meeting – Southeastern Archaeological Conference

November 12-15, 2003

Hilton University Place, Charlotte, North Carolina

Conference Organizers:

[illegible]

[illegible]

[illegible]

[illegible]

Registration Fees: [illegible] **SEAC 2003** [illegible]

Hotel: [illegible] **The cut-off date for reservations is October 19, 2003.**

[illegible]

Transportation: [illegible]

Driving: [illegible]

[illegible]

By Air: [illegible]

By Rail: [illegible]

Proposals: [illegible] **August 7, 2003.** [illegible] **Symposium proposals must include registration forms and fees for all participants, and membership dues for anyone who is not a paid-up member.**

[illegible]

[illegible]

Web Submission: [illegible]

Book Room: [illegible]

Special Events: [illegible]

[illegible] **Levine Museum of the New South** [illegible]

[illegible] **Schiele Museum of Natural History** [illegible]

Appendix B – Various Registration Forms – following pages

- Material in red are suggested additions based on experience in 2003.
- As far as possible, forms should be only one page (although the Newsletter editor may reformat to fit his/her format).
- You will notice that the symposium forms allow for 10 participants and 4 discussants; I recommend keeping the 10 participants and reducing it to 2 discussants. But, organizers who want more people involved will ignore your hints anyway.
- Also, for some volunteered papers or, especially, posters, it appears that one author and two co-authors is not enough. You could give them more lines, or they will figure out some way to do it.

SEAC 2003 -- 60th Annual Meeting

[illegible]
[illegible]
[illegible]

Advance Conference Registration Form

(Registration fees will be reimbursed only until XXX. A receipt will be in your registration packet at the meeting.)

First Name: ____

Last Name: ____

Affiliation: ____
(for badge)
Address: ____

____

City: ____

State: ______________________ **Zip Code:** ______________________

Office Phone: ____
[illegible]

Fax: ____

Email Address: ____

Student? ______ **No** ______ **Yes** **(please submit copy of current student ID)**

Registration fee: [illegible] ***Please write separate checks for registration and membership fees.***

Please mail this form (or include in packet with paper or symposium proposal, if appropriate) along with the registration fee to:

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

Proposal for Symposium, SEAC 2003

Submission Deadline: August 7, 2003

Symposium Title: ______________________________

____

Organizer's name (last, first): ______________________________

Affiliation as you wish it to appear on badge: ______________________________

Address: ______________________________

____

____

Office Phone:

(or, best number to contact you)

E-mail: ______________________________

Co-organizer's name (last, first):

Affiliation (for badge):

Participants names (in order of presentation):

1) ______________________________ 2) ______________________________

3) ______________________________ 4) 5)

7) 8)

9)

Discussants names: 1) 2)

3) 4)

Type in the space below an abstract of no more than 100 words:

Registration and membership fees: *[illegible]* **<u>MAKE DUES CHECKS PAYABLE TO SEAC DUES</u>. Make registration checks payable to SEAC2003, with "registration" in the memo line.**

Please mail <u>one</u> copy of this form along with all registration forms, registration fees, paper proposal forms, and dues payments if necessary by August 7, 2003 to: [illegible]

[illegible]

Check-list for symposium organizers:

- ☐ [illegible]
- ☐ [illegible]
- ☐ [illegible]
- ☐ [illegible]
- ☐ [illegible]

Proposal for Paper or Poster, SEAC 2003

Papers are 20 minutes long; posters will be mounted on stands that are 8 ft. long by 4 ft tall.

Submission Deadline: August 7, 2003

Authors' name (last, first):

Affiliation as you wish it to appear on badge:

Address: ____

____

Office Phone (or best way to contact you): ______________________

E-mail: ______________________

Check one: ______**Volunteered paper** ______ **Organized symposium paper** ______ **Poster**

Title: ____

____

Co-author's name (last, first):

Affiliation:

Type in the space below an abstract of no more than 100 words:

List three key words which characterize the geographic focus, time period, method, and/or theory of your paper/poster.

Registration and membership fees: **MAKE DUES CHECKS PAYABLE TO SEAC**

<u>DUES</u>.

Please mail 1 copy of this form along with the registration form, registration fee and dues payment if necessary by August 7, 2003 to: [redacted]

Appendix C – Placed on the podium in each meeting room

TO: SYMPOSIA AND SESSION CHAIRS
FROM: THE MEETING ORGANIZERS: JANET, ANN, AND ALAN

Welcome to SEAC 2003. Thank you for organizing this symposium or agreeing to chair a session of volunteered papers. Your participation is important to the success of SEAC.

A few words to the wise, regarding running the session:

- Attached is a table which shows which data/LCD projector goes with which session, and which volunteer goes with which session. If more volunteers show up, we will fill in the gaps on this table.

- Please keep on time. We recommend discussing this with your participants ahead of time, and being fairly stern about keeping people to their scheduled times. It's a big meeting and most sessions are full.

- This also means that if there is a problem – or even a complete melt-down – with the AV equipment, the speaker must keep going. It's unfortunate that we can't afford the newest equipment and trained staff in every room, but we can't. Send your volunteer to the conference office if you need help.

- The rental company which is supplying some of the AV equipment also has a technician on site. His name is Ken Merona. He will help you even with donated equipment that his company did not supply. His base is in the Welwyn room, behind the conference registration location. Be very nice to him.

- Please do *not* walk off with the laser pointer. The next session needs it.

And, SEAC 2004 would really like not to have to buy more next year. And, please leave this memo on the podium too.

- Ask your audience to turn off cell phones and beepers.

Appendix B. Report on the Lexington 2010 meetings, George Crothers and Dick Jeffries

Report on the 67th Annual Southeastern Archaeological Conference in Lexington, Kentucky, October 27-30, 2010.

George Crothers, Co-Organizer

This report summarizes the financial accounting and highlights some of the changes that were implemented for this meeting. Details of the financial accounting can be found in the table that follows.

Total expenses for the conference were $47,055.04. Total revenue of $51,095.00 was generated from registration fees, sponsor donations, and optional tour fees, leaving a surplus of $4039.96. This remainder will be deposited with SEAC and includes reimbursement of the $2000 advance provided to the co-organizers prior to the conference. Former SEAC Treasurer Victor Thompson was mistakenly sent $320 in conference registration fees along with regular membership fees by the Florida Public Archaeology Network. Rather than ask FPAN to rewrite checks for the separate accounts, it was decided to simply credit this amount toward the $2000 advance. Therefore, of the $4039.96 surplus, $1680 is reimbursement of the advance balance and $2,359.96 is profit to SEAC.

Total registration for the meeting was 735 people, in the following categories:

	No.	% Total
Members	317	43%
Non-members	88	12%
Students	260	35%
Volunteers	54	7%
Guests	16	2%

Overall, 84 percent of the attendees pre-registered. Registration numbers obtained from the organizers of the 66th annual meeting also indicated that the pre-registration rate was 84 percent. It would seem that this is a good estimate for an average rate of pre-registration at SEAC meetings. Being able to accurately estimate the number of on-site registrations is very helpful for budgeting purpose, determining how many bulletins to print, and ordering food.

We had a large number of students ask to volunteer in return for compensation of their registration fee. We were able to use University of Kentucky students for pre-conference preparation and then accommodate students from other schools to work during the conference. In particular, we had a large request for volunteer positions from Middle Tennessee State

University (13 students). In order to accommodate their request and make the conference more affordable for them, we agreed to let them work half-time in return for paying half of the normal registration fee.

We required student volunteers to pay the pre-registration fee in advance and then reimbursed them after the conference. Although this required some additional work (reimbursing them through PayPal), it was done because past organizers indicated that some students signed up to volunteer and then didn't show up for work or simply did not attend the conference.

Guest registrations were extended to 16 people, most of these delegates of the American Indian Tribes who attended the conference. A few others were extended to university officials and archaeology faculty at Kentucky who are not southeastern archaeologists.

We had several generous donations from area consulting firms and other institutions to help offset the cost of the various receptions and catered functions (total donations of $2500). In return for their donations, in addition to acknowledging their contribution at the conference, we provided them advertising space in the conference bulletin. To the best of my knowledge, this is the first time this was done for SEAC, and was very well received by the consulting firms. The size of the advertising space in the bulletin was determined by the amount of the contribution (full, half, and quarter-page advertisements: $400, $200, $100 respectively). In addition, Beta Analytic, Inc. paid an extra amount to have advertising material inserted into the conference registration packets.

We had 120 people sign up for the optional archaeological tours on Saturday afternoon. Three driving tours were designed to visit archaeological and historical sites in the Bluegrass Region: Adena mounds, Camp Nelson and Shakertown, and historical bourbon distilleries. The Adena tour was especially popular, and we could have sold more tour tickets for this outing, but we were constrained by how many vehicles would be able to access some of the off-road sites. Following the tours, the separate groups gathered for a catered dinner at a historical house in downtown Lexington. Cost of the tours ran a deficit due mostly to the cost of transportation and catering. Tour fees generated $4080 and tour expenses were $5031.

In terms of the conference itself, the cost of receptions is the single largest overall expense. Rental of audio/visual equipment for the sessions and morning coffee breaks were also large expenses. However, we were somewhat restricted by the hotel contract to using hotel vendors for these services. We were able to save on the A/V rental by supplying our own digital projectors, which were borrowed from the university and other local institutions. A significant savings was also achieved by using the university's tax exempt status for most of the contractual services (an estimated savings of approximately $1500-$2000).

SEAC's status as a 501(c)(3) non-profit corporation was never made clear to us. Our understanding is that SEAC is organized as a non-profit corporation only within the state of Tennessee, and therefore we could not apply for a tax exemption in Kentucky. If this is the case, filing the appropriate paperwork in other states that regularly host SEAC meetings could achieve significant cost savings in the future.

PayPal is a convenient way to process on-line registration; however, the transaction fees do add up. Total transaction fees paid to PayPal were $1622.77. For the first time, we also were able to accept credit card payments at the on-site registration using PayPal's Virtual Terminal service. Sixty of the 116 on-site registrants used credit cards to pay the registration fee or purchase tour tickets. There is an additional $30/month fee for this service in addition to the normal transaction fee.

Lastly, Phil Hodge was extremely helpful with updating the SEAC conference web pages and very responsive about answering our questions. However, the on-line registration process is very cumbersome. (This is not Phil's fault because he inherited the registration system.) First, the on-line registration information is separate from the payment system and requires matching the on-line payments from PayPal with the on-line registration information, which is delivered in an e-mail message. This is a tedious process because there were multiple registrations in which no payment was made and occasionally a payment in which no registration was submitted. Matching these up and sorting out the errors was very time consuming. Second, the registration and abstract information comes only in the form of an e-mail message. All of the registration information and abstracts must be cut, pasted, and reformatted from the e-mail message to a database or a word document. A registration system that automatically dumped this information into a database would be far more efficient and cut down significantly on the amount of editing necessary to format the bulletin. Phil is well aware of this deficiency and we discussed ways to improve the system. I heartily endorse SEAC investigate alternative registration processes and to spend the funds for overhauling the on-line registration system.

Appendix C.

REPORT TO THE SEAC BOARD AND SEAC FUTURE MEETING PLANNERS on ORGANIZING THE ANNUAL MEETING

Lee, Hutchinson and Nancy White, organizers for SEAC 2013 Tampa

Disclaimer: We realize that some of this report may sound unduly harsh. Our intent is not to insult anyone or step on anybody's toes, but just to describe the situations so that they can be fixed for future meeting planners. The three grad students who have worked with us the most for the last 6 months on SEAC planning have all read and contributed to this memo as well. We did our very best with the 2013 meetings and apologize for any inconveniences or mistakes. We hope this (long – sorry!) summary is helpful. Important issues are highlighted. Meeting-planning details and problems should not need to be rediscovered each year. Planners have always needed to sign hotel contracts years in advance. They should also begin all planning right after the end of the last meeting, to incorporate feedback.

BACKGROUND

Several SEAC presidents ago, we were asked to try to do the annual meeting in Tampa. Each president apparently leaves office with commitments for annual meetings lined up for the successor. At that time (mid 2000s) we spent a couple days investigating what bargains we could get in hotel room rates, one of the major deciding factors for SEAC. No hotel could give us a good rate (lowest was $167) except one that was too small. A couple years later, after the recession set in, the small hotel called us to reconsider; they'd added on meeting ("breakout") rooms. Since we'd been willing to serve, we re-investigated everything. That hotel was still too small, but we checked the others and found at least one willing to give a good room price. So we informed the SEAC president (by now a different one) and board. We were essentially shuffled off; one response was, well, you're going to have to fight with U West Florida to see which one of you gets it! This was jarring because we thought we were doing SEAC a favor, not asking for one!

Eventually someone did decide Tampa was needed, and got back with us and put us several years in the future in the meeting sequence. We agreed, and were confident we could do it reasonably well since we had already done it in 1989. Some of the same old issues and problems arose again, but also many new, unexpected ones, and a near-unbelievable workload, mostly because of the technology and system we were stuck with.

ANNUAL MEETING GENERAL PLANNING

Meeting Expansion

Organizing the annual meeting was enormously labor-intensive because the antiquated system in place does not efficiently handle a project of the size to which SEAC has grown. It is more work than even planning, say, a state society annual meeting like the Florida Anthropological Society because we do not have the work force typical of such groups (not only students and professionals but lots of retired avocationals with time, money, and skills). Yet we are much smaller than SAA or even SHA, have far less money, and no paid office manager or workers like they do.

