

Southeastern Archaeological Conference Annual Meeting Guide for Organizers



2020

©Maureen Meyers

Table of Contents

| | |
|---|-----------|
| INTRODUCTION AND ACKNOWLEDGEMENTS..... | 1 |
| ARTICLE V-MEETINGS..... | 1 |
| SUGGESTED TIMELINE..... | 3 |
| CHAPTER 1. ORGANIZING COMMITTEE, PROPOSAL PREPARATION, DATE DETERMINATION AND ADVERTISING..... | 6 |
| ORGANIZING COMMITTEE | 6 |
| PREPARING A PROPOSAL | 6 |
| DATE DETERMINATION | 7 |
| ADVERTISING | 7 |
| CHAPTER 2. HOTEL..... | 9 |
| HOTEL CONTRACT CONSIDERATIONS | 9 |
| <i>Room Block</i> | 10 |
| <i>Parking</i> | 11 |
| VENDOR ROOM..... | 11 |
| KEYS FOR ROOMS | 12 |
| BOARD NEEDS | 12 |
| STUDENT PRIZE TABLES/ROOM | 13 |
| FOOD/BEVERAGES..... | 13 |
| AUDIO-VISUAL | 14 |
| BANKING/PAYPAL | 15 |
| DONORS | 15 |
| PUBLICIZING CONFERENCE..... | 16 |
| CHAPTER 3. PROGRAM | 17 |
| DESIGNING THE PROGRAM | 18 |
| PRINTING THE PROGRAM | 18 |
| SYMPOSIA AND EVENT PLACARDS | 19 |
| APP | 20 |
| CHAPTER 4. REGISTRATION, NAMETAGS, AND VOLUNTEERS..... | 21 |
| REGISTRATION | 21 |
| NAME TAGS | 22 |
| REGISTRATION PACKET | 22 |
| PRE-REGISTERED INDIVIDUALS | 23 |
| REGISTRATION ON SITE | 24 |
| VOLUNTEERS | 25 |
| CHAPTER 5. CONFERENCE NEEDS: POSTERS, BUSINESS MEETING, ADVERTISING, AND SAFE OFFICERS | 26 |
| WEB PASSWORD | 26 |
| POSTERS | 26 |
| BUSINESS MEETING | 26 |
| CHILDCARE | 27 |
| ADVERTISING | 28 |
| TASK FORCE ON SEXUAL HARASSMENT AND ASSAULT | 28 |
| CHAPTER 6. RECEPTIONS, DANCE, AND EXCURSIONS | 29 |

| | |
|---|-----------|
| THURSDAY NIGHT RECEPTION | 29 |
| <i>Venue</i> | 29 |
| <i>Buses/Transport</i> | 29 |
| <i>Catering</i> | 29 |
| <i>Band</i> | 29 |
| <i>Museum Store</i> | 30 |
| <i>Great Spirits</i> | 30 |
| STUDENT RECEPTION | 30 |
| MENTORING RECEPTION | 30 |
| FRIDAY NIGHT DANCE | 31 |
| <i>Band</i> | 31 |
| SATURDAY EXCURSIONS | 31 |
| SATURDAY DINNER | 32 |
| CHAPTER 7. SPECIAL CIRCUMSTANCES | 33 |
| CHAPTER 8. POST-CONFERENCE RESPONSIBILITIES..... | 34 |
| IMMEDIATELY AFTER CONFERENCE (SATURDAY AFTERNOON AND SUNDAY) | 34 |
| WITHIN TWO TO FOUR MONTHS..... | 34 |
| APPENDIX A: | 35 |
| BUDGETS, ROOM BLOCKS, REGISTRATION COSTS, AND ROOM COSTS, 2010-PRESENT | 35 |
| APPENDIX B: | 41 |
| PAST SEAC CONFERENCE LOCATIONS BY YEAR | 41 |
| APPENDIX C: | 45 |
| EXAMPLE OF INFORMATION EMAIL FOR VOLUNTEERS..... | 45 |
| APPENDIX D: | 47 |
| EXAMPLE OF INFORMATION EMAIL FOR SESSION CHAIRS..... | 47 |

Introduction and Acknowledgements

Thank you for considering or agreeing to organize and host a Southeastern Archaeological Conference (SEAC) meeting. The annual meeting is part of SEAC's Articles of Incorporation and Bylaws, which state:

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 website. 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.

Our organization depends on volunteers like you to perform a vital function in helping maintain a strong and vibrant organization. This is not an easy task, and it is time-consuming. This guide will assist you in understanding the multiple duties involved at each step of the way. The suggested timeline at the start of the guide will help you plan the meeting efficiently and effectively. Appendices at the end of the guide provide lists of past conferences (Appendix A), budgets of past conferences (Appendix B), and examples of helpful emails (Appendices C and D). This guide is intended to be a living document,

ideally updated yearly after each conference by that year's organizers. If you agree to host a SEAC, know that past organizers are ready and able to assist you, so please don't hesitate to reach out. Also, other helpful information on organizing SEAC, based on meetings in the early 2000s, is available and should be consulted on the SEAC website documents page (<https://www.southeasternarchaeology.org/about/documents/>). These documents also include the first guide written in 1994 by Elizabeth Reitz "1994 SEAC Annual Conference and Meeting Manual." All of these guides were consulted and used in the writing of this guide.

This document was drafted by Maureen Meyers, with great assistance from Jay Johnson and Tony Boudreaux in Spring and Summer 2020; all three served as organizers for the 2019 meeting in Jackson, MS. Drafts of this guide were circulated among past organizers and then-President Janet Levy for comments and editing. Robbie Ethridge wrote the information about the SEAC Sexual Harassment Task Force needs. I thank them all for their valued comments, including Amanda Roberts Thompson and Thomas Foster. Any errors or misinformation is unintentional and are my sole responsibility.

Suggested Timeline

| Month | Task | Notes |
|--------------------|--|---|
| 24-36 months prior | Identify location, possible committee and hotel | <ul style="list-style-type: none"> -research hotels in city online -contact SEAC president for OK -secure 1-2 (or more) assistants to be core committee -contact hotel and set up tour; get information about needs from prior SEAC meeting documents (i.e., space, size, number of rooms, price) -identify areas for Thursday night reception and possible Saturday tours -present info to Board at annual meeting -identify dates of meeting (keep in mind football dates, Halloween, elections) |
| 18 months prior | Sign contract; this may have to be done by the president | <ul style="list-style-type: none"> -finalize plans for receptions, tours, etc. -finalize committee and divide tasks -open bank account locally after Board Oks seed money and deposit once sent |
| 12 months prior | Go to SEAC | <ul style="list-style-type: none"> -ask questions, take notes, offer to assist -announce at Business Meeting where, when, what and encourage attendance the following year |
| January | Contact potential donors | -get previous donor list and email and contact donors asking for donations for meeting |
| February | Set up website page | <ul style="list-style-type: none"> -work with webmaster to set up page; include information on location, dates, hotel links and prices, links to reception venues and tour venues, if applicable -send notice of meeting material to the Newsletter editor by February 15. |
| March | Set up book room registration page | -send email to previous vendors with link to page |
| April | Vendor Info | <ul style="list-style-type: none"> -ID other potential vendors at SAA and get information; follow up with email with link -as book vendors sign up, keep close eye on running total so don't exceed table limit -Open registration link when ready and advertise heavily; work with webmaster -take over Pay pal account |
| May/June/July | Research info on region for registration packets Registration | <ul style="list-style-type: none"> -go to field/research -can begin getting catering estimates for Thursday reception and planning Saturday excursion venues |