The 2012 and 2013 SEAC meetings had roughly the same number of people attending and registering as the 1989 meeting that we organized, but **nearly twice** the number of presentations as in 1989, plus 5 poster sessions and student activities, things which did not exist in 1989. Probable reasons for the expansion are many. Some members want to increase their own visibility. Many seem unwilling to pay their own way, but can only get their employers to pay if they are giving presentations. Interestingly, this is rare for students or even for many of us (we two included) who get little or no travel money, yet we continue to attend every year.

Standardization Needed

Standardizing helps planning a lot, but can trigger complaints, especially from senior colleagues who might resist change or restriction. We learned this in 1989 when we were the first to come up with an actual registration form, which had a box for the abstract and strict 100-word limit for the first time in SEAC history (previously people just mailed in checks and abstracts typed or handwritten [yes!]). In 2013 we tried to suggest 15-minute papers but there was strong resistance, especially from more senior archaeologists and academics (according to our admittedly limited survey data submitted last year to the board), so we did not make this change, though it may come.

A meeting manual was written by the SEAC secretary and organizers in 1994, and a report entitled WHAT WE LEARNED ON THE WAY TO THE 2003 SEAC MEETING by Janet Levy is dated Dec. 2003. SEAC should make these available to future planners. BUT a manual must be updated yearly (what you are reading is not a manual). Without guidelines, each new set of annual meeting planners starts from scratch. We had to pester last year's planners constantly with a wide range of questions. Far in advance of the meeting a contract must be signed and estimates given for hotel room blocks and other things. We assumed that Tampa, being on the far SE edge of the region, would have fewer people and presentations. We were wrong, and we suffered because the Wed night room block was too small and quickly sold out, forcing people to go to another hotel and threatening our Thur-thru-Sat room block requirements. Without enough paid hotel bedrooms (the room block, at the hotel rate) we don't get free meeting rooms, comp rooms for the board, etc. Then we also suffered from the cancellations from the government shutdown. In addition, between the time a contract is signed and the meeting dates, room and personnel changes, price increases, and other negative things can happen.

Getting Money

It is NEVER too early to begin. We started our pitch for donations in January to prospective donors or companies wanting ads in the program, then followed up with a phone call or email. Getting as much additional money as possible as early as possible helps! We also added to the registration webpage a button to click for "I want to make an optional donation" to the meeting. We tried to recognize all donors by listing them in the proceedings bulletin (some donated after it was printed). In general donations ranged from a maximum of $2000 to a minimum of $1; some donations were unintentional overpayments that people then told us to keep all or part of.

Next Steps

Reception and dinner locations and field trips are best planned in the spring, when tight reservations can be made. Much of the planning has to be during the summer, when many are traditionally in the field and away from communication media (White was 3 weeks in an area where even cell phone service was nonexistent; webmaster was equally unreachable). So getting information required to move along with planning can be considerably delayed.

The very worst aspect of meeting planning was the online system in place that was just modestly altered with each new meeting's numbers over the years: the existing website and the obligation to connect it to PayPal and to an independent email address to which all the registration and program information is sent. We begged, beginning in late 2012, to get an updated website system, knowing we'd be swamped, as the 2012 organizers were, doing so much by hand. In fact, those organizers put the following statement into the 2012 program Preface:

"**Y'all were also amazingly good-humored about the atrocious behavior of the website. Believe us, we are already working with next year's organizers to develop a better registration and submission system."**

Well, this turned out not to be possible! In January we (Nancy and Rich Weinstein [a 2012 meeting organizer]) met with the webmaster (at the SHA meeting in England), who explained how easy it would be to set up a better website, if SEAC would pay for it. But there was delay and resistance; one board member said any new website should be installed AFTER the next annual meeting (thanks a lot! and we WERE asking right after the annual meeting!). So we were stuck with the atrocity. Then we had to put up with huge amounts of professional bitching and even smart-alecky posts on the student website (SEAC underground) by arrogant (male) grad students who hate the "new" SEAC system (little did they know how old it is!) and think they know how to redesign and run things (talk about insulting, when we are putting in 18-hour days to get this all done). Then, we learned just a couple weeks before the meeting, from reading the news in the newsletter, that SEAC is indeed planning the restructuring of the web design. Whoever is doing it did not consult us, or the previous year's meeting planners, or even the webmaster.

REGISTRATION AND PROGRAM DATA

By Mail

By the deadline for abstracts we had received 18 registrations that came in by regular mail and an additional 4 for which the participants had registered online but felt they had to mail things too. Several more came in the mail after the deadline. We gave a discount of $5 for mailed-in registration fees because the PayPal charge wouldn't be deducted, but some people failed to notice that and sent the higher amount. We probably should keep the option for registration by mail, for older members used to checks and younger members interested in the discount. However, most professional conferences (as well as much else in life!) now require all participation to be online; the mail-in option is much more labor. Even though the mail-in registration deadline was clearly stated (postmarked by 23 Oct), and the pdf registration form was not even available on the website after that date, people continued to mail things to us. After packets were stuffed and nametags printed, we had to add latecomers whose checks arrived up to the day before the meeting, even without the form. In addition, many days after that deadline, people telephoned to see if they could just please still send a check for the (cheaper) advance registration amount and have it count. They had no idea of the extra time and labor this entailed.

PayPal

While it seems intuitive that advance registration online would be easier for all, it is not. First we need the go-between of a PayPal account, which could have been opened by SEAC and kept all these years, with just a change of name/address of person in charge, but was not. So opening a new PayPal account is done each year. PayPal deducts 2.9% + $.30 for every transaction. If we can get a nonprofit organization account, the amount is smaller: 2.2%+$.30 but PayPal does not tell you this when you set it up; you have to learn it on your own, then submit a bunch of paperwork to get the nonprofit status. By the time we figured this out (which they did not even do in 2012, apparently), we had already received many online registrations for which the higher percentage was deducted, and PayPal told us we could not get that back retroactively. There are other outfits besides PayPal, such as NewTek, which we investigated, but they are less popular and we did not know how the membership would respond to this since many firms and agencies already have PayPal accounts. Another issue was setting up PayPal to take money paid in and transfer it automatically to the SEAC bank account we set up. This required many steps, including giving our own personal credit and identification information. So PayPal setup is a chore.

We used the honor system to collect registration fees; though we could have checked whether people were members or not against the most recent membership list, this is a lot of trouble and people may be still paying dues as they register. Turns out a huge percentage who were not paid members registered at the member rate; 75 of these were presentation authors. A few of these whom we saw at the meeting flat-out refused to pay their dues or the higher, non-member registration fee! The website should be set up not to allow presenters to register if their dues are not paid. Also, there is really no way to check if students are actually current students since student ID cards do not usually have semester validation stickers any more (so those who have graduated can still look like students).

Database

The way the SEAC website is currently set up, when people register, two emails are sent to them and also to the SEAC email account (which also must be set up). One says the person registered and the other, from PayPal, says payment was received. Many could not figure this out and registered twice or paid twice, so refunds had to be made. It was easier to do refunds by check or cash from our bank account than to have PayPal refund the money since PayPal would charge another fee and require more phone calls. Plus, refunds cost money because we were paying the PayPal charge on them twice, as we could not honorably deduct the PayPal fee twice from those who paid twice.

All data received in emails by the SEAC email account must be put into an excel file by hand, with registrants' names, etc., and abstracts, symposium info, etc. This is extremely laborious and time-consuming. There is apparently no way to set it up to be done automatically. There was hardly any way to let people add things after they registered and paid, though we did set this up eventually. We dealt with additional hundreds of emails from people sending in their information NOT through the website and therefore not on the SEAC2013 email account but to our personal email addresses. Usually this came in after the deadline, when the website was shut down for accepting abstracts.

Website

The webmaster is a volunteer position and he put in a huge amount of time changing the settings on last year's annual meeting webpage to read correctly for this year. Plus he is limited in what he can do and cannot make huge changes or else they need to be done by the SEAC web page host company, which charges $75/hr. The website setup is not good. Combine this with our colleagues' reluctance to follow or even read directions and we got disaster. We and the 3 student assistants put in weeks of 12-hour days around the abstract submission deadline and the following 2 months sorting it all out.

Many people accidentally registered twice, one person for the third year in a row. We had to refund well over $1000 for this reason (the 2012 meeting organizers did too). We put boldface cautionary statements onto the web page saying to be careful not to hit the PayPal button more than once, anticipating a few would not read directions, but it did not prevent major trainwrecks. This is apart from refunds that needed to be made because of cancellations. Many others registered multiple times online but never paid.

The website cut off the end of paper and symposium titles; apparently it allows only so many characters. We suspect this is because people are thinking up longer titles lately. We had to spend additional time emailing people for their compete titles. On the other hand the website did NOT cut off the abstract at the 100-word limit. Dozens of numerically-challenged people submitted longer abstracts and, though we said on the web page that we'd cut them off after the 100th word, we instead edited down (most people did not even notice! The easiest phrase to cut was "at the site"). This was important not only in the interests of fairness to those who did follow directions, but also because the program length determines cost and the longer the abstracts the longer the program. But editing was another thing that took extra time (the record was a nearly 300-wd abstract).

We tried to put a huge amount of information on the annual meeting web page so that people could open the links (even link them to their phones) and see where to find restaurants, other events, activities, etc. We realize that the whole meeting schedule in general should be on the web page as well, to say that there will be a book/exhibits room, there will be presentations and posters for Thurs, Fri, and half a day Sat, and so on. This helps interested folks who may not be familiar with SEAC to consider going to the meeting. Later of course we posted the preliminary conference program. The good news this year was that, after putting together the preliminary program and linking it to the website, we emailed all the members to say it was up there and to check it over and let us know of any corrections. This was essentially crowd-sourcing our stage-2 proofreading, and helped a lot. On the other hand, since 75 authors were not members, they did not get this email so corrections continued for many, and there are undoubtedly mistakes in the program we did not catch.

Labor

Luckily, White was given 3 USF Anthropology graduate assistantships (one in summer, 2 in fall, but for only 10 hrs/week) so that students could help process registration data. Processing alone required the equivalent of eight 40-hr weeks on the part of the grad students and many, many 18-hour days on our part. The on-site registration at the hotel required another 15 worker-days. We had a volunteer in each meeting room to help with lights, signs, making room for wheelchairs, etc., from whom we required a full day of labor and for whom we gave free registration.

On-site Meeting Reservation

At the 2012 meeting, no provision was made to pay by credit for on-site reservation, so people had to line up at the cash machine in the hotel to get the money or else pay by check. Since fewer have checkbooks anymore, we set up a way to pay online during the meeting by having the advance registration page close two weeks earlier but remain open (with registration amount changes) to one person who could use it at the registration desk. We could also have gotten the "square one" card that allows payment by cell phone, but then someone's phone would have to be dedicated to this for the duration of the meeting. Somehow this must be worked out; it also means that wireless internet may be needed at the registration desk, for which some hotels charge extra.

Book room

This year we implemented a $25 table charge for exhibitors in the book/exhibit room, based on the suggestions from last year. When we asked book room exhibitors last year they said it would be acceptable. University Press of Florida's Meredith Morris-Babb told us in person she thought it was reasonable. Archaeologist colleagues have told us that at other conferences vendors have paid hundreds of dollars to exhibit their wares for sale, though this may not include university presses, which are not high-profit businesses.

In the past exhibitors were not charged at all but were expected to donate to the student paper prize, which has now and for many years had a value of over $4,000. But the costs are high for the book room. The hotel charges for tables and skirting, wireless internet access for this space, extension cords and so on are more than the $25 fee, and the student prize is already high enough that it would not suffer if it had slightly fewer items. Most exhibitors do not register for the conference. We don't know if they take advantage of the reception, coffee breaks, attending paper presentations, or other things paid for by the registration fee, but we can't imagine they would be excluded from these things. We want to be as generous as possible but it does cost SEAC various amounts of money.

Some exhibitors complained about the $25 charge, but most were fine with it. We ended up with 40 vendor tables, plus 2 for the student book prize. Then we learned at the last minute that SEAC itself gets two tables also (nobody informed us of this). We think the vendor table charge should stay – but it is hard to collect because people want some way to be able to charge it. Most vendors sent us a check but we had some others go to the online registration page and pay it in the space for "optional donation." Some vendors or people who wanted ads ignored or forgot about our January letter until late in the planning stage; one went to the SEAC president in autumn, saying she hadn't heard anything, though we had sent the letter and follow-up. Vendors need to say well in advance if they need internet to have buyers pay with credit cards. If so, they may have to pay for the internet service at the hotel. We asked vendors this but no one answered until the meeting started.

Students

We encouraged the SEAC student group to let us know what they wanted but did not hear from them till late. We had already solicited donations for the student reception and had set it up; the cost was $3600. The student affairs group must put in their requests early! In late July they told us they wanted a workshop and a luncheon too. As there was really no more money for food and drink (the things that really cost a lot), we responded that we could get a room for a workshop, and they organized that, though it was unclear how many would go since it was scheduled like a symposium during the regular session. The extra money we made in 2013 should go for a nicer student event next year.