| | | |
|-----------|--------------|--|
| | | <ul style="list-style-type: none"> -research buses for reception and excursions to determine costs -research food in region and begin creating map -ID information and begin collecting for registration packets (i.e., pamphlets) -research bags and tags for comparison prices -contact Chamber of Commerce or local Visitors Center to see what they can provide -comparison price printers; get due date -send updates on registration -advertise for volunteers -work with student committee to advertise student reception and luncheon (need to sign up for luncheon) -recheck hotel and needs -work with Mentoring group for reception -continue asking for donations -procure band and sign contract; reserve rooms for band and equipment room -contract with AV for daily microphone and band needs -identify welcoming speaker for business meeting (typically, a local official who gives brief remarks) |
| August | Registration | <ul style="list-style-type: none"> -continue monitoring registration -special requests will begin coming in; you may not be able to honor all of these -identify with hotel how book vendors can ship material to/from hotel and send to vendors -contact SEAC App builder and negotiate contract |
| September | Program | <ul style="list-style-type: none"> -begin organizing program -return to hotel to finalize location of sessions, receptions, etc. -get list of student papers submitted for student prize for program from student paper prize chair -keep running list of people to thank in opening statement for bulletin (very important); work on statement -get program for bulletin from past organizers for formatting - President-elect contacts vendors for donations for prize -contact university or related entities for pamphlets or pens, etc., for bags -sign catering contracts if haven't done (determine menu) -rent poster boards -rent/procure stands for session placards -check if lights needed for lecterns and order/buy -get pointers and batteries |

| | | |
|------------|------------------|---|
| | | <ul style="list-style-type: none"> -sign contracts for bus and any other venues/needs -release preliminary program on website -confirm welcoming speaker for business meeting |
| October | Finalize program | <ul style="list-style-type: none"> -edit and edit again -send program to printers 2 weeks out? -get large placards for rooms for each session and reception/workshop made at printer (edit) -prepare errata sheet -send to App Vendor -work with President to finalize needs for Friday Business meeting and Wednesday Board meeting -work with student group and mentoring group to finalize locations for receptions -contact businesses in/near hotel to let them know about meeting and ask for any discounts -get bags -finalize and schedule volunteers -send hotel list of rooms/estimated people/chair layout/session and verify microphone needs -consider food/drink at/near registration for Wed night and contract with hotel |
| Week of | | <ul style="list-style-type: none"> -pick up program -print tags -stuff bags -move placards to hotel -get emergency stash for at hotel: pens, sharpies, post it notes, etc. -procure WiFi password from hotel and create signs for registration desk and inform vendors |
| Day Before | | <ul style="list-style-type: none"> -set up bags and tags at registration; -set up placards for Thursday am session and registration |

Chapter 1. Organizing Committee, Proposal Preparation, Date Determination and Advertising

Organizing Committee

Once you decide to consider organizing a SEAC, approach others to organize with you and form your organizing committee. This should be at least 3 people as the main organizers, and others can assist and be assigned specific tasks as needed. Ideally the members of your committee should be active members of the organization (i.e., have attended and given papers at SEAC at least once). Organizers should be able to commit to a two-year (at least) planning process, although most work occurs in the four months prior to the meeting. Not all members of your committee have to be local.

Preparing a Proposal

The SEAC Executive Board 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 2-4 years in advance of the actual meeting. Your proposal to the Board should indicate who will be in charge of local arrangements and the program.

You 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 outweigh room price in your recommendation. You can try to get the hotels to bid against one another.

In putting together a proposal, ideally you should visit three hotels in your area (if the proposed city has 3 hotels large enough to host). Obtain a proposal from each. The selected hotel should be able to offer: 1. A reserved block of rooms (no fewer than 175); 2. A guaranteed room rate; 3. Multiple meeting rooms (7 or more) with seating capacities of up to 300 persons in the largest room; 4. A Business Meeting room (for 350 people), usually a large ballroom; 5. A Book room (at least 1200 square feet); and 6. A specified parking fee if free parking is not provided. See Chapter 2 for more details.

Submit a proposal to the SEAC President who will share it with the Board. You may be asked to come to the Board Meeting on Wednesday night to answer questions, or this may be decided by email. This proposal needs to address all considerations outlined for hotels in Chapter 2.

Once a venue is approved by the Board, create a Dropbox or Google shared account and keep organized files here, and give access to everyone as needed. Once you present the

idea to the Board, they will vote to send you seed money (usually \$2000, but this varies) for expenses leading up to the meeting and, if required, as a down payment on the hotel. You will need to open a bank account in your name at this point (see below). Sign the contract, keep at least one copy, and pay the hotel.

Date Determination

SEAC is generally held as early as the last week in October and as late as the third week in November, but ideally in the first or second week of November. To determine the best SEAC date consider the following:

- **SEC football:** Avoid any home games during that period because hotels will be sold out
- **Halloween:** Try to avoid if possible, or end on Halloween
- **Election:** less of a concern, and makes SEAC more interesting if we don't know the President (like 2000)
- **Any other local events:** avoid any major local events in your town, but if not too large, can easily dovetail with weekend events, such as the Athens Halloween Parade in 2016
- **State Archaeology Meeting:** Consider when your state's archaeology meeting is usually held, and consider combining with SEAC. Special sessions on Saturday can be held for papers related to the meeting, and set aside time/room for a business meeting. State chapters can be enlisted to assist and/or hold events, such as tours or open houses.

Advertising

As soon as you have details confirmed, consider using SEAC's social media (Facebook) and website to advertise. Work with the Social Media editor and/or webmaster to do this. Establish a regular social media presence before, during, and right after conference. Use this social media presence to create regular buzz about conference and promote city as a venue. For example, in 2019 we were given administrator access to the FB account and posted every few days information about venues and restaurants in and near Jackson to increase interest in the meeting. Reach out and connect with students through SEAC Underground and other regional and national organizations' Facebook pages. Press releases with local news agencies about the conference and any outreach events are also a good idea as the meeting gets closer.

One organizer will need to announce the details of the meeting at the Business Meeting the year **BEFORE** you host. This is brief but should be enthusiastic, stating the location, dates, and if known, the location of the reception and excursions (or possible planned locations), and urging everyone to come.

SEAC members need to be aware of the hotel's cut-off date and that rooms may no longer be available to members after that date. Make this clear to members in your announcement.

Text to the newsletter about the meeting is due February 15th for the April issue. This text 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, deadline for hotel registration, and any cost of childcare at the hotel and alternatives.

Consider designating one person to take pictures at the meeting and post to the FB page.

The SEAC logo is a gif file. Contact the webmaster and/or past organizers for a copy.

The SEAC **Federal Income Tax (FEIN/TIN) number is: 59-2211664**. Some people will need this to get reimbursement from their employer and you may need it to demonstrate non-profit status in some cases. Ask the Treasurer for current forms to document the organization's tax-exempt status from local and state taxes, which might save hundreds of dollars. Check with your state tax department also. Be prepared for resistance to the state tax exemption and this may not be worth fighting over.

Chapter 2. Hotel

If you are considering SEAC in your city, identify potential hotels and/or conference center venues 18 months to 2 years before the host date. Venues need to accommodate at least 600 people and hotels need a few hundred rooms at a rate of ideally less than \$150/night. You also need to identify overflow hotels that are nearby (work with Chamber of Commerce) and have a similar rate. Ask about student and government employee rates as well.

Hotel Contract Considerations

When you negotiate with the hotel, use past SEAC data to negotiate guaranteed room blocks. If blocks are met, negotiate a number of free rooms for the officers (President, Secretary, Treasurer and Editor)¹. Ideally, the President gets a suite if available. When meeting with the hotel, visit a room as well as the session areas, and eat at the hotel.

Your meeting room (not guest rooms) for the hotel will include:

- Conference rooms with the capacity to house an average of 50 people per room in 7-8 concurrent sessions.
- A large ballroom for the Business meeting and Friday night dance.
- If the meeting rooms are subdivisions of a large ballroom, ask specifically about noise barriers between the rooms.
- A large room for vendors (i.e., the book room) with space to display the Student Book Prize, or an adjacent room for this.
- A room (holding up to 20 people) for the Wednesday night Board meeting.
- A secure room near the registration area where the organizers can keep cash, other valuables and supplies (including snacks for volunteers staffing the registration desk; pushpins and other office supplies; extra bulletins and registration packets, etc.). This, or another secure room, also may be needed to store band equipment Friday night.

Consider circulation between meeting rooms. Are the corridors/atriums 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? It is preferable to have everything on one floor but this may not be available.

Consider the bar. Is it big enough? Is there enough circulation space? Is there a way to open a subsidiary bar in the early evening (e.g. 5-6:30 p.m.)? Consider nearby resources.

¹ According to a motion passed by the SEAC Board at its 1989 mid-year meeting, complimentary rooms smuts be given to the SEAC President, Treasurer, Editor, Newsletter Editor, Local Arrangements Chair, and James B. Griffin (now deceased).

Are there places to eat outside of the hotel that are easily accessible with a diversity of prices and types of restaurants?

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. For example, can 400 people be served in enough time to make an 8:00 a.m. session? Consider setting up a hot roll and coffee bar outside the meeting rooms or buffet lunches.

Also consider the location of the hotel to other facilities, including airport and pedestrian access to restaurants and bars.

Everything in the contracts is negotiable. This includes parking (free or not), food service, A/V services, complimentary rooms, and so forth.

You will eventually need a special code for people to submit when making reservations over the internet, in order to get the convention rate. Update the SEAC website in the late spring with information about the conference that includes the hotel name, code, and link to the hotel.

Keep in mind that hotel staff have high turnover. The contract you obtain may be the only continuity you have in your hotel planning. Do NOT accept any verbal agreements. Get everything in writing. In 2019, our hotel business manager kept changing. Make sure you stay in close contact with them and retain a copy of any and all contracts, documents and emails. Keep in a safe space.

The contract should include a provision that states “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.”

Room Block

You will commit to fill a certain room block, which is the total of ‘room nights’ which are paid for (which is not the same as the number of people attending, as people stay in multiple hotels, share rooms, etc.). Contracted room blocks are listed by year since 2010 in **Appendix B**.

You need to contract for the number of rooms you will make, because getting the meeting rooms free depends on it. In part, this will be influenced by whether there are nearby cheaper hotels or motels. The amount of available AirBnB rooms in the city also affects this number. Often additional complimentary rooms, including the Presidential Suite, can be contingent on making the room block. Discuss this with the hotel in advance of signing the contract.

Parking

Negotiate with the hotel or venue for free or reduced parking. Advertise this information on the website and/or on the hotel site. In 2019 we had to give parking passes to individuals, which were available at the registration table and at the front desk for conference attendees.

The final contract will need to be signed by at least the Treasurer and possibly the President of SEAC. Keep back-up copies of all documents.

Vendor Room

The vendor room needs to accommodate at least 45 tables. In 2019 we had over 50 and we had to split the vendors between two rooms. This works out to at least **2200 square feet** needed. Work with the hotel to identify their cost per table, and if that is a daily cost or for the entire conference. Table costs have ranged from \$25-\$80. The hotel may have two rates: one for access to an electrical outlet and one for tables without access. In 2019 we added an additional \$5 charge/table to cover processing costs. Make sure the book room can be locked and that the conference organizers obtain the key from the hotel. The organizers will need to unlock the room between 7 and 7:30 a.m. and lock it between 5 and 5:30 p.m. each day.

Vendors register via a link on the main registration page. They register for the table, and are not required to register per person. Vendor registrations will be sent to the person in charge of book room (as advertised on the SEAC webpage) as they register. Some will have special requirements, so keep a running list of those (e.g. location in a specific area; space requirements) and try to meet requests if possible. It is assumed most vendors will be at the table most of the day, although SEAC understands some vendors leave throughout the day for various reasons.

Prior to the printing of name tags for the conference, contact the registered vendors to ask how many tags and what names and affiliations they will need.

Remember to procure 3 tables for the Student Paper Prize Display and create formal signs to announce this for these tables. Organizers should work with the President-Elect, who coordinates the donations for the book prize. **You will need to reserve these tables through the online registration form and charge SEAC for them.**

Procure a map from the hotel showing table layout. About a week prior to the meeting, identify vendor table locations. Send an email to the vendors after registration closes sharing information about parking, shipping books to and from the hotel (get from hotel), storing materials, and availability of loading carts and/or volunteers. It is helpful for

vendors to get a map of the hotel layout so they can see what room they are in; however, don't share the specific table assignments within the book room with vendors because this can change in the days leading up to the conference (e.g., vendors unexpectedly don't show or tables are arranged differently than expected).

Vendors generally set up on Wednesday afternoon. Make sure the room is ready and open. Verify that those vendors who requested access to an electrical outlet actually are assigned to tables with access. Share the Wi-Fi password with vendors if you haven't already. Place informal and temporary signs on each table per vendor. In general, University of Florida Press and University of Alabama Press are the largest vendors and request about 5 tables each, so assign those first and plan around the others. Some vendors will have special requests that might make corner areas more useful for them (e.g. bulky equipment) so plan table assignment locations accordingly.