The student paper competition needs to be organized by that committee completely. We cannot see anything we need to do for that during meeting planning. However, the website has a button to check if you are planning on entering the student paper competition. This does absolutely nothing, however, and many students don't realize this, thinking their papers are automatically entered when they check that button. This button does not even get it listed on the automatic email we receive for their registration. So this needs to be fixed. If they never read the guidelines and submit their papers early to the committee, then they don't get into the competition, even though they've checked the button. The flyer for the student book prize was linked to the website this year, but it says that to be eligible, the student's paper has to be in the 2009 program! One person asked if she could give a student paper and have it be in the student paper competition, even though she had graduated a few months earlier and was no longer a student (!!).

PROGRAM ORGANIZATION COMPLICATIONS

Special Requests

In 1989 we were horrified that people wanted so much special treatment. Some who were considered big famous archaeologists were expected to get favors, such as free rooms, waiver of requirements that they be SEAC members to be on the program, and preferred days and times for their presentations. In 2013 this kind of solicitation by members was worse since email makes communication so easy. People wanted waiver of membership requirements and even registration fees for over a dozen individuals considered to be important. The waiver of membership status to be allowed to present is fine if the person is in another field, say, a soil scientist or something. But waiving registration fees because someone is important is unfair and gives additional perks to those who already have so many while the rest of the membership, especially students, support this with their fees.

We got at least 15 requests for specific days and times for people's papers (two of them justified and early enough so we could accommodate such requests). One person sent a late abstract, was contacted to get missing information, then immediately wanted to know what day and time his paper would be. There was a request for special microphone setups that cost an additional $200. We suggested the organizers try to get grants (as Nancy did once for an SAA symposium that needed a floor microphone for audience comments); we accommodated the request but never heard from the organizers about whether they could help with the additional cost (so SEAC just subsidized it). There were requests for other facilities or programs that came so late they could not be accommodated. A couple people wanted to bring spouses to attend their sessions but not have to register them. This is probably ok but if such people go to the reception and/or coffee breaks, it costs us money for those non-registered guests. We suggested in one of these cases that they donate a couple bucks and get a nametag for the spouse (don't know if they did).

Some of the worst (most time-wasting) things happened when 18 people in one group wanted to register together, with their institution paying the registration fees but unwilling to use either a mailed check or the PayPal online method. So they not only mailed a complete paper package (with no check) but also sent (completely on their own) an electronic funds transfer to "USF" (which of course has thousands of accounts); 6 USF accountants spent 4 days trying to find this money and send it back, and then the offending group finally sent it via PayPal.

Paper and Symposium Submission

The rule that you have to be a member to have your abstract accepted was apparently ignored by at least 75 individuals (about 30%) on the program. We learned after the treasurer checked the preliminary program against the membership list. Six people out of 11 in one symposium were not members, including the organizers, based on the list sent 16 Sept when we checked on 25 Sept. SAA has this rule but SHA does not; SEAC needs to decide what to do about this and make it clear. With the proper software non-members would not even be able to submit abstracts if they could not put in a member number. For SAA, this is the case, and SAA even sent additional notices to people to pay their renewal dues early if they wanted to present at the meeting in 2013.

Many did not know how to submit an abstract or how to organize a symposium. We put links to guidelines on the website but apparently few read them. People did not coordinate with coauthors or symposium participants so we got different titles for the same paper. Symposium organizers often sent us different lists of coauthors and titles and in different order. One symposium organizer did not even know he was supposed to get titles and abstracts from those he invited. Other organizers did not send any titles, just a list of presenters, often in several emails with different details. One paper by two authors showed one person as first author in her registration information, while the other listed himself as first author in his registration data. A great deal of effort was needed, first to find these problems and then to communicate with all individuals concerned to get correct listings. Getting symposium organizers to send an accurate list of papers in their symposium with titles in the order of presentation was like pulling teeth. And many symposium organizers kept changing their lists of whom to include, paper titles, etc., over the 3 weeks following the deadline. Then presenters in symposia did not send abstracts either, apparently assuming their organizers had sent them. We had to email dozens of people for their abstracts as late as 40 days after the deadline to find them and tell them to pay their registration. Only one or two symposia were submitted completely correctly.

We are not the first to experience these problems and do the intensive labor. A previous organizer told us (in email messages):

> We experienced all of that. It was horrible……………. somebody has to do it, but we seriously have to come up with another way. [we need] …serious structural changes to the way we do this. You know, SEAC is not a poor organization. One suggestion: registration should be turned over to a paid employee or a service. Ideally not a SEAC member--so that no one can expect favors at this level...... Because of all these problems, the thing I spent the least amount of time on was actually putting the program together. I also became afraid of email…. emails and phone calls to make changes in titles, abstracts, etc., began way before the schedule was ever available.

One of the grad students helping in 2013 said that doing the program and registrations was like dealing with "a digital version of the worst tangled Christmas lights ever."

Everyone at first wanted their symposium on Thursday – too many to fit. Then people started contacting us to move things (before we even had the preliminary program out). It was also fascinating to see how many people sent in their abstract then immediately wanted to know what day their presentation was scheduled! Putting contributed papers into sessions that make sense is not easy as sessions can only be 10 or 11 papers long so as to allow for 20 minutes each and a coffee break. A big complaint last year was the lack of breaks for some sessions. Shorter sessions are even trickier because you need 6 papers before the coffee break then only 5 papers after. So symposia with 7 or 8 papers were difficult to place.

Juggling multiple entries by people on 2 or more presentations is a huge amount of work, as each person must be listed for each contribution in 3 different places in print. We found at least 2 dozen people with two different name spellings on different presentations. People continued through August and Sept to change their authorships, names (initials, spellings, etc.), and so on. Good meeting-planning software can eliminate these hassles.

Late Submissions and Other Issues

Some three dozen people sent in abstracts days/weeks after the deadline by other channels (since the website was no longer allowing abstracts), and another twenty or so sent revisions to their abstracts, coauthors, etc. We accepted the last abstract on 23 August; the deadline was 1 August. After this date we did get at least a half-dozen inquiries (as late as 15 Sept!) about people (mostly students – where are their advisors?!) who missed the deadline and wanted to give presentations, but we had to draw the line somewhere. We had already had on 23 Aug our all-day meeting to put the abstracts into piles on the lab tables and organize sessions of contributed papers and posters. The 2012 organizers told us that putting the program together and ready for printing took them nearly 3 months. Colleagues from other subdisciplines (such as medical and other applied anthropology) who helped us were appalled that we even accepted anything after the deadline, since their meetings are not run in this fashion. However we wanted to emphasize the friendly character of SEAC and the mellow attitude of our members.

We also got some complaints on the poster size, which we had set based on cost to rent standard-sized poster boards and on input from colleagues who do lots of posters at dozens of professional meetings, from local to international. Another annoying thing was that people just refused to keep their abstracts to 100 words. It costs more money to print so many more words, or more time to edit down the worst offenders. Many people registered online then also sent their contributions by regular mail, thinking this would be helpful, but of course it just doubled the effort needed to keep track, especially when two versions of the same abstract did not match!

Another issue is whether those who are discussants need to register by the deadline for abstracts, or in advance at all. Hardly any discussants registered and paid before the deadline for abstracts. They don't need to submit an abstract, but we needed to make sure they were indeed in the program before we began to organize and print. Do people need to pay in advance for the privilege of getting their name in the program as a discussant? Or a panelist on a roundtable or a student workshop? This is an important question with no solution we could devise. So we just kept accommodating to everyone's wishes but expending lots more labor.

For the first time in SEAC history (we think) we asked for keywords to help put the program together. But at least 40% of the submissions did not include them, and we had to spend time and effort to contact some authors for them, especially where the abstract was so vague as to prohibit our extracting them ourselves. In other cases the keywords were so general (or so specific) that they did not help in putting the program together. Meeting organizers will need to determine if they want keywords, and if so, they too should be made into one of those asterisked, required boxes that the submitter must fill out to proceed.

Hard decisions came also when the hotel at the last minute took away one of the larger breakout/meeting rooms (to make a "fitness center," of all things!) and we had to fit things into smaller rooms. We had to balance between putting people in bigger rooms on Saturday morning or smaller rooms on Thurs or Fri, though some people still complained about their time slot or room size.

The good news was that the program went well. Putting the posters in a large terrace area on the way into the book room, we felt, allowed greater visibility. We also had a kind of "public archaeology marketplace" in the poster area, coordinated by our local office of the Florida Public Archaeology Network. Future organizers should consider asking state societies or comparable entities to display such things.

The Two-Role Rule

Many complained about the rule covering how many presentations one person could be involved in. We made a clear statement on the website in ***early May***, as follows:

In the interests of fairness and because there is not enough room in the program, you can be sole/first author on only one presentation, but may also be a second author for one more presentation or a discussant at a symposium. Otherwise the meeting gets too large and expensive to benefit the largest number of members. (Over the last 20 years SEAC meetings have had roughly the same number of people registered and attending but the numbers of presentations have nearly doubled!).

We did not make up this rule but were told it was a longstanding SEAC meeting planners' policy and had existed for years, though there was always trouble enforcing it, and previous planners sometimes did not want through the angst to do so, but last year's planners said they did try to enforce it. From what we heard and also observed at successive years' meetings, it seemed it might have been enforced but then special friends of the organizers or people who simply ignored the rule and submitted multiple things were allowed to be on the program more than twice. This did not appear to be fair to us so we tried to enforce it across the board. We got complaints from a few of the most well-known southeastern archaeologists to waive these rules (and we heard that this happened in 2012 as well – from some of the same people!). Some just wanted to be coauthors on all their students' papers (it was unclear why this was so important since the accomplishment of the student still reflects on the professor). Other requests for multiple authorships came from doctoral students who wanted to increase their own visibility, perhaps. People who accept too many invitations to be a part of various presentations should be aware that this makes meeting planning enormously more difficult and it is impossible to avoid conflicts in presentations. So, we did not make the rule, and have no idea who did or why, but we were only trying to enforce it fairly, across the board. We got some nasty comments, which is too bad because we were just caught in the middle and trying to follow established procedure. We do think that it is a reasonable rule, however.

Why? While it might appear that adding on more and more coauthors is really no big deal and does not actually require more space, this is incorrect. We learned that there are actually several good reasons for this rule. First, it helps keep the meeting from being dominated by a few (usually senior male) names – very intimidating to many, especially junior women. Second, the more authors, the more work to stick them in the program, index them, process the abstracts, type everything up, since ALL of this is still done by hand. The naïve comment on the SEAC underground blog that it's no big deal to have multiple authors everywhere and only takes a little time to cross-reference them all is downright erroneous, given our horrible website system. It makes for more people to keep track of so as not to put them in different rooms at the same time when they are authors on more than one thing. Third, everything added increases the space, the number of pages, and thus the cost of printing programs. Even journals such as *American Antiquity* have abbreviated things, abandoned prevention of "widows" and "orphans" on pages, and cut other corners over the years to lessen printing costs. We had already added authors' email addresses (highly recommended last year) which added to the length/cost of the program.

So the 2-presentation rule becomes a gender and dominance issue, a cost issue, and a workload issue. We also felt that academics (especially senior ones) are supposed to help their students produce presentations; they get little advantage by being named as co-authors even if they did a lot of the work, and there is little need for such ubiquity. These are presentations; they can always be coauthors on publications, which are more important (presumably) on the CV. More junior archaeologists such as doctoral students need to be recognized for their work but should learn from their advisors that they just cannot keep on accepting more authorship invitations if they already are up to the limit.

We cannot emphasize enough how much work it adds when people want to be listed as authors on multiple things. To get from the end of abstract submissions to the finalized version of just the preliminary program took over 6 weeks, including three weeks of two full-time people and many more part-time just to compile the data (especially with so many late and disorganized submissions). We finally got the preliminary program ready to send out to the members and link to the website, then we found two more individuals listed on 4 different things, some of which were found to conflict in day and time, mostly because the organizers of different symposia had requested certain days and times and other things (special setups). We tried to keep tabs on these individuals so they are not assigned to two different places at the same time, but this is nearly impossible when they are in so many things, and we failed to do this in some cases.

Ten people ignored the directions and were named as authors and coauthors on 3, 4, even 5 different things (9 were men, most of these were more senior archaeologists, a few were doctoral students). We tried to notify all such individuals and many graciously adjusted the numbers of things they were listed on as authors. One was not gracious; others ignored the message and were left in the program for others to complain about in terms of fairness. One said ok, we could remove his name from his TWO additional papers then took back his statement, saying "in light of current conversations regarding this topic, and the lack of clarity and interpretation on the rule" he wanted to put his name back on them. (It is unclear how the rule quoted above could have been unclear!) Then we learned when we got the membership list that he was not even a paid member! There was a real sense of entitlement and elitism among those who griped about this rule. It also epitomized some complaints we heard from women and junior archaeologists in general, who said they really didn't want to go to SEAC because their previous experience showed it to be dominated by a small elite group.

Whatever the origins of the 2-role rule (however shrouded in myth and legend they may be!), whether it came from the board or meeting planners or the early 2000s when SEAC presentations expanded so much, we can see why this rule developed. It is now an issue upon which the board needs to make a final decision – but not, we recommend, without information from those who have actually done the work. Whatever is decided, set the website not to accept things beyond that number! If the board or whoever decides to accept everything people submit (actually another problem!) in however many different multiple roles, then meeting planners must be ready for weeks of additional work unless the process can be automated or the planners sacrifice accuracy of the program and the bulletin of proceedings.