During meeting, check in with vendors daily (at least) to ensure they have what they need. When possible, just walk through the book room to make sure things are running smoothly. Make sure the room is locked at the end of each day around 5:00 p.m. and unlocked each day by 7:30 a.m.

Keys for Rooms

Conference organizers will need to be able to lock and unlock several rooms throughout the meetings. These rooms include a secure room near the registration area and the book room (possibly multiple rooms). In 2019, vendors were located in two different rooms and the Student Book prize was displayed in a third, so we needed keys for all of these rooms. Work with the hotel to make sure that organizers have keys to the rooms that you need to secure.

Board Needs

The Board meets Wednesday afternoon/evening. The room they meet in will need to accommodate the board members and additional individuals with business before the Board, so approximately 15 to 20 people. Check with the Board as the agenda is prepared to see if they need AV equipment for the Board meeting. Also, the organizers will have to submit a meeting report to the Board at this meeting and one of the organizers will need to be present at the meeting to deliver it and answer questions.

Food for the Board is usually provided. Depending on the time of the meeting, this can range from snacks to a full dinner. Beverages also are provided. Coordinate with the President for specific needs. Include the cost of food and beverages for this meeting into your meeting budget. Contact the hotel about menu options and prices. Check with the hotel regarding local alcohol regulations. For example, in 2019, a bartender had to be present.

Student Prize Tables/Room

The Student Paper Prize is coordinated by the President-Elect, who solicits donations starting in September. Vendors and other donors bring materials to the designated location for display of the prize. Coordinate with the President-Elect so they can coordinate with the donors regarding where to drop off materials. It is helpful to have a volunteer in this location on Wednesday night/Thursday morning to arrange the display and take materials from donors, as well as any lists of donations. On Saturday morning the display will need to be packed and possibly shipped. Coordinate with the PE and the winner Friday night/Saturday morning.

Food/Beverages

Food and beverages will need to be purchased through the hotel. Contact them early on for a full menu and price list so that you can budget for luncheons, the Board meeting, and any on-site receptions. A significant cost is coffee and tea. In 2019 we were able to have coffee available all day, with very positive support for this, but depending on the hotel this can be expensive. See past SEAC information regarding prices for coffee and tea. In Oklahoma, food was also available at breaks (generally at 10 pm and 3 pm) but this is not typical; however, depending on donations and registration, you may be able to arrange this with the hotel. Availability of coffee may also be dependent on how close coffee bars are to the venue. In 2019 we negotiated with a nearby coffee bar to offer a discount coupon which we put in the registration bags. It is a good idea to let coffee bars know the meeting is going on so they can staff accordingly, including for an early breakfast rush.

Lunch can be problematic especially for getting to sessions starting at 1:00 p.m. 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. Make sure these are separate from coffee areas that are complimentary.

Other food/beverage needs include the Board meeting (Wednesday night; see above); the Student reception (Thursday evening); the Student luncheon (Friday) and the Mentoring reception (varies). Additional food needs may vary yearly, depending on workshops and their needs; however, workshops should coordinate food needs on their own with the hotel.

Work with hotel staff from the beginning of your planning about food and beverage. Their input and your experience from past meetings will help you both figure out what is expected from conference attendees and what is possible from the hotel. Immediately prior to the meeting, make sure that you double-check with hotel staff about times, dates, locations, number of attendees, etc., for any event they are catering. Also, befriend the

daily staff in charge of coffee and tea service so that you will know who to talk to if there are needs there.

Keep in mind there is usually a service charge of up to 20% of the total, plus local and state taxes. Make sure to try to get the taxes waived. It may also be possible to negotiate a break on the service charge, but don't count on it.

Audio-Visual

AV will be your single largest expense. It may be part of the hotel or convention center contract, but it may be cheaper to negotiate a rate with an outside vendor, if allowed by the hotel. Check hotel contract requirements and shop around. If possible, and cheaper, reserve by end of August.

Identify an A/V person in hotel or with outside vendor to troubleshoot on site. Get their name and number before conference begins. Make sure you know ahead of time if you will have access to a full-time, on-site A/V person. In 2019, we went through the hotel for A/V, and they provided a person who was there some, but not all, of the time. This was not clear to use until we were at the conference, so it was not unusual for us to be troubleshooting A/V issues. Thankfully, there were no major issues, but we highly recommend that you make sure you have a full-time person on-site.

Make sure the lecterns in the rooms have lights, provided by hotel or if not, bought by you. Wireless clickers/pointers were bought by SEAC and have been passed on from past organizers (in principle). Buy batteries beforehand for these and keep in organizers' secure room. Organizers will need to place these at each lectern, and make sure they are still there (or replace missing ones) before each new session. Make sure that the USB antenna for the clickers do not disappear after each session as laptops are swapped in and out.

Establish with the hotel or A/V vendor beforehand that the business meeting set-up will require a microphone and podium (ideally where tripping over cords is minimized). Check with Lifetime Achievement Award Chair if a projector and screen will be needed for those presentations. Also, ensure that if the ballroom divisions are taken down and put back up again (to accommodate the Friday night dance and sessions Saturday morning) that the audio amplification is patched back correctly.

Emphasize to all session chairs that if there are A/V problems during a session, the session must continue regardless to keep everything on schedule. Post volunteers in each session to assist (or find assistance) if this happens.

Banking/PayPal

As stated, you will need to create a checking account at a local bank before you get the seed money. In the past, it has been effective to approach a bank where one of the organizers or a company affiliated with one of the organizers already has an account. They may be more collaborative if they already have a business relationship with one or more of the organizers. This is by no means required, but it might be helpful.

You will likely need 40-50 checks (total) for expenses related to the conference. Also, get a debit card and check to see if you can increase the daily limit. You will be using this card a lot during the meeting. Have **one person** deal with the banking and money, although others can be added to the account.

Contact the SEAC webmaster to set up a username and password for the PayPal account. This will allow the meeting account manager to link the banking account and the PayPal account so that you can make electronic transfers and, if necessary, refund payments to members. Keep a running balance so that you will know when to panic. An Excel file with the banking data, pledged and received donations, PayPal balance, and anticipated expenses is helpful. PayPal and checking account data can be downloaded as csv files and imported directly into the Excel file.

The PayPal account shows only the amount and date of the payment. In order to keep track of the kind of payment, you will need to access the SEAC website. This is done through the SEAC webmaster who can download all the registration data and send them to you as a csv file. In addition to payment information, this file will include member affiliation, title and abstract of paper or poster submissions, and all of the other information you will need in putting together the program.