The Website

Many people who could not figure out the website sent complaining emails about it, to us and the webmaster. We added clear directions but few read the whole web page first, as we suggested in bold lettering. There were many ways to mess up, however, because of this antiquated website we were stuck with. One person accidentally registered a total of 18 times! Many people paid twice; others claimed to have paid twice but did not pay at all. So we expended many hours to respond to these emails. Several persons to whom we pointed out that they needed to pay didn't answer or pay by the deadline, so we had to remind them again.

Others did pay twice and didn't even know it, or did know it and demanded instant refunds. Plus, the website had at that time no way to send in additional information after you had registered, so people who registered and paid and then later sent in their presentation abstract had to email it. So by the time of the last 3 days before the deadline, we had dozens of emails from people who had registered AND paid multiple times, mostly because they wanted to give additional presentations. In addition, there was someone who cancelled and wanted a refund but then his former employer contacted us asking for the refund because they had paid it for him but then he said, no, send it to him, and we were in the middle of that dispute.

Complaints and Professionalism

We were used to a few pre-meeting complaints from last time and could easily shrug them off. A good example that needs to be told is how some people didn't like our plan to have keynote speaker Bill Rathje in 1989, one person saying something like "why do we want a failed Mesoamericanist?" But we knew that he'd be funny and engaging, and that modern material culture/garbage studies was a crucially relevant area, and he turned out to be fabulous. (Possibly this is why the keynote speaker idea has faded, since it is hard to get big-name people who can both entertain and say valuable things. Kent Flannery's 1986 SEAC speech was wonderful, comparing early Mesoamerican villages to what might be in the Southeast, but people were disappointed because they expected him to be funny. We heard in the 1980s that certain powerful southeastern archaeologists actively prevented Gordon Willey from being invited to give a keynote talk at SEAC, saying he was boring, but when Willey finally spoke at the Florida Anthropological Society meeting in 1999 he was enormously entertaining [sorry – had to put in this dramatic sideline info somewhere!])

However, the volume of complaints, unprofessional behavior, and messed-up submissions this year has changed our impression of many colleagues (and don't people know when they write nasty emails that multiple grad students help us and thus read these things?!). Many of these were very dearly beloved fellow archaeologists and friends, and it is hard to tell them they just cannot get what they want. We were even more appalled this year that, when the federal shutdown meant some could not get travel funds to attend SEAC, a whole symposium's worth of archaeologists wanted to cancel. Since they were already in the program being printed, we told them to come if they could and present whatever parts they could, especially those not working at federal agencies. This symposium was on the Saturday and on Florida archaeology! They did not have far to go on a day off but just could not do it if their way was not paid (to be fair, the feds also lost access to their research materials so could not finish their papers, they said). Apparently the government shutdown resulted in many hotel cancellations, as well. This was very threatening to our goal of making our room block so that the hotel meeting rooms could be used without cost. Furthermore, they never officially cancelled and some demanded several refunds after the cutoff date for refunds.

We went crazy trying to find child care services to set up in one of the smaller hotel rooms to accommodate especially students with this need. We asked on the website in early May that people let us know far in advance so we could set this up. We would have to sign contracts, get space, etc. Nobody requested it until 1.5 weeks before the meeting, when we had to hustle to find a babysitting service for just 2 members. This is a typical example of how meeting organizers have to go crazy because people simply cannot seem to plan anything well enough ahead of time these days. Setting a website not to take such things at a late date will help.

Meanwhile, however, child care is crucial, and we had expected for SEAC to pay maybe $5/hr to lower the cost for members (up to $18/hr) – a small price so that parents (especially single parents) can come to meetings. This is a huge issue still in our country and holds many, mostly women, back from achieving many career goals. Women are STILL seen as primary care-givers for children though probably the majority of men at SEAC are also parents. One (male) board member (a father) said about our planning of child care, "who wants to leave their child with a stranger?" – a phrase that flabbergasted both of us (not only are we both single parents but ANY parents will be forced to or wanting to leave their children with strangers for much of the childhood experience – daycare teachers, schoolteachers, car pools, field trip chaperones, coaches, etc.). Another complaint is that SEAC should not subsidize a service used by just a few members – but this happens all the time, with student functions, the special microphone setup mentioned above, and many other issues where a few benefit more than the rest.

On the student blog (SEAC underground) a few (male) grad students (advisees of some of the senior male professors who also complained??) not only whined about the 2-role rule but also wanted to get rid of general sessions entirely and have SEAC be only a collection of symposia, apparently. We were appalled at this, as it appears to be a "tea-party-like" attempt to perpetuate cronyism and dominance by the few. Especially when the symposia were poorly put together (missing information, all contributors not paid for registration in advance, not dues-paying members), the general sessions at least were full of contributors taking responsibility for their own work!

So meeting organizers need to be strong but also need to have the ready-made excuse that they just can't operate outside SEAC official policy. If those policies are well-defined and kept to every year, they should get no complaints. It boils down to general professionalism, sometimes even ethical issues. We were very efficient, but were blamed for many problems that came from all the requests to do things outside the established procedures.

Many who had gripes compared the SEAC annual meeting with the SAA meeting. This is silly. SAA has tons of money, a business office with paid help, and an annual meeting with thousands attending. By the way, SAA also has only 15-minute papers and no paper bulletin of abstracts anymore; their basic meeting registration fee for 2013 was $149 compared with $80 for SEAC; they keep making new rules about who can present and so on every year; and everyone must be registered to present, even discussants. On the other hand, SEAC strives to be unique in that we keep the annual meeting a friendly, relaxed, inexpensive occasion every year and provide members with learning and socializing opportunities and not tote bags or other expensive stuff one gets at other meetings that charge multi-hundreds of dollars for registration fees (the World Archaeological Conference registration fee this year was over $400 and the tote bag shredded within 2 months!). Whatever professional conference you go to, you look at their rules and guidelines and adapt. If you don't like the rules, you should either not participate or else work for change.

ADDITIONAL RECOMMENDATIONS

Website and Conference Organization

We investigated *Conftool*, a conference management software service used successfully in 2013 for both the Society for Historical Archaeology annual meeting (Leicester, England) and the World Archaeological Congress meeting (Dead Sea, Jordan), both of which White attended (and Webmaster Ed Gonzales attended the SHA). This system allows meeting participants of all kinds to go in and sign up for various activities, send in abstracts, pay, change things, and see the whole program online at any time. We contacted them and learned a few fascinating things. SEAC is small compared with these other conferences but could still be well managed by *Conftool.* Here is some of the info they sent:

ConfTool PRo does not replace the main website that has all the general information on the meeting. It is a system for paper submission and reviewing (should we want to do the latter) as well as participant registration and management. It produces a continually updated automatically-generated list of paid, registered participants, who paid which events, many report, search and filter functions. There are also many export functions, e.g. to excel. One can get an impression of the system by using the the demo they provide.

For [**your*****] event (with about 300 submissions, about 500 participants, participation [*****registration*****] fees of $45-$100) we would charge a basic fee of 590 Euro and a booking fee of 1,90 per participant (only for regular participants, not for organizers without participation fees). For linking Conftool Pro to one of the supported payment gateways we charge a fee of 190 Euro. We do not charge an extra fee for PayPal, as you can link that system to your ConfTool installation yourself.***

The fees include setup and hosting on our servers for 12 months. We adapt the ConfTool page header and

system colours to match your main conference site and do the main setup of the system. The server has an official SSL certificate from Thawte for secure data transfer (https). Furthermore, 2 hours of support for the configuration and use of the system are included. .... I can send you an "official" offer as PDF file...
Mit freundlichen Grüßen
Harald Weinreich
mailto:requests@conftool.net
Tel. +49 (0)40 20227297
Fax. +49 (0)40 20227298
ConfTool GmbH
Krochmannstr. 66
D-22297 Hamburg
http://www.conftool.net/
Registered in Germany: HRB 111956 (Hamburg)
Director: Dr. Harald Weinreich (Dipl.-Informatiker)
USt-IdNr. (VAT No.): DE-8151 45320

Harald was amazed that SEAC had so many on-site registrations (20%), more than other conferences he was familiar with, and not good for planning. He was also amazed at our low registration fee and that the rate for on-site registration was so low compared with the advance registration fee. Given Euro values when he communicated with us, the cost to SEAC of using *Conftool* would have been $2000. As we explored using this tool in Dec 2012, the feedback we received was all negative, for reasons of time, money, and unfamiliarity. We could understand why the amount of time for switching to a totally new system might not have been enough to get board approval. But one response we got was something like, "well, if it messes up, then you own it!" – not encouragement to bring SEAC into the 21st century!

Meeting Size and Rules

So many people having so many roles was the cause of the most confusion, anger, trouble, and labor/money spent. SEAC could think about reviewing and possibly rejecting proposed presentations, or just agree on limits and keep to them every year and promulgate them widely. Colleagues cajoled, demanded, begged as dear friends, for us to allow them just a single exception to various rules and policies, so having them posted will help this situation. We suggest SEAC research other professional meeting guidelines to see how these are handled (NOT SAA or meetings with large attendance and money, but similarly-sized organizations in archaeology and other fields) and come up with reasonable, well published guidelines so that meeting organizers are not made to feel like they are being unfair.

Money

There are many opinions on how to use SEAC's money. Some years, we were told, meeting organizers happily turned in huge profits, while other years, meetings lost money or broke even. In 1989 we made a profit of about $500. For the last two years for which we have data, the meeting has not generated a profit but a small loss. Sassaman's 2011 meeting in Jacksonville, he admitted, only came out ahead because he took $2000 out of his private department endowment fund. Weinstein in Baton Rouge in 2012 thought he made a profit of close to $800 but he forgot the $2000 seed money so he really had about an $1180 loss.

We tried very hard to save money, using old/available/cheap materials and services. A nationally-syndicated news commentator recently wrote about the cost-cutting measures across the nation enacted as a result of the "sequester" (automatic federal spending cuts) and how agencies are dealing with this, slashing here and there but maintaining what is considered important. His observation was that we should give the budgeting tasks to welfare mothers and see how to do it right. This has been our approach – to put the most number of members (our children!) first, not to worry about profit (but not to lose money), and to make it for the largest number of attendees a premier educational experience and a good and memorable time. Planners can't know if they will break even or come out ahead or behind until VERY late – after the meeting is over.

Since we began in April (and were persistent) asking for donations/ads/exhibitors' fees, we raised a lot of money beyond registration fees. It was a good thing we had this cushion because many costs went up over the time we first talked with people about things – especially the cost of the field trip bus, poster boards, hotel things. Plus each refund cost us more since we refunded the full amount but did not get the full amount in the first place as PayPal deducted their fees from it. Areas where we gain or lose money are often by chance but sometime planned. Late/on-site registration fees should be much higher than simply $10-15 more than online fees because they prohibit the ability to plan (how much food at the reception, whatever) and require lots of labor and accommodation. We hoped to add subsidized child care. We only learned about free registrations for Indians at a late date. The policy should be clearly indicated somewhere that SEAC gives one free meeting registration for a representative of any recognized tribe, and statistics kept on how many of those occur each year. (This year Florida Seminoles wanted their own thing and wanted SEAC to pay $9000 for it! They got $3000 from the Florida Archaeological Council instead).

Publicity/Media

We took the plunge and decided to put SEAC2013 on Twitter. A student did the work but we all tried to make the messages informative and fun. We closed it but recommend doing it again. SEAC should have a Facebook page as well, but of course this is a lot more work to maintain. However, again, it would attract more students and photos from meetings, activities, etc. and be good publicity. Students have one (SEAC underground) that the board should pay attention to.

We investigated video streaming of meeting proceedings. This was done at the World Archaeological Congress and one archaeologist suggested it for SEAC. After consulting with USF Audio-Visual services we learned that the university does not do it and commercial services that do are extremely expensive. However, as technology does tend to become cheaper after a while (the original ballpoint pen – fancy new technology-- cost $50 in 1946!) this may become possible in future years and SEAC meeting planners should investigate it. Especially because lately so few presenters seem to have written versions of their papers, it might be useful to have this service.

Student Issues

Vendors and book exhibitors should be charged for table space. If they donate less toward the student book prize, possibly it is not a big deal. SEAC has a winner-take-all, hugely valuable student prize – a very western hierarchical model. Plus, there has apparently been no concern by the SEAC organization to help the student winner transport all the stuff home, and we heard this has been a problem in the past. The second prize of life membership is, frankly, far less desirable to students, who can now read the journal online through their libraries (why not split up the prize?).

We suggest keeping the "optional donation" button on the website (however it may be reconfigured) and making it "optional donation to support student participation in/travel to the annual meeting." Professionals whining about not being able to go to the meeting if they can't present a paper and get their way paid can still usually afford it more than students can. The board should set up some system to allow the organization to award small grants to students who apply early enough to go toward their travel, and spread the opportunity around. Plus, if we continue to keep the meeting hotel room cost down so that students can afford it, especially if they get some support funds, then there is more chance of making the hotel room block. As it is we now lose many students to the meeting hotel because they go elsewhere to stay in cheaper lodging. The more students who attend, the more the membership grows or at least is maintained.

Appendix D. 1994 SEAC Annual Conference and Meeting Manual, Elizabeth Reitz

SOUTHEASTERN ARCHAEOLOGICAL CONFERENCE

MEETING MANUAL

Prepared by the SEAC Secretary

with the cooperation of

Local Arrangements and

Program Chairs

Revised March 24, 1994

This manual contains guidelines to help you host a SEAC meeting. In almost every instance the Local Arrangements Chair and Program Chair have the authority to make their own decisions based on local conditions.

The first two sections outline the steps in preparing a meeting proposal and the schedule of activities leading up to the meeting. These are followed by sections on a variety of key topics, arranged alphabetically. Last come a series of appendices containing historical statistics, names and addresses of vendors, and information on typical meeting costs.

This document contains the accumulated wisdom of many former SEAC meeting organizers. Each year, it is updated to reflect current realities and recent experiences. Because of this ongoing "evolution," the format of this document has been deliberately kept simple, in order to facilitate transfers from one word-processing system to another. If you update this document, PLEASE avoid using tabs, slick fonts, special headers, and fancy tables with lines. All these have a tendency to cause problems when translating from one word-processing format to another. (Future SEAC Secretaries and meeting organizers will curse you if you ignore this injunction!)

PREPARING A PROPOSAL

The Executive Board of SEAC approves the location of meetings. If you wish to host SEAC, you will need to prepare a proposal for the Board's consideration. You will need to plan ahead, as contracts for upcoming meetings are usually signed about four years in advance of the meeting. Your proposal to the Board should indicate who will bear the responsiblity for local arrangements and the program. You will want to include in your presentation written proposals from several hotels, with your recommendation. Location, the reputation of the hotel, the quality of the food, access to meeting rooms, or other factors may actually outweigh room price in your recommendation. Try to get the hotels to bid against one another.

In putting together a proposal, ideally you should visit three hotels in your area, and obtain a proposal from each. The selected hotel should be able to offer the following: (1) a reserved block of rooms (no fewer than 175); (2) a guaranteed room rate (from $52 to $80 in recent years); (3) four meeting rooms (with seating capacities of 200, 125, 125, and 125); (4) a Business Meeting room (for 350); (5) a Keynote Address room (for 450); (6) a Book Room (at least 1,200 sq ft); and (7) a specified parking fee (if this will not be provided free).

SEAC traditionally meets the first part of November and you should try to get a proposal from the hotels for either the first or second week of that month. You should check for major events in your city (football games, homecoming, other conventions, etc.) which might cause problems for SEAC.

One thing we would like to avoid is having to pay for meeting room space. This makes use of Convention Centers undesirable. We want to have enough rooms blocked in the meeting hotel for most people to spend the night there, but we must also avoid overestimating the block and thereby incurring additional charges for meeting space. In Raleigh, for example, the contract stipulated that meeting rooms would be free for any day in which we filled at least 80% of our room block; if we had failed to meet this threshold, we would have been charged an additional $500 for each day we fell short. Note that we can block a different number of rooms for each night of the meeting.   Data on nightly room usage at past meetings can be found in Appendix A.

Although people are often turned away by hotels, it is primarily because they attempted to register with the hotel after the contractually agreed upon cut-off date. The contract should contain a provision that says: "After the cut-off date, any unused portion of the block will be released for sale to the general public but the hotel will continue to accept SEAC reservations at the prevailing conference rate so long as space is available."

SEAC members need to be aware of the fact that after the hotel's cut-off date, rooms may no longer be available to members at the SEAC rate. Try to get this clarified in the contract and make it clear to the members.

There should be some provision for complimentary rooms for every 50 rooms utilized. According to a motion passed by the SEAC Board at its 1989 mid-year meeting, complimentary rooms must be given to the SEAC President, Treasurer, Editor, Newsletter Editor, Local Arrangements Chair, and James B. Griffin. If there will be a keynote speaker, you should plan on providing a complimentary room to this person as well. Nancy White in Tampa also negotiated a complimentary Luxury Suite over and above the one complimentary guest room per every 50 guest rooms. She used this as a staging area and sleeping area for her volunteers. You may also want to provide a separate room for yourself if you do not care to bunk with the students. These rooms will clearly be above the free room block we get from the hotel, so be sure to remember these costs when you figure your registration fee. The hotel may be willing to reserve the Presidential (or whatever) Suite for you above and beyond the complimentary room block if you ask for it. You may even be able to get this in writing.

You may or may not wish to include provisions for a student rate with the hotel. It might be helpful to have the same hotel room charge apply to from one to four occupants, as a benefit for the students.

Be sure that the cut-off date for the SEAC room rate is reasonable. Our members seem to prefer to do things at the last moment, so try to get it 10-15 days before the meeting. A 30 day cut-off date is too early, but it is what hotels prefer.

The hotel should agree to provide reservation cards sufficient for the membership. If we have 700 individual members, we will need 700 cards. (Don't waste time sending cards to instituional subscribers.) A copy of this card should be included in the April Newsletter and the original should be mailed out in September.

The contract should identify the meetings rooms and the book room by name. This way the hotel cannot insert other meetings into the SEAC group. This is what happened at Charleston when we found ourselves mixed in with the wine makers association. (Not that all SEAC members found this bad.) It is important to lock-in specific rooms also so there will be no changes in meeting room after the program is printed. If the rooms are not named, then the hotel can shift room assignments at the last minute to accomodate other groups. The result will be an inaccurate program and unhappy people. Martha Rolingson reports that she was not able to have the meeting rooms identified in the contract for the 1992 Little Rock meeting.

The meeting rooms should also be easily accessible. People should be able to find them and get to them. They should also be able to find the book room without trouble. It would be best if these rooms were contiguous. The setup at Jackson was ideal; the book room faced the meeting rooms and was readily accessible. The book room should have tables and coverings set up and this should be indicated in the contract. It would be helpful to try to get the setup charge waived for the Book Room tables; at least make sure that the charge is only for the initial setup, not a daily-use charge. This should be noted in the contract.

You should consider whether you want to encourage poster sessions and how this would fit into the floor plan of the hotel. Poster sessions must be planned early in order to reserve the required hotel space; they require equipment such as tables, bulletin boards, or easels.

Ask the hotel about rental charges for audiovisual equipment: slide projectors, overhead projectors, screens, projection stands, lecterns, lectern lights, microphones, pointers, etc., as well as setup charges. Some of these things might be obtained from another vendor at less cost, or from your department for free; but it may be worthwhile to pay extra for the luxury of having the supplier of the equipment right there in the hotel, in case something goes wrong or breaks during the meetings.

You should get price lists for food service from the hotel: i.e., for coffee, tea, and other refreshments served during breaks in the program or while sessions are in progress.

Sample the food in the hotel restaurants (the hotel should pay for this); sometimes the food can be quite bad. You should also see if the restaurant can serve enough meals at one time. Can 400 people be served fast enough to make an 8:00 am session? You and the hotel may decide to set up a hot roll and coffee bar outside the meeting rooms so that late-rising SEAC members can buy a quick breakfast. This was done at Tampa and Mobile and worked quite nicely. A buffet lunch is another possibility.

You might consider the location of the hotel to other facilities. Ease of access to the airport, pedestrian access to restaurants and bars, etc. is important.

Once you have obtained three proposals, you can use them as leverage among the hotels.

EVERYTHING IN THESE CONTRACTS IS NEGOTIABLE. This includes parking (free or not), food service, audiovisual services, complimentary rooms, and so forth. Also keep in mind that turnover in hotel staff is phenomenal. The contract you obtain might be the only continuity you have in your hotel planning. Accept no verbal agreements. GET EVERYTHING IN WRITING.

You should try also to get a commitment from your department for help. It would be useful to have two or three people who know as much about the local arrangements and program as you do so that during the last few weeks you will have support. Your department might also provide actual financial aid. White got $1,500 from from the University of South Florida college dean, provost, and vice president for research, as well as a graduate assistant during the fall term.

Local businesses do contribute money and/or food to conventions such as SEAC. The Birmingham meeting got money, wine, cheese, and potato chips from a bank, food market chain, and potato chip factory for the wine and cheese party. Millsaps College donated $600 to the 1991 reception. The Mississippi Humanities Council provided $1,000 in 1991 for the keynote speaker.

All of this information should be provided with your proposal to the Executive Board. Once the Board has agreed to the location, final negotiations with the hotel should be concluded as quickly as possible. There will usually be points that the Board would like clarified before your town is finally accepted as the site for a specific year. Try to respond to these questions quickly. You may be able to use the Board's questions as leverage with the hotel. Send hotel proposals to the Secretary and to the President for comments.

Once all questions have been resolved the contract will be signed by the President, Secretary, and Treasurer. You can then relax for a few years, although it is not too soon to begin thinking about special programs, keynote speaker, donations from businesses, local organizations, and student volunteers.

ONE YEAR PRIOR TO YOUR MEETING

September:

1. If you wish to arrange a discount airline, do so around November or earlier if possible.

2. You might contact the convention bureau or visitors bureau in your city to get information on hiring convention personnel to help with registration, brochures about attractions in the city, and other help.

3. You should contact your state Humanities Council with a proposal that they provide funding for the keynote speaker.

October:

1. Hotels usually require that you contact them with a tentative program one year prior to the meeting date. This does not mean that you need to have the actual symposia organized, but you do need to know if you are going to have a banquet, a dance, a keynote speaker, etc. It is good at this time to confirm the audiovisual prices and food service costs given you earlier.

November:

1. Attend SEAC and watch carefully everything that happens, both good and bad. Try to have a couple of hours to chat with Local Arrangements and Program Chairs from several previous meetings.

2. Attend the Business Meeting. Be prepared to invite the membership to your city. Include in your invitation the answers to when, where, and room rate. You might also mention the discount airline if you have made these arrangements and plans for a keynote speaker, dance, reception, banquet, etc.

3. Attend the Executive Board meeting and provide a progress report to them.

December/January:

1. Establish the registration fee. Appendices A and C contain information you should consider in setting this fee; Appendix D contains a worksheet for your use. See also the section on REGISTRATION FEE.

2. Prepare the symposium and individual abstract forms, membership form, hotel registration form, and meeting preregistration form. Check with the Treasurer to be sure that the membership form contains the correct rates and addresses, and check with the hotel staff to be sure that the hotel registration form meets with their approval. Then send these forms to the Newsletter Editor. (Good examples of such forms can be found in recent back issues of the SEAC Newsletter. The 1993 forms worked well, except that you may wish to delete the request for a stamped, self-addressed postcard on the abstract form; the reasons for this change are discussed in the section on ABSTRACTS below.)

3. You should also send the Newsletter Editor a couple of paragraphs describing your plans for the meeting, mention the keynote speaker, banquet, dance, and reception if there will be any of these. Give the dates and the name of the hotel as well as the registration fee and the room rates. Encourage everyone to send in their hotel reservations early using the form included in the Newsletter. Include the actual date in the description of the meeting and note that the hotel registration form is included in the April Newsletter. There is no reason why anyone needs to wait until the fall. They can register with the hotel early and this will make life much easier for you and the hotel. You might encourage symposia organizers to contact the Program Chair before abstracts are due. Note that papers are limited to 20 minutes. Note that the abstracts are due August 1st. Remind the membership that if they want to have special functions during the meetings, they should let you know. Even if the function has always been held along with SEAC, there is no reason they should expect you to know that. Include the names of the Local Arrangments and Program Chairs, with addresses and telephone numbers. The pieces by Nancy White in the April 1989 Newsletter and by Greg Waselkov in the April 1990 issue are good examples to follow.

4. You should send all of this information to the Newsletter Editor by February 1st. Earlier would be nicer. See the section on APRIL NEWSLETTER.

January:

1. Send a brief announcement of the meeting to the newsletter editors of the Society for American Archaeology, the Society for Historical Archaeology, the American Anthropological Association, the Society for Archaeological Sciences, the Alabama Archaeological Society, the Arkansas Archaeological Society, the Florida Anthropological Society, the Society for Georgia Archaeology, the Louisiana Archaeological Society, the Mississippi Archaeological Association, the North Carolina Archaeological Society, the Archaeological Society of South Carolina, the Tennessee Anthropological Society, and the Archaeological Society of Virginia.

2. Contact various presses with information about the meeting and asking if they are interested in having a display in the Book Room. At this time there is no vendor's charge. A list of presses you may wish to contact may be found in Appendix B. Martha Rolingson reports that she did not contract the presses until July, but that caused no problems. In recent years, many presses have contacted the meeting organizers, rather than the other way around!

February/July:

1. Check with the hotel from time to time to make sure that they are not going to change the meeting rooms on you. Turnover in personnel is high, so you may have to deal with a new person each time. Be sure that any promises are made in writing.

2. Establish a bank account for the meeting. The Treasurer will provide an advance of $200-$500 if you need it. However, preregistration monies may be sufficient to cover pre-meeting expenses. For the 1992 meeting in Little Rock, Martha Rolingson reported that she did not have any preregistration money until August. She used personal funds for cash payments, retained receipts, and reimbursed herself once registration money started coming in.

3. In June, you may wish to make a special meeting-announcement mailing. People tend not to pay sufficient attention to the Newsletter and they still do not remember that the meeting information and forms are in it. By summer, they forget where their copy of the Newsletter is and the abstract deadline is August 1. Martha Rolingson reports that the Little Rock meeting had a very good response from their summer mailing. On the other hand, Mark Mathis did NOT

send out this mailing for the Raleigh meeting, but got a large number of preregistrations anyway. It may be that the summer mailing has now become superfluous, as more and more SEAC members have gotten used to the idea of looking for the abstract forms in the April Newsletter.