Donors

Although the registration fees cover most of the conference costs, donations are needed, especially as SEAC uses convention centers more frequently because these add to the expenses. Donations come from individuals, organizations and businesses. Contact the past year's organizers for a list of donors. For businesses, consider contacting early in the year, as many determine budget needs in January. Past donors include CRM companies in the Southeast, private individuals, and federal agencies. Individuals can donate through the registration page. Keep a record of who donates this way and thank them in the program.

If you are affiliated with a university, ask your Chair, Dean, Graduate School, and School of Research for donations as well. In 2019 we let potential donors know how much different events would cost (e.g. coffee service for a morning or afternoon, student reception, etc.) in a solicitation email because some donors want to sponsor specific events. For example,

some CRM firms were required by their accountants to know what the donation would pay for. All donors were recognized in multiple ways, including in the conference bulletin and at the Business meeting. When donors had paid for specific events, we printed formal signs displayed during that event to let conference attendees know. Follow up after the conference with thank you notes to donors.

Publicizing Conference

Once you have the date and location of your conference, you can advertise it. In late spring, work with the webmaster to announce the conference details on the SEAC webpage and Facebook page (and any other social media). If you have not yet opened registration, announce the date it will open. Work with the webmaster to open the registration page.

A Call for Papers can and should be posted with the conference announcement if registration is set up. In the call for papers, specify how long papers can be (20 minutes). It is helpful to include information on poster sizes as well.

In addition, by **February 15th** submit the announcement to the Newsletter editor for inclusion in the April newsletter. You can also announce in your state (and surrounding states) archaeology organization newsletter.

Chapter 3. Program

Once the deadline for submitting papers has passed, you and your committee will need to create the program.

First, request the current csv download from the SEAC webmaster. Symposium proposals will be a different download.

Second, divide the submissions into papers and posters (it may be easier to assign these to separate individuals or committees).

Third, organize general papers and posters by topic, using the three-word descriptors registrants chose when registering. We recommend that you work with the Social Media editor to modify the online registration page so that presenters are required to submit one keyword for temporal period, one for place, and one for theoretical or material orientation.

Most importantly, to the best of your ability, make sure individuals with more than one role are not double-booked. To minimize conflicts, clearly state in the online registration materials the rule that a person can only be lead author on one paper or poster. Also, **do not make exceptions to the rule. You will be asked, and your answer must be NO.** As organizers, you are the only people who know, and who care, about all of the things that had to line up to fit all of the parts into the overall conference. Be sympathetic and polite when people contact you about a conflict regarding their part of the conference. Accommodate them if possible, but be willing to explain to them why you can't change things if it is not possible.

Fourth, identify the total number of sessions (paper and poster), estimate size of attendance, and assign accordingly to rooms.

Fifth, you will next need to identify someone in each paper session to serve as chair. The chair's responsibilities include contacting each session participant well before the conference, obtaining their Powerpoint files, loading these files before each presentation, announcing the title and authors of each paper during the session, and keeping each session on time.

The organizers of symposia can serve as session chairs. For each general session, you will need to identify and contact individuals willing to serve as session chairs. Once chairs have been identified for each session, email them all to clearly convey your instructions and expectations for their roll. Emphasize how critical it is that they keep their sessions on time by making sure that each presenter keeps to their 20-minute time slot.

For all sessions, you will need to provide all chairs with information about what they need to do prior to the conference and prior to their session while at the conference. Email them (can be one email) informing them of A/V equipment and needs and providing contact information if they need assistance. **Appendix D** has an example of an email from Athens 2016.

Once you have a preliminary program, release on the website (announced via email) ideally by mid-late September. It can also be posted to the SEAC Meeting Facebook page. Individuals will then contact you with any errors, including double-bookings. Once errors have been eliminated, edit and edit again in time for the final printer deadline. The preliminary program does not have to be formatted in Adobe InDesign before release (see below).

Designing the Program

In the recent past, the full-size bulletin and pocket program both have been laid out in Adobe InDesign. You can obtain the InDesign templates from previous organizers. You should identify someone working with you who knows or can learn InDesign. In 2019 we built the preliminary program in Excel and copied it to a Word document using tables without marked boundaries to create the standard two column format for the preliminary program. After several rounds of corrections and copy editing, the Word file was imported into InDesign using the files provided by last year's meeting organizers.

Traditionally, the cover illustration of the Bulletin is from the archaeology of the region where the meeting is held. This can and has included line drawings of artifacts, nineteenth-century maps; topographic maps of important sites, or something comparable. Check if you need permission and try to avoid royalty fees.

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 ISSN number of the Bulletin is always the same and appears on the front page. It is 0584-410X.

Printing the Program

Your timeline for everything related to the program should be based on your printer's requirements for getting you final copies of the full-sized bulletin and the pocket program for the meeting. We recommend that you get the final product from the printer **at least one week before the meeting starts**. Once your printer gives you a date by which they will need digital files in order to get you hard copies at least one week before the meeting, work backward from the printer's date. To meet the printer's deadline, how long will you need to assemble a preliminary program, allow for feedback from the membership, and revise into a final program? Getting the final bulletins from the printer at least one week before the meeting will allow you to identify, and hopefully address, any problems with

them. In 2019, for example, several boxes of the bulletin had been printed with the wrong cover and the printer had to re-print these. We encourage you to go through every box to make sure the final product is acceptable. Also, getting the programs at least one week before the conference will give you time to coordinate with volunteers to assemble the registration packets.

Once you have identified a printer, bring them a physical copy of an old meeting program and a pocket program to give them a sense of what you're looking for. You can also provide them PDFs of these documents that you can obtain from previous organizers. You can use the registration numbers from previous meetings to estimate how many you will need to have printed. You will need about 50 more bulletins than schedules because the Bulletin is a kind of publication of SEAC. Extra bulletins can be given to the person handling back orders.

Other information you will need other information for the bulletin includes:

- **Organizers' Welcome:** this is an opening statement at the front of the bulletin with information like number of presentations, symposia, etc., reception and excursion info, history of city, notable sites, people to thank etc. It is also helpful to explain the cover design. See previous bulletins for examples (see list of previous meetings in **Appendix B**).
- **Hotel layout**
 - sometimes these images are available through the hotel's website
 - sometimes you will need to get the files from your contacts at the hotel
- **Map** of city or immediate environs of meeting venue
- **List of symposia**
- **Student Paper Award:** list of entrants and names of committee members. Coordinate with the Student Paper Award Chair regarding deadline for entrants (i.e., make sure enough time to get list in Bulletin before it goes to printer)
- Any **advertising** (see Advertising)
- **Day/location for Business Meeting, Board Meeting, Receptions, Excursions**

Symposia and Event Placards

Once the program is finalized, you will also need to print placards for each symposia, as well as for the registration table, receptions, luncheons, book room, sponsors, etc. It may be useful, depending on hotel layout, to also print signs directing people to registration tables (for the registration tables, consider dividing into two alphabetical group for efficiency, and print out signs for each group, i.e., "A-L" "M-Z"). The same printer you use for the program should be able to do this as well. These can be printed on foam core and brought with you to the venue. Arrange by day and room and put someone in charge of changing out each day at lunch and the evening for the next morning for each session, event, coffee break, reception etc.

You will also need easels for these placards. The hotel should be able to provide them, but you may need more than they have. Estimate for each day how many you will have in use at the same time, and make sure you have at least that many on hand for the conference.

App

We have used a SEAC app successfully for the past few years. The program information needs to be included in the app, and you need to contact the App developer (**Chad Caswell**, clcaswell@gmail.com) in mid-late summer to discuss specifics and pricing (in 2019, we paid \$575) Once the program is finalized, send to and work with developer and announce on social media and on webpage about two weeks before the meeting.

Chapter 4. Registration, Nametags, and Volunteers

Registration

Once you've identified the date of the conference, work with the SEAC Webmaster to open registration in early summer. Registration rates stay fairly standard, but consider if your venue may require a higher rate and discuss with President.

Next, identify registration deadline for papers and posters (and based on the printer deadline for printing the program) and also for general registration. For papers & posters, this is generally the **end of August**. In special circumstances, this can be extended. In 2019 a hurricane was scheduled to hit many Southeastern states the weekend of the early registration deadline, so the registration deadline was extended. Also consider in advance how you will deal with the fact that people will miss the deadline and ask to be included in the program. For general registration, individuals can register up to and including on the days of the conference.

Registration also results in other special requests. See earlier reports of SEAC meetings regarding the number of roles people are limited to. Consult this information and post on your registration page.

Registration for symposia is standard—use past year's pages. In 2019 we had multiple requests for workshops. We handled these outside of the online registration. We recommend you do not do this. Instead, consider having workshop organizers submit workshop proposals in a process that is similar to a symposium proposal. The reason to do this is that you will need to allocate an appropriately sized space to a workshop, just like you have to do with general sessions and symposia, so it will be easier to make those decisions once you know all of your needs. Workshop organizers may have special requests for times or places. You may be able to accommodate these without creating a significant conflict with other parts of the program. However, if priority is given to a workshop first, it could lead to complications down the line. You will need to know details from the organizer such as number of people anticipated, how the room should be set up, etc. We suggest you work with the workshop organizers, but you should also put them in contact with the hotel so that the organizer can convey their needs directly to the hotel. Many workshops included food requests and special room organization, and these are best left to the organizers of the workshops to work out directly with the hotel.

Any requests for SEAC to pay for food for a workshop (beyond a nominal amount) must be considered by the SEAC board. In most cases, the organization cannot afford to pay hotel food fees for many events. However, in certain situations, the contract (usually with a convention center rather than a hotel) requires a certain minimum food expense. If so, SEAC may be more flexible about paying for workshop food.

Paypal is used for registration (see above). Registration lists can, and should be, downloaded at least weekly to a joint Dropbox or similar account that organizers have access to (see above).

A very small number of people will print out registration and send you checks in the mail, FYI. You will need to add them to your list of registrants.

SEAC does NOT require individuals to be members to attend the meeting, but they do need to register.

Create a policy that addresses people who withdraw after registering. For example, you might send whole or partial refunds until a certain date (4-6 weeks) before the meeting, or before the program goes to the printer. Post this date in the Call for Papers and Proposals.

NOTE: all Native American tribe members get one free registration for a representative.

Name Tags

In the summer begin researching vendors for nametags. In 2019, nametags were provided free by the Chamber of Commerce. We submitted an Excel file to them about a week before the conference, with the SEAC logo, person's name, and affiliation, and these were printed. We had to tear at perforations and arrange alphabetically before the conference. You can put in the plastic name holders then, or hand the plastic nameholder and tag to individuals when they pick up their registration packets.

Because the name tags are generated from the registrations, there will likely be errors in spelling of name or institution. Try to edit beforehand, but be aware that people may need fixed tags on site and plan accordingly.

For onsite registration, you need to have a way to print out tags at the onsite registration area. In 2019 we had the Chamber of Commerce do this for free. Otherwise, you will need blank nametags and a printer connected to a computer. There is often a delay, as it is more efficient to print 6 or 8 at a time, so on site registrants may need to check back in a short while.

Registration Packet

In the summer begin researching prices for bags for conference. In 2019 the Chamber of Commerce provided this free of charge (with a city logo); other years, the SEAC logo has been used when bought from commercial vendors. See webmaster for logo template. Also, consider asking donors for money to underwrite cost of bags for advertisement on

the bag itself. **Note:** You may be more likely to get such collaboration and contribution from the Chamber of smaller cities, such as Jackson, MS in 2019, and less from bigger cities where a SEAC meeting may be considered minor business.

Beginning in the summer, identify information that would be good for registration packets. In addition to the Bulletin (and any errata) and the Pocket Program, information includes:

- List of restaurants of different prices, with map (usually two sides of one page) (also include info for app if possible)
- Notable historic/cultural sites of interest, with pamphlets. Contact Chamber of Commerce and specific museums for this
- Map of city from Chamber of Commerce
- Other info from Chamber of Commerce
- Discount coupons from area businesses and vendors (see advertisements)
- Information from school/college: contact your College, Department, Graduate School and PR office for anything they can offer. These can include folders, sticky pads, pens, keychains, etc.
- *American Archaeology* magazine from The Archaeological Conservancy. In August contact The Archaeological Conservancy's Southeast Region Coordinator, **Jessica Crawford** (tacsoutheast@cableone.net, as of June 2020) to have shipments of magazines sent to you. Because registration will still be open, estimate the number of magazines on the previous year's registration. In 2019 650 magazines were sent and were sufficient.

Items will need to be collected beginning in September. Some can be mailed directly to you. To stuff packets, this is done after full-size Bulletins and pocket programs have been printed. Consider a half or all-day session in your lab or other large space with student volunteers; provide food and beverages and possibly count toward volunteer hours. Also consider how you will transport stuffed bags to the venue and consider stuffing on site if that is easier.

Pre-Registered Individuals

Pre-registered individuals can pick up tags and bags/packets at staffed tables nearby. Registration tables should be easily found, with placards in the lobby (with arrows) directing conference-goers to them. Organize the packets alphabetically by last name, and make alphabetical signs that divide the packets somewhat evenly (e.g., "A-L", "M-Z"). Registration lines will be longest Wednesday evening (consider a cash bar or other refreshments nearby as people like to get their bags and socialize) and Thursday and Friday mornings, so staff accordingly. There will likely be errors in spelling or institution in the name tags, so plan accordingly for corrections.