August:

1. Abstracts will be due August 1st. Since the membership is not good about deadlines you will probably have to spend the rest of the month putting the program together.

2. Check your list of authors against the membership list kept by the Treasurer. Letters should be sent to all individuals who are not members but who wish to present papers noting that they must be both members and paid registrants to give a paper. There are exceptions to this and you may use your own discretion about enforcing this policy (see MEMBERSHIP REQUIREMENTS and REGISTRATION FEE below).

3. This is a very busy month because the preliminary program must be mailed by mid September. Not all abstracts actually arrive by August 1, so the program schedule must be organized quickly. This is mainly the job of the Program Chair.

September:

1. Mail out the hotel registration materials and the preliminary program. This mailing should also include the ballot for SEAC elections. You may also wish to include promotional literature from local attractions and information from the discount airline if there is one. It is also a good idea to include another preregistration form, to encourage people who are coming but not giving papers to also register in advance. SINCE THIS MAILING CONTAINS THE BALLOT IT MUST GO OUT BY SEPTEMBER 15, FIRST CLASS. The SEAC Secretary will provide you with the ballot; the Treasurer will provide you with mailing labels. See the section on SEPTEMBER MAILING for more details.

2. One of the tedious tasks to keep up with was to mail the preliminary program to nonmembers who preregistered after the preliminary program was mailed in early September. Since they were not members, they were not included in the general mailing.

3. Recheck the membership list against the list of people presenting papers in order to make sure everyone giving a paper is a member or has had the membership requirement waived. You should also check the presenter list against the preregistration list.

4. If you are going to use a convention service, finalize your arrangements at this time.

5. Arrange to have someone from your institution welcome SEAC during the Business Meeting.

6. Prepare a list of people you wish to have acknowledged in the Resolutions during the Business Meeting and in the next Newsletter.

October:

1. Get a formal "Functions" contract from the hotel; look it over carefully; check and recheck all the details. This is a good time to draw maps of how you want chairs, tables, screens, and podiums arranged. Don't expect the hotel folks to figure this out; if you leave it entirely to them, you may not be happy with what you get. Finalize all the arrangements, and PUT EVERYTHING IN WRITING.

2. Get the program, bulletin, and name tags printed.

3. Get volunteers to start stuffing registration packets. Some of these can be set aside for people who preregister. The remainder will be distributed at the meeeting.

4. Have students/volunteers compile a list of bars and eateries within walking distance of the hotel. This could be photocopied and included in the registration packet.

5. Arrange with the hotel to have a safety deposit box.

6. Train your volunteers on the fine art of dislodging stuck slides. Introduce them to the hotel person who will replace jammed equipment.

7. It may be a good idea to draft and post signs with directions to the Book Room, the registration desk, or meeting rooms. Check with the hotel to see if this is possible.

8. Check, then double-check, then triple-check, all the hotel arrangements: meeting rooms, bookings, reservations, audiovisual, etc. Some things invariably will go wrong, and it is DANGEROUS to assume that everything will go as planned. Don't worry about being a pest; we're spending big bucks and deserve the hotel's full attention.

November:

1. Enjoy? Or take Valium?

Post-SEAC:

1. Provide the Secretary with corrections and additions to the meeting manual, either by marking up a paper copy or by updating electronically the copy on diskette. Please remember to add information from the meeting just completed to the Appendices.

2. Send a financial report and documentation of expenditures (i.e., all receipts) to the Treasurer. Also send the check for the earnings, if any.

ABSTRACTS

An abstract form was used for the first time in 1989. It appears to have worked nicely, although Nancy White notes that archaeologists seem to have a limited idea of what constitutes a keyword. Theoretically, keywords would help assemble the program, but perhaps more structure needs to be provided. The contributed paper and symposium abstract forms will appear in the April Newsletter along with hotel reservation forms, meeting registration forms, and membership forms.

Be sure that the addresses included in the Newsletter are correct. Ask the Newsletter Editor to double check this.

The deadline for returning abstracts is set by the Board as August 1st.

Make sure that the preregistration has also been paid when the abstract is sent. This will make the organizer's job much easier and saves money spent on people to help with on-site registration. The symposium abstract form needs to state that preregistration payment and membership payment (for those who are not current members) must be submitted with the abstracts to the Program Chair.

Asking members to send in self-addressed, stamped postcards if they want to know the status of their abstract apparently did not work when Nancy White tried it in Tampa. Rather than wasting time with postcards (it takes a LOT of time to write individual messages on 150-180 cards!) it is usually better to concentrate on producing and mailing the preliminary program quickly (which is not difficult in this age of word processors, laser printers, and fast xerox machines).

AIRLINE DISCOUNTS

You do not need to arrange for a discount, but it might be helpful. If you can arrange to get a free ticket for a certain amount of booked seats this might be passed on to the keynote speaker and save some money. You will need to contact an airline directly to make arrangements for this service. Do it soon enough to include the information in the April Newsletter (deadline February 1). You will also want to include this information in the registration packet sent out in September.

APRIL NEWSLETTER

The April Newsletter should include the following forms arranged in such a way that their removal will not destroy the Newsletter: membership form, preregistration form, abstract form, hotel registration form, symposium form, child-care form.

You should also prepare a text which will appear in the Newsletter. This should include: dates of meeting, name of hotel and room rate, preregistration and on-site registration fees, keynote speaker, dance and reception plans, deadlines for abstracts, a note (in boldface!) about membership requirements for presenting a paper, deadline for hotel registration, discount airline information, cost of child-care at the hotel and alternatives.

Request that anyone wanting a special meeting room contact you. There is no reason why you should know that such and such a group always meets at SEAC. It is their responsibility to let you know they would like a room. You are under no obligation to provide one for them, especially if the hotel will charge for it.

You should check with the Treasurer to confirm that the correct membership rates are listed on the form which goes in the April Newsletter.

AUDIOVISUAL EQUIPMENT

Every meeting room must be equipped with the following audiovisual and related gear: lighted podium with spare bulb; microphone (check to see where speakers are); carousel slide projector, remote controlled, with at least one spare bulb; one spare carousel; projector stand;

projector screen (8 ft minimum); and light pointer. In addition, an overhead projector may be required in some sessions.

Remember, for the keynote address, a larger projector screen and appropriate sound system are required.

When arranging for audiovisual equipment, consider the relative costs and hassles of using your local institution's gear vs. rental as a package deal. Using your audiovisual department's gear will cost considerably less, but you may be fully responsible for transportation and setup. Frankly, this can be a real pain.

For the 1993 meeting in Raleigh, a package deal contract was arranged at a total cost of about $900. The advantage to this is that the vendor was responsible for setup. If you choose to go this route, check with the hotel on their in-house or subcontracted deals and get bids from outside audiovisual companies that specialize in convention business. Use the bids to negotiate the best deal. Get to know the individual ultimately responsible for all details of setup and management.

When you are planning audiovisual costs, include an extra hundred dollars or so for last minute things. Although people are supposed to say on their abstract forms what equipment they want, some invariably call just before the meetings (and sometimes even buttonhole you on the day of their papers) to request overhead projectors, easels for last-minute poster sessions, etc. These things cost $20-$30 a day. When people send in their audiovisual requests you need to look at unusual ones in terms of cost-effectiveness. One paper needed two screens and two projectors, an extra cost of $80. Another one wanted a video player and special screen, an extra cost of $600. Nancy White asked this person to show slides instead. Remember, you are under no obligation to accommodate last-minute requests, especially if they are expensive.

No matter how you arrange things, each room MUST have at least one monitor, usually a student or other volunteer, to take care of the projector and lights. Make sure each monitor understands the workings of carousel projectors, knows how to replace bulbs, fix carousel tray problems, etc. Meeting room monitors usually get some kind of remuneration for their efforts, such as a waiver of registration and membership fees, at the discretion of the organizers.

BANQUETS, DANCES, KEYNOTE SPEAKERS, RECEPTIONS, ETC.

These are at the discretion of the Local Arrangments Chair. Banquets have not gone over too well, but most people expect a dance and enjoy a reception. The keynote speakers for the past several years have all meet with a good attendance. People really turn out so it is probably worth the effort. There will be expenses involved with each of these so plan for them well in advance if you are going to do any or all. The costs should be included in the registration fee. It may be possible to get local societies or museums to host the reception. Millsaps College did this for 1991. People also enjoyed the Great Wines of SEAC, but someone needs to be in charge of this, and time has to be found in the program.

BOOK ROOM

Based on past demands, a room of at least 1,200 sq ft is required for book exhibits. This should accommodate about 27-30 tables (each 6-8 ft long). Each table should have a skirt and one chair. There should be no extra charge for the room or tables, but make sure you verify this with the hotel and have it in the functions contract. The room should be lockable, and you should have a key.

Judy Knight of the University of Alabama Press has traditionally served as SEAC's de facto book room "honcho." However, do not rely upon her to take care of any of the initial arrangements. On the other hand, when it comes time to actually position tables, you can and should let her take charge (as long as she wants and agrees to do so). If necessary, inform all vendors of Judy's role. If possible, get a spare key for Judy or someone else whom can make sure the room is open and locked at the right times.

The Book Room should be open, complete with tables and chairs, no later than 3:00 pm on Wednesday so the vendors can get set up. Verify this with the hotel. In Raleigh, the hotel tried to bump us so a big-business operation could have the room for a karioke bar!

Vendors MUST reserve space in advance and must specify how many and what size tables they will need. SEAC does not charge a fee for vendors and exhibitors. However, they must pay the standard preregistration or on-site registration fee.

In previous years, vendors have been contacted prior to the meeting. However, in 1993, no specific contacts were made, yet they came to us in record numbers. They have schedules and know SEAC is a good place to be, so don't feel compelled to contact them.

In addition to the commercial presses, several individuals usually request sales exhibit space. If you are strapped for space, the commercial presses get priority.

A few presses may contact you about setting up a display, but will not have anyone there to make direct sales. This is okay, and could net you or your library a free book or two, but is at your discretion.

Vendors who have exhibited in the past are listed in Appendix B.

BREAKFAST BUFFET

This is a very good idea and one worth exploring with the hotel. It is a fast way for people to get food without missing registration and/or papers. The buffet line should be clearly distinct from the registration area. In the past, members have gotten registration and free food mixed up with a cash buffet. Oddly enough, when this has been a problem, the hotel did not anticipate it. Be sure the cash aspects are clearly different from the free aspects such as coffee breaks and registration.

BULLETIN

The design of the Bulletin is up to you. You may select any logo you wish and any color you wish. However, the number of the Bulletin should be in sequence with the preceding one. For example, the 1991 Bulletin Number 34, the 1992 Bulletin Number 35, etc. The Bulletin should be printed to match the previous Bulletin's format. If you have questions about this contact the Editor. The ISSN number of the Bulletin is always the same and appears on the front page. It is 0584-410X.

In order to obtain accurate estimates of cost, take several previous editions of the Bulletin around to print shops for estimates.

Be sure to proofread the Bulletin carefully. You might try to have at least three different people read it to be sure that it is correct and professional in appearance.

For the 1989 Tampa meeting, 600 Bulletins were printed; for the 1993 Raleigh meeting the press run was 650. You will need to print more Bulletins than programs and name tags since some of these will be available for sale after the meeting.

You will want to save some copies of the Bulletin in order to give them to donors, your department head, etc. This might be done before the meeting with an invitation to attend.

At the end of the meeting you should make arrangements to transfer the remaining Bulletins to Mound State Monument c/o Eugene Futato.

BUSINESS MEETING

The Business Meeting is always held in the late afternoon on Friday. It worked well in Raleigh to schedule it at 4 pm. Remember, the Keynote Address probably will be the same night, and everyone needs time to get a leisurely dinner beforehand.   If you do schedule it this early, make sure the general sessions are over by at least 15 minutes before, and that the Book Room is closed. No other activities should be scheduled during the Business Meeting.

If the same room will be used for both the Business Meeting and the Keynote Address, it should be set up for at least 450 (or more, depending on registration). Otherwise, at least 350 seats should be available.

A dignitary of some note is always a good for offering "Welcome" comments. This can be a high level university official, a major contributor, or someone likely to impress and entertain.

CONVENTION BUREAUS

Most cities have a Convention Bureau. They are particularly good sources of maps, dining guides, and other information. They can also provide direct assistance in getting bids from hotels, and some even provide typewriters and people to work the registration table. However, anything other than information and brochures often costs money. Use them for personnel only if you do not have access to volunteers. If they can provide freebies, take advantage of them.

Sam Brookes got name tags from the Jackson Convention and Visitors Bureau free of charge. The Bureau also had the Mayor and Governor officially invite SEAC to Jackson, which was a nice touch.

CHILD CARE

SEAC cannot assume the legal responsibility for child care. In the past, efforts to provide on-site child care have not met with particularly good success and are rather expensive ($10/hr is the minimum for most hotel services). However, it is appropriate to check on the possibilities, and to include a check-off line on the preregistration form. You should also include a note in the April Newsletter to assess the demand among the membership. At the very least, ask around and put together a list of options for those who attend the meeting (e.g., hotel services and commercial providers).

COMPLIMENTARY ROOMS

Complimentary rooms are provided to the President, Treasurer, Editor, Newsletter Editor, James B. Griffin, and to others of your choice. Some of these rooms will come out of the free rooms provided by the hotel as stipulated in the contract, but clearly there are more requests for complimentary rooms than will come from the free room block, so the cost will have to be covered in the registration fee. Given the expense involved in providing six complimentary rooms to SEAC officers, it would be nice if some of them would share a room where possible. These people are responsible for making their own reservations and letting you know about their room arrangements.