Registration on Site

On-site registration should be available from Wednesday afternoon through Saturday mid-morning. The table should be staffed from 4-9 p.m. on Wednesday, 7:30 (or earlier)-5 p.m. on Thursday and Friday, and 7:30-11 a.m. on Saturday. Set it up in a convenient location, near the meeting rooms, but far enough away to avoid traffic jams. You will need at least three 8-foot tables: two for pre-registrants and one for on-site registration. Make sure you get skirts for the tables. Tables are staffed by volunteers, and it's snice to have water, soda, and snacks available for them in a nearby room or under the table. In addition, you will need basic office supplies such as pens, pencils, paper clips, etc.

The on-site registration table needs access to an electrical outlet. You will also need one or more laptop computers and web connection. In 2019, we borrowed multiple laptops from the university's IT department. The onsite registration table had multiple chairs and laptops where registrants went to the SEAC website and register through the annual conference page online. Talk to the Social Media Editor before the conference to find out the best way to do this (e.g., In 2019, Karen Smith made us aware of an option on a pull-down menu that on-site registrants needed to choose). Also, make sure that personal information is cleared between registrants so that one person's credit card information isn't used for all those that follow.

On-site registrants can pay either by credit card through that portal (i.e., Paypal) or by cash to you. You will need a locked cash box, and you will need a few hundred dollars withdrawn from the bank in advance for change (cash is also for other incidentals as needed). A trusted volunteer needs to staff the on-site registration (which needs to be clearly marked but separate from the already-registered areas) from 7:30-5 daily (Th and F) and Wednesday 4-89(or so) and Saturday morning 7:30-11. You will have a lot of on-site registration traffic Wednesday afternoon and evening. One of the organizers should be present or nearby to help the volunteers and make sure the process is going smoothly.

Keep records of who pays cash and purchase a receipt book beforehand for individuals paying by cash or by check (individuals paying via credit card will get a receipt via email).

For onsite registration, you need to have a way to print out tags at the onsite registration area. In 2019 we had the Chamber of Commerce do this for free. Otherwise, you will need blank nametags and a printer connected to a computer. There is often a delay, as it is more efficient to print 6 or 8 at a time, so on site registrants may need to check back in a short while. Keep registration bags at this table also, for on-site registrants.

Volunteers

Traditionally we have used student volunteers to staff the registration table, staff rooms during papers, and run errands as needed. In exchange, volunteers get free registration for X number of hours. In 2019, this was 6 hours of work, but this will vary based on the size of your conference, the number of symposia, and the number of volunteers. Consider using social media and email a lot to remind people to volunteer. Put someone in charge of volunteer coordination who volunteers can easily contact. Urge your own students to volunteer. You will need at least 20 volunteers.

Volunteers should be able to sign up at registration, and you can get a list of volunteers. Volunteers are given a code when they register which waives the fee—coordinate with the webmaster for the code.

When volunteers first sign up, consider emailing them to thank them, let them know who is coordinating, ask if there are any special considerations (e.g. are they giving papers and when) and state that you will create a schedule about 1-2 weeks before the conference and send to them. See **Appendix C** for an example of an email used in Athens 2016.

About two weeks before the conference start scheduling volunteers. You will need at least two each day for registration, but more on Wednesday night and Thursday morning. You will need one always at on-site registration. You will need one person assigned to either one large or two moderately-sized rooms during papers. Instruct them to introduce themselves ahead of time to session chairs. Volunteers are there to assist chairs as needed and get help from organizers if something goes wrong.

Consider purchasing special tags identifying volunteers, which assists session chairs and people at registration. Tags are available for purchase at Amazon, or you can make your own.

Request that volunteers check in and out with the volunteer coordinator when their shift is done.

Thank the volunteers by email after the meeting and consider writing a thank you note and mailing afterward.

For your student volunteers, they will likely put in many more hours, especially if they stuff registration bags and load/unload equipment. If budgeting permits, consider covering the costs of their hotel rooms for at least one night.

Chapter 5. Conference Needs: Posters, Business Meeting, Advertising, and SAFE Officers

Web Password

Work with your hotel the week of the conference to identify a free WiFi password. Advertise on the App, and print out a sign (or signs) to display near registration. Also advertise via social media.

Posters

You will need to procure free-standing stands for the posters. First, check if the hotel can provide these (usually at a fee). If not, begin looking early for such boards. There are only a few vendors and these often have to be transported long distances and are expensive. At the Jackson SEAC, for example, the poster stands were rented from a company in Memphis. Consider asking your university if there are any you can rent/borrow, but also consider that transporting these is difficult. These will need to be delivered on Wednesday and picked up Saturday after noon. Although poster presenters are told to bring their own pushpins, bring extra and place them in the poster room.

Posters generate a lot of noise because of discussions (which is a good thing) so consider placing poster sessions in rooms that are away from paper presentations.

Business Meeting

The business meeting is held Friday evening. When creating the program, consider putting sessions in these rooms (generally 1 room that subdivides into 3) that are short, and end by 4 pm so the hotel has enough time to coordinate re-arranging chairs for the Business meeting and setting up the stage and AV needs. Coordinate this closely with the hotel—chairs must be arranged to accommodate a few hundred people, usually by 5 pm, and a stage must be set up with central microphone, tables on either side, and chairs, and steps.

On Friday afternoon, double-check with the hotel to make sure that the room will be transformed for the business meeting. Also, during one of our preliminary on-site visits to the hotel, we found it very helpful to actually stand in the space that would be used for the business meeting and discuss our needs and their capabilities. The business meeting must usually **end by 7 p.m.** so the hotel can take down chairs and arrange for dance. Consider that photos are often taken after the meeting ends, and coordinate with Board if they want a professional photographer hired.

You need to identify someone in the community to welcome the conference to your city. This can be a city official or someone tied to a local museum or SHPO office. Start identifying people in summer and write them a formal request by September. Be clear that individuals need only give a brief welcome and they do not need to stay for the entire meeting (although they are welcome).

Usually a cash bar is set up around 4:30 outside the business meeting. You may need to officially announce that the meeting is starting.

The President sets the meeting agenda. One of the organizers will need to give a brief report on the conference at the business meeting, listing number of registrants, sessions, papers, and urging people to go to the dance, as well as thanking those who did the reception the night before.

Childcare

Childcare has been offered for a few years and its long-term offerings should be discussed by the board. In the meantime, it is your problem.

First, include on the registration page a checkbox for those who may need childcare. After pre-registration is over, count the approximate number of children this may be. In 2019, we had less than 6 interested, and ultimately 3-4 children/families took advantage of this offering. Next, consider the options in your city. These could include:

- Childcare staffing services that provide onsite childcare for a fee. Discuss with the Board whether SEAC pays or families pay, and how that would work; consider if agency is insured and meets First Aid needs. In Tulsa a babysitting service (Seeking Sitters) was successfully used.
- Identify if there is a room in the venue for this, and/or at the hotel. Work with hotel to provide needs like TV, WiFi access for movies, pillows, refrigerator, tables and chairs
- In 2019 we used a free service where we listed our needs and families were given access to those needs. SEAC provided a room near the sessions and families hired an individual from the service to watch the children daily. SEAC provided coloring pages and a few arts/crafts. The location was also near museums. Coordinate with hotel if free or reduced parking can be offered to childcare providers
- If childcare cannot be arranged. There are other ways in which attendees can get childcare. <https://www.care.com/> is one such site that links parents to childcare providers

Advertising

Organizations and businesses can and do advertise for a fee. Advertising options include advertising on the website and in the Bulletin. Other options might include the conference bag and name and logo on placards for supporting receptions. Advertisers tend to be vendors, and through the Vendor registration page, they can sign up to advertise for half or full page in the Bulletin. This helps cover the cost of the bulletin. Talk with past organizers to determine if you should consider raising the costs for advertising **before opening the registration page**. Also, examine past budgets to see how much money this brought in and how much bulletin printing costs run (see **Appendix A**).