More importantly, you should provide complimentary rooms to the keynote speaker and your volunteers, as well as making sure you have some place to stay. For the 1992, Martha Rolingson was able to pay for the keynote speaker's room from grant funds. Martha used the hotel's complimentary suite for volunteers, for the Executive Board meeting on Wednesday, and for the Great Wines competition. The room for your volunteers will be an ideal staging area, work area, and rest area for your volunteers and for you. Nancy White had a suite which proved to be invaluable in terms of organizing the meeting and keeping it running smoothly. Students were able to sleep here as well. Nancy White managed to con the band into accepting a complimentary room and $200 of food and beverage service instead of money.

When all the complimentary room assignments are set, give the hotel a list of names and dates. Have the hotel put the bills on the Master Account. They will deduct the room-block "freebies" from the account. However, check their figures by asking for total night-by-night block counts.

Sometimes the hotel privately arranges to give the Local Arrangments and Program Chairs special suites such as the Presidential Suite. You should keep this for yourselves. It is a pity you won't be able to enjoy it fully.

FIELD TRIPS

Field trips have not met with a great deal of interest. This does not mean that you should not continue to try them, especially if there is some wonderful site nearby. If you find yourself pressed for time, planning field trips might be omitted. The major obstacle seems to be that people do not respond back in time for buses to be reserved, etc.

Given the number of discounts offered by airlines if a traveler stays over Saturday night, you might consider a Saturday afternoon trip rather than a Wednesday one.

If you decide to have a Wednesday field trip, make sure that someone is back at the hotel setting up the registration desk and tending to emergencies.

If you do have side trips, do not to schedule them in competition with the Business Meeting. We would prefer to encourage members to attend this function.

FINANCES

Around April or May, you may need to ask the Treasurer to front you a small sum (e.g., $200-$500) to open a bank account and cover the relatively small amount of initial expenses. By about mid-June, however, you should have more than enough in the bank. You will need to open a checking account, preferably one which pays interest and doesn't carry check-writing charges. By the time the meeting is over, before the hotel bill comes in, you could have $15,000-20,000 in the account. It would be nice to earn a few dollars of interest on it.

Contact the Treasurer early on about keeping your financial records. At the least, you will need to keep a detailed and complete ledger of all receipts and expenditures. Your records should be tight enough to withstand an audit (as well as respond to the one or two folks who claim to have registered but actually didn't).

When the account is opened, make sure you have two signatories to the account. It's a morbid thought, but if something should happen to you and you are the only signatory, the funds could be locked up indefinitely.

SEAC's Federal Income Tax number (FEIN/TIN) is 59-2211664. Ask the Treasurer for the current forms to document the organization's tax exempt status from state and local taxes. This could save hundreds of dollars. Be prepared for resistance to the state tax exemption, however. Some businesses are reluctant to cooperate, and it may not be worth fighting over.

After the meeting, once all the bills have been paid and the checks cleared through the bank, probably early the next calendar year, you will need to close the bank accounts and transfer all the receipts to the Treasurer, along with a detailed accounting of the meeting finances. The Treasurer can advise you on how to prepare the report. The organizer of the previous year's meeting will provide you with a copy of their report; you should do the same for your successor(s).

Be prepared for every conceivable type of problem, although none insurmountable. For instance, expect under-payments, over-payments, requests for refunds, and uncashed refund checks. Think about how to handle these ahead of time. Also, consider putting everything on a computer. A simple accounting program, such as Quicken, can take a lot of the headache out of handling the budget.

FOOD SERVICE

You might want to consider a cash breakfast buffet service. This was available in Tampa and Mobile and was very convenient. Members were a little confused the first day in Tampa and thought the breakfast was free. This was partly because the breakfast selection was placed directly in front of the registration table. In Little Rock, Martha Rolingson used cash buffets for both breakfast coffee-juice-rolls and lunch sandwiches. If you decide to have a cash breakfast buffet be sure it is clearly marked. You might state in the program that a breakfast buffet will be offered, with the hours and charges so that members are aware that it will be available, but that they have to pay for it.

Coffee breaks should be scheduled for the morning and afternoon on Thursday and Friday and for the morning on Saturday. These are very expensive, so pay careful attention to the details. At the Raleigh meeting, there was no charge for tea (hot or cold) or decafinated coffee. This may not always be the case, however, as in Tampa, where iced tea cost twice as much as the coffee. Also consider whether to provide free soft drinks, as was done in Little Rock and Raleigh. This is particularly expensive but, based on the consumption, well-received by the attendees.

Based on recent consumption rates, and depending upon the registration, plan on the following for each break: 10-12 gallons of coffee, 2-3 gallons of decaf, 8-10 gallons of iced tea, and hot water with tea bags.

Soft drinks are usually charged by the bottle or can (at $1.25-$1.50). In Raleigh, as many as 400 were consumed in a single day!

When calculating Break costs (see REGISTRATION FEE), remember that there is always a "Service Charge" of up to 20% of the total, plus local and state taxes. Make sure you try to get the taxes waived; you may even be able to negotiate a break on the service charge, but don't count on it.

GENERAL SESSIONS

Papers in general sessions are usually limited to 20 minutes, sometimes less (see PROGRAM below). If the program is crowded you may wish to keep volunteered papers short; if the program has plenty of room, you may wish to give them more time. In either case, you should inform authors explicitly.

In your April Newsletter announcement you might state that papers in general sessions are 20 minutes and then try not to have it any shorter. If the papers do get shortened, the authors must be informed no later than the September mailing.

It is customary to select people to chair general sessions from the sessions themselves. Just be sure you ask them ahead of time. The chosen few should not first learn of this responsibility when they open up their program. Asking in advance protects you, too, from a situation in which an uninformed chair might decide not to come, thereby leaving a session unsupervised.

KEYNOTE SPEAKER

Consider an archaeologist who is famous and a specialist in a region or subject normally studied outside the southeast but whose talk would nonetheless be relevant to SEAC.

Be sure to provide this person a registration packet. It is appropriate to waive their registration fee. It would be nice to send the speaker a copy of the preliminary program and other registration materials in September as well.

Be sure the complimentary room is taken care of before the speaker arrives.

Contact your state Humanities Council for support. In 1991, Sam Brookes got $1,000 from the Mississippi Humanities Council. Mississippi State University also had Jennings speak to them a couple of nights later, and they, too paid him an honorarium.

If you get a free ticket from the airline, a free room from the hotel, and another $500-$1000, SEAC should be able to afford to invite a top-notch speaker.

LUNCH BUFFET

Lunch always seems to be a problem, especially if you have to give your paper at 1:00 pm. You might discuss with the hotel the option of setting up a lunch buffet, either as part of their regular dining room or a soup/sandwich bar in the lobby. Once again, this activity needs to be clearly different from the coffee and registration tables which members do not expect to pay for.

MAILING LABELS

You will be able to obtain stick-on name and address labels from the Treasurer. Photocopy the pages of labels or keep an electronic database so you know to whom packets were sent; this practice helps avoid duplicate mailings when requests come in later.

Martha Rolingson recommends that you have zip-code-sorted mailing labels early enough to insure that you can get the preliminary program out. See the section on SEPTEMBER MAILING.

MEMBERSHIP REQUIREMENTS

It is the Board's position that presenting papers is a privilege limited to SEAC members. There are some obvious exceptions. Invited speakers and colleagues from other fields may have their membership requirement waived. Co-authors do not need to be members, unless they are archaeologists and will be reading the paper instead of the senior author. There will be other cases which are not so clear and ultimately the decision rests with you. You may wish to check with the Treasurer in each case since some people seem to always request that membership be waived for them.

It is important that nonmembers be identified quickly and given the opportunity to renew their membership. The meeting organizers (particularly the Program Chair) must work closely with the Treasurer to find nonmembers and alert them to the problem with cards and/or telephone calls. One way to lessen your workload is to ask symposium organizers to contact delinquent participants in their sessions and to make them pay up.

Martha Rolingson notes that there is not enough time between the abstract deadline and the deadline for producing the preliminary program to guarantee that everyone giving papers has paid their SEAC dues for the year. Many send their dues to the Treasurer at the same time they send their abstracts to the Program Chair. Because of the delay in getting information from the Treasurer to the Program Chair, she could not verify that all paper presenters were paid-up members. One alternative she suggests would be to have nonmembers who submit paper proposals send their membership check with the abstract. The program chair could then forward the dues check to the Treasurer. She encountered a few cases where dues and preregistration were paid with the same check. Usually, this occurred when an agency paid for both membership and registration.

You should check with the Treasurer to confirm that the correct membership rates are listed on the form which goes in the April Newsletter.

NAME TAGS

Name tag holders cost 10-15 cents apiece. Plan on at least 500 and add a few.

Use a large, easily visible typeface for the names (at least 18 point). It's always a pain to have to stare at someone's chest to read their name!

Producing the name tags is a time-cosuming process, and should be done as preregistrations are received. Having special tags blanks printed , with the SEAC logo, is expensive, though perhaps convenient for the preregistered. Consider customizing a format in your computer's word processor. For the Raleigh meeting, the SEAC logo was scanned and merged as a graphic into a tag-sized format in MS-Word 5.0. The name and affiliation were added in groups of four or five to a column, two columns wide, and printed with a HP Laserjet on a sheet of heavy paper. The tags were then cut to fit with a paper cutter. Believe it or not, this was almost as easy and fast as using commercial perforated nametag-sized sheets, and much cheaper (assuming you have a secretary or equally willing and adept assistant).

For the on-site registration in Raleigh, a similar routine was followed, except that the tags were printed on a dot matrix printer. Needless to say, this means having a computer at the meetings. The alternative is to use a typewriter with large type (see also REGISTRATION).

POSTER SESSIONS

Poster sessions are a good way to get people into a full program. Before encouraging people to participate in poster sessions make sure the hotel has room for this. The Tampa setup was perfect since the posters were in the area where people gathered for coffee breaks. Unfortunately, this room was not locked in the evening. This worked out alright, but it might be best if the posters could be in an easily accessible area which is also locked at night. Space for posters needs to be assigned when the contract space is established with the hotel, otherwise there will not be room for them.

It is a good idea to get a letter from each poster presenter that absolute security is not required, however. This should serve as a reminder to people not to use original prints, maps, etc., for which there are no duplicates.

PREREGISTRATION

In an effort to get people to register early, thereby saving the organizers time and effort, the preregistration fee should be about $5 less than the on-site registration fee. This should be noted clearly in the preregistation notice and forms in the April Newsletter and registration packets. See Appendix A for a better idea of how the numbers break down for pre- and on-site registrations. See also SEPTEMBER MAILING.

PRESS RELEASES

You may wish to prepare a press release for local news media, including a program, just to get good publicity for archaeology. You might also highlight things you think might be of particular interest to the local media.

PROGRAM

The length of papers is up to the Program Chair. Usually each paper is 20 minutes long. Sometimes different categories of presentation are allotted different amounts of time: e.g., symposium papers get 20 minutes and research reports get 15 minutes or even less. (One disadvantage of this tactic is that beginning and ending times of papers may not coincide in concurrent sessions, making it more difficult for listeners to hear complete presentations if they switch from one room to another in the middle of a session.) Another format, first tried at the 1993 Raleigh meetings, is the "Roundtable Symposium," at which each speaker has a 20 minute slot, consisting of a 12-15 minute presentation followed by 5-7 minutes of questions and discussion (involving the presenter, the other symposium participants, and the audience). In general this format was well-received, which suggests it should be continued in future meetings.

If the program is very full, you may limit people to one paper in whatever combination of senior and junior authorship you need in order to keep to the concept of only three concurrent sessions.

It is a good idea to schedule the Keynote Address in the evening rather than general sessions. People will return for the Keynote Address who might not bother to come back for a general session.

It is a nice touch, if you can do it, to have Saturday sessions start later than Thursday and Friday ones.

You might wish to encourage people to participate in poster sessions, especially if the program gets full.

No other activity, including the Book Room, should be scheduled at the same time as the Business Meeting.

PRINTING

You will be responsible for making arrangements to have the program, Bulletin, and name tags printed (see also NAME TAGS). Try to shop around for the best price. It is useful to take copies of previous Bulletins and name tags with you so that the printer can see what you want. The cost is paid for out of the registration fee.

Your local University Press might be able to do the printing for you for less than a commercial press.

REGISTRATION FEE

The registration fee is designed to cover the entire cost of putting on the meeting, plus a slight profit, if possible. You should have the budget estimate and registration fee set no later than February, so the preliminary meeting information can be sent to the Newsletter Editor for the April edition. By that time, the previous year's final meeting budget should have been figured; ask for a copy if you haven't received one. In figuring costs, look carefully at the final detailed budget reports prepared for the last two meetings (going back further probably doesn't help much). Copies should be forwarded to you by your predecessor(s). If not, contact the Treasurer for copies.

Keep in mind that each meeting organizer will have access to different services, facilities and freebies, depending on their institutional support. To wit, you may not be able to do some things as cheaply as your predecessor(s). Try to, but don't get hung up worrying about every penny. SEAC operates on the goodwill of its members, and your time is appreciated; and this will definitely take a lot of your time. Use good business sense and take advantage of deals, volunteers, grants and contribution opportunities, etc. See Appendix A for recent registration fees, Appendix C for typical meeting costs, and Appendix D for a registration-fee worksheet.

Prior to recent years, a reasonable profit from the annual meeting was necessary to augment the tenuous general operating budget of SEAC. This is not so important today. Nonetheless, once you have prepared the overall budget estimate, add about $2,000, not only as a profit margin, but to cover the unexpected. However, do not try to match the profits of the 1992 and 1993 meetings. It's nice to have the extra cash in the SEAC budget, but it is also nice to be able to offer the members a good meeting in a good environment at a good price.

REGISTRATION PACKET

The final Registration Packet should contain the meeting program, Bulletin (abstacts), name tag, receipt for registration payment, brochures and maps, list of nearby eateries and entertainment, and anything else you want the registrants to have.

Of course, the packets should be arranged in alphabetical order for distribution at the meeting.

After the meeting is over, there are always some leftover packets for no-shows. These should be mailed to the registrants after the meeting, since they have paid for them. If a no-show asks for a refund make sure they know that they have to buy the Bulletin separately from the Associate Editor for Back Issues (Eugene Futato, University of Alabama).

REGISTRATION TABLE

Registration should begin sometime late Wednesday afternoon. In recent years, having the registration tables open from about 4 pm to 9 pm on Wednesday has worked well, and has helped prevent a mad crunch on Thursday morning (although you should expect it anyway). The table should be operated all day Thursday, and for at least a few hours on Friday (at your discretion). Having someone at the table throughout the meeting is nice for providing advice and information, but is not required.

The registration table should be set up at a convenient location, near the meeting rooms, but far enough away so as to avoid traffic jams. It there are any other conferences going on at the hotel, take their traffic flow into consideration as well. You will need at least three 8-ft tables, two for the actual registration and one for the Treasurer. Make sure you get skirts for the tables, and some water for the workers. The Treasurer's table can be separate from registration to avoid traffic problems, but no too far away. Both will need access to electrical outlets.

In Raleigh, for the first time, personal computers were used by both the Treasurer and meeting organizers. This worked extremely well, but does require a little more care and effort for daily setup and security. At future meetings the Treasurer probably will have a notebook or laptop-type computer. You should consider the same. Otherwise, you will need a typewriter or two, one of which is equipped with large type (such as an IBM selectric with an Orator ball) for name tags. See also NAME TAGS.

Prepare and post signs for directions to rooms or events.

In addition, you will of course need pens, pencils, paper, paper clips, and sundry office supplies. A bulletin board should be available nearby for announcements, messages, notes, etc.

If you decide to have a Convention Bureau run the table, one of the people who works the table should be bonded. In Tampa the bonded person charged $8/hr and the other two charged $7/hr each.

REGISTRATION WAIVERS

The Board feels that people who give papers should pay the registration fee. Registration reflects the cost of food service, audiovisual equipment, and printing the Bulletin. It seems reasonable that anyone attending the meeting, consuming these items, should pay the registration fee. Waiving the registration fee essentially means that the SEAC membership is picking up the cost. When people ask you to waive the registration fee you should inquire if this person's contribution to the meeting is so essential that the membership should pay for the cost of attendance. Keynote speakers should, of course, not pay registration nor should your volunteers.

Spouses who are going to attend the meeting should pay registration fees. They will not drink less coffee just because they are a spouse. If they are not going to attend the meeting, they do not need to pay registration fees.

SEPTEMBER MAILING

In early September, the preregistration packet and election ballot must be mailed. This is the responsibility of the meeting organizer(s), and is one of the more labor-intensive activities. It helps to get volunteers together for a "stuffing party."

Since the mailing will contain the ballot, it must go First Class. However, since it will contain the ballot, you will need to sort out the members from the nonmembers (there will be a number of the latter). Nonmembers do not get ballots. However, nonmembers should be sent a membership form. In addition, since this mailing will include the Preliminary Program, a notice to nonmembers scheduled to deliver papers should be included which warns them that they need to pay dues (see MEMBERSHIP REQUIREMENTS).

This mailing should include a ballot (obtained from the SEAC Secretary); hotel registration form (from the hotel); preliminary program (from the Program Chair); preregistration form; membership form (from the Treasurer); reminder about any airfare discounts; maps and other logistical information; specific instructions to paper presenters; and information about tours, dances, banquets, and other special events. Exceptions to this standard practice are possible; in 1992, for example, the SEAC Secretary mailed the ballot separately.

Perhaps the most difficult chore at this point, other than the labor, is maintaining coordination between the Treasurer, Local Arrangements Chair and Program Chair on separating out the nonmembers from the members, paper presenters and others. For the Raleigh meeting, the Local Arrangements Chair was given regular database updates (.DBF file format) by the Treasurer. This worked very well.

SYMPOSIA

In the announcement for the meeting which appears in the April Newsletter, you may wish to suggest that people who want to organize symposia contact the Program Chair in advance. Some Program Chairs have found this a convenience, but it is by no means necessary.

Once abstracts have been submitted, the Program Chair may wish to insert volunteered papers into appropriate symposia. This should be done carefully, however. Try to get the symposium organizer to think this is a good idea.

VOLUNTEERS

SEAC runs on the goodwill of volunteers and they are especially important at meetings. Feel free to waive registration fees, give them a spot to sleep in your Luxury Suite, identify them with ribbons, feed them pizza while they stuff envelopes, or do any other thing to keep them happy.

Be sure, however, that they know how to run a projector and unjam slides. They should also know whom to contact if they have equipment failure in the middle of a paper.

You might try to have a couple of volunteers in each meeting room. One can handle the lights while the other runs the projector. It also gives you one volunteer to run for help while the other struggles with the projector when it breaks down. They should also know where the room thermostats and light switches are as well as how to control them.

Other assignments for volunteer might include one at the registration table, one hanging around the food service, several helping out with the Keynote Address and dance arrangements, and one assigned to the Book Room, at least on Wednesday night.

Volunteers should be thanked often by all SEAC members, as well as formally in the Business Meeting and in the Newsletter after the meeting. You may also wish to give them a party a few weeks later to show your appreciation.

APPENDIX A

STATISTICS FROM PREVIOUS MEETINGS

Table A.1. Meeting Registration Figures.

City (Year)	Paid Pre-regist.	Paid On-site Regist.	Free (Waived) Regist.	Total Regist.
New Orleans (1988)	--	--	--	419
Tampa (1989)	--	--	--	328
Mobile (1990)	--	--	--	330
Jackson (1991)	149	133	--	282
Little Rock (1992)	330	79	--	409
Raleigh (1993)	330	133	35	498

Table A.2. Meeting Program Size.

	Organized	General	Total

City (Year)	Symposia	Sessions	Papers
New Orleans (1988)	--	--	183
Tampa (1989)	7	10	130
Mobile (1990)	5	13	135
Jackson (1991)	7	6	114
Little Rock (1992)	7	13	160
Raleigh (1993)	11	11	174

Table A.3. Meeting Registration Fees and Hotel Rates.

	Registration Fees		Nightly Rates	
City (Year)	Pre-regist.	On-site Regist.	Single Room	Double Room
New Orleans (1988)	--	$25	--	--
Tampa (1989)	$26	--	$75	--
Mobile (1990)	$31	$34	$60	--
Jackson (1991)	$30	$35	$52	$52

Little Rock (1992)	$35	$40	$70	$77
Raleigh (1993)	$35	$40	$70	$70

Table A.4. Hotel Room Block and Actual Nightly Usage.

City (Year)	Max. Room Block	Actual Nightly Usage (Rooms) Wed	Thu	Fri	Sat
New Orleans (1988)*	145	60	175	175	30
Tampa (1989)	150	120	135	150	75
Mobile (1990)	154	---	---	---	--
Jackson (1991)	150	114	144	136	25
Little Rock (1992)	170	168	188	180	74
Raleigh (1993)**	175	190	193	190	90

* We were short by about 45 rooms.

** Hotel was overbooked and many people were "bumped" to different hotels; the usage figures reported here are estimates based on the number of reservations booked by the hotel, not all of which were honored.

APPENDIX B

BOOK-ROOM VENDORS AND EXHIBITORS

University of Georgia: Dr. David Hally, Department of Anthropology and Linguistics, Athens, GA 30602

Illinois Historic Preservation Agency: Old State Capitol, Springfield, IL 62701

University of South Carolina Institute of Archaeology and Anthropology: 1321 Pendleton St., Columbia, SC 29208-0071

University of Alabama Press: Dr. Judith Knight, University of Alabama, AL 35486

University of Florida Press: 15 N.W. 15th Street, University of Florida, Gainesville, FL 32611

University of Tennessee Press: 293 Communications Building, Knoxville, TN 37996-0325

Westview Press: 5500 Central Avenue, Boulder, CO 80301

Phyllis Morse

Lawrence Conrad

Charles Neel

Pictures of Record

Oklahoma Archaeological Survey

Society for Alabama Archaeology

Arkansas Archeological Survey

Coastal Environments, Inc.

Garrow & Associates

University of West Florida, Archaeology Institute

Florida Museum of Natural History

Society for Historical Archaeology

Central Mississippi Valley Archaeological Research Institute

Tamara Beane

Southern Illinois University: Brian Butler

University of Arkansas Press: McIlroy House, University of Arkansas, Fayetteville, AR 72701

University Press of Kentucky, 663 South Limestone Street, Lexington, KY 40506

Louisiana State University Press, Baton Rouge, LA 70893

IF YOU HAVE ADDITIONS PLEASE LET THE SECRETARY KNOW SO THAT THEY CAN BE ADDED TO THE MANUAL FOR NEXT YEAR.

APPENDIX C

TYPICAL MEETING EXPENSES AND REGISTRATION WORKSHEET

What follows are some expenses which have been paid in the past. In some cases the cost for some of these services is provided. There are some obvious cases where a contribution of facilities or services might be obtained.

Keynote Speaker: honorarium, \$200-\$500; travel, \$200-\$800; room, \$225.

Band: expenses, \$100-\$200; fee, \$800-\$1,000; complimentary room, \$225; prizes, \$50-\$80.

Printing: \$2,000-\$2,700; name tags, \$80-\$250; Bulletins and Programs, \$1,800.

Convention Bureau: \$400; bonded attendant, \$8/hr; other attendants, \$7/hr.

Reception and Cash Bar: facility rental, \$250-\$720; bartenders and cashiers, \$150-200 per event; snacks, \$200; in 1991, \$1984.

Food Services: \$2,000-\$3,500.

Audiovisual: $120-$1,000; projectors with remote, $50/day each; projector stands, $25/day each; podium/microphone, $20/day each; projector screens, $60/day each; pointer, $15/day each; easels, $5/day each; extension cords, $10/day each; last-minute requests, $100.

Typewriter Rental: $30.

Office Supplies: $500.

Telephone: $300-$500.

Postage: $150-$500.

Complimentary rooms (in excess of those from the hotel): $400-$700.

Hotel charges for setups (should be included in contract): $75-$100/day.

SEAC Board Meeting: refreshments, $50-$100.

Banking Charges: $25-$50.

APPENDIX D

REGISTRATION FEE WORK SHEET

Keynote Speaker:

Honorarium:

Travel Expenses:

Room:

Band:

Expenses:

Fee:

Complimentary Room:

Printing:

Name tags:

Bulletins and Programs:

Convention Bureau:

Bonded Attendant:

Other Attendants:

Reception Costs:

Rental of Facility:

Bartender:

Cashier:

Snacks:

Food Services during Breaks:

Thursday AM:

Thursday PM:

Friday AM:

Friday PM:

Saturday AM:

Saturday PM:

Banquet Costs:

Audiovisual:

Projectors/w remote:

Projector stands:

Podium/microphone:

Projector screens:

Pointer:

Easels:

Extension cords:

Last minute requests:

Typewriter Rental:

Office Supplies:

Telephone:

Photocopies:

Postage:

Complimentary rooms:

Hotel charges for set up:

SEAC Board Meeting:

Banking Expenses:

Appendix E. SAA 2015 Meeting Guidelines

SAA 2015 Meeting Guidelines
(http://www.saa.org/AbouttheSociety/AnnualMeeting/SAACallforSubmissions/CallforSubmissionsSubmissionPolicies/tabid/1424/Default.aspx)

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 2015 Annual Meeting must hold a 2015 membership in the Society.

Current members must renew by the close of the grace period on January 30, 2015. If you are a current 2014 member, please wait to pay 2015 dues until you receive your renewal notice. SAA will not begin accepting 2015 membership payments until after September 15th. If you do not renew your 2014 membership by the close of the grace period on January 30, 2015, 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 17, 2014. Nonmembers may join via the web for 2015 after September 15, 2014 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 2014 membership application and receive a full refund of the membership application fee. If the membership process is not completed by the November 17, 2014 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 17, 2014 for nonmembers to join and January 30, 2015 for current members to renew), the registration fee will be refunded minus a $25 processing fee.

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, 2014.

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.

Editing Submissions

A submission can be edited at any time before the close of submisssions (September 11, 2014, 3pm Eastern Time). Once the submission deadline hits, no changes may be made.

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 or chair/co-chair 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 below for details).

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.

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 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.

Abstracts

An abstract of 200 words 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.

Continuing in 2015...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, computer kiosks will be available to view the document.

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.