Many advertisers have special requests as to which page they want their ad placed on in the bulletin, so make sure you know this before going to the printer. All advertisements must be in the final bulletin draft before going to printer.

Some advertisers prefer to advertise with small cards put into the conference bags. They will contact you for the deadline and address to mail these, and these should be included in the registration packets.

Make sure all advertisers and donors are thanked in the organizers' remarks in the bulletin.

Task Force on Sexual Harassment and Assault

The SEAC Task Force on Sexual Harassment and Assault holds yearly workshops and runs the SEAC Safe Officer Program every year. Both should be listed in the conference program guide, and the Task Force will provide copy and graphics and coordinate with the organizers about announcements, times, and so on. In addition, the registration page for the meetings should post the SEAC Meetings Code of Conduct, along with a "button" indicating that the registrant has read and agreed to comply with the Code. Registrants must agree to comply with the Code in order to register. The registration page may also (pending legal advice) include a paragraph asking anyone who has been sanctioned by any official body for sexual harassment and assault to self-identify at the time of registration. The Task Force is currently readying these items for the registration page and will have them ready by the 2021 meetings. One or both of them should appear on the yearly registration page. For information contact the chair of the Task Force, **Robbie Ethridge** rethridg@olemiss.edu .

Chapter 6. Receptions, Dance, and Excursions

Thursday Night Reception

The Thursday night reception is generally at a historic or cultural venue (like a museum). It may be easiest to create a subcommittee for this event. This usually runs from about 6-9 pm and has a cash bar and free (heavy) appetizers, and sometimes a band. Usually there is free admission to the museum, although check with the venue about restrictions regarding access with food and drink.

Venue

Make sure the venue is large enough to accommodate a few hundred people. It is likely that the venue does other receptions, and ideally has one person to coordinate. Sometimes they have preferred caterers, which may restrict your choices. Coordinate with them early. Ask if there are discounts or if they are willing to waive the fee to use the venue.

Buses/Transport

It is ideal if the venue is close enough to walk, but either way, some transportation must be provided for those that can't walk and/or in case of rain. Contact bus companies in the summer and contract for 2-4 buses to constantly transport individuals from the hotel to the venue and back during the time of the event.

Catering

Check with the venue if they have preferred caterers. Ask if caterers will discount fees. You will need appetizers, heavy, both sweet and savory, to feed about 500 people for 3 hours. If you have an abundance of donors you can increase the amount of food; it will be eaten.

Band

If you have money to spare, consider hiring a small band for the night for a few hundred dollars. Contact and contract with about a month in advance. The venue may have recommendations.

Museum Store

If your venue is in a museum with a store, contact the Museum Store to see if they will stay open during the reception and offer a discount for those from the conference shopping during the reception.

Great Spirits

Traditionally the Great Spirits competition has been held during the Thursday night reception. This consists of home-brewed alcoholic beverages brought by various individuals and judged. In 2019 many of the individuals who generally entered the competition were flying and could not take their entries onto the plane, so it was not held. If you want to hold the competition, contact individuals who have entered previously in the late Spring to determine if there is interest. Consider turning over this competition to one or two individuals who have entered previously, and leave it to them to contact and advertise the competition, and oversee it on Thursday night. Coordinate also with the venue.

Student Reception

On Thursday between 5-6 p.m. the Student Committee hosts a Student Reception. Donors are especially willing to donate to support this. Work with the Chair of the Student Committee to identify light appetizers and order—this is paid for by SEAC. In addition, if there are enough donations, offer one free drink ticket to each student, with a cash bar present as well. Work with the hotel on these details. The Board is invited to this event as well. Estimate around 100 people at the reception. Consider having in a separate room from the main gathering area to avoid confusion about who the reception is for. If the reception is located in a special area, round tables with chairs allows socializing with the Board to happen.

Mentoring Reception

In 2019 a mentoring reception for mentors and mentees, hosted by the SEAC Mentoring Network, was held for the first time on Friday morning for about an hour. This included coffee and pastries, and costs were paid for by SEAC/the organizers. Pre-registration for the reception was done by the Network committee organizers, who worked with the conference organizers to order sufficient food. About 50 people attended. Contact these organizers in the spring to see if this will become an annual thing.

Friday Night Dance

The Dance is traditionally held Friday night from 9 p.m.-midnight, but work out details with the hotel. **The Business meeting must end (and be cleared) by 7 p.m.** so the hotel can move all chairs, build another stage and dance floor, and set up tables and chairs. The cash bar for the business meeting can take a break or stay, but you should have at least two cash bars at opposite ends of the room for the dance. At this point, you will have a better idea of how many registrants you have, so consider providing a keg for the dance.

Band

Usually a local but good band is hired for the reception, although at times SEAC has hired outside bands affiliated with SEAC. The band's fee and hotel rooms for Friday night need to be covered (see **Appendix A**) by the conference budget. In addition, the band's equipment may need to be stored overnight in a secure, locked area. Bands should play dance music, usually classic rock, although there have been exceptions. Check with the band to see if they have any special electrical needs for their equipment, and check with the hotel to make sure that the electrical needs of the band can be accommodated.

Saturday Excursions

Usually 1 or 2 excursions are planned for Saturday afternoon, and these can include lunch. Individuals register for the excursions when they register for the conference; however, if excursions don't fill you can sell additional tickets at the conference, and announce if they are available on Friday at the Business Meeting. Generally, if there is one well-known archaeological site nearby there is only one excursion (e.g., Cahokia); barring that, usually two excursions, one pre-contact and one more historic or architectural in nature, are offered. Begin planning excursions early, like the winter and spring beforehand. You need to identify knowledgeable individuals to lead the excursions, and you will need to pay them an honorarium (few hundred dollars). Some excursions, if near the coast, will require renting boats, and it should be advertised if strenuous hiking or special equipment is required.

Excursions take a few hours and are generally finished in late afternoon. They tend to be within an hour of the venue. If necessary, take-out lunches can be ordered and eaten on the bus. Buses need to be procured, but not until September after registration is ended and you have head counts on the number for each group. Generally, excursions cost around \$40 when including lunch, \$25 if not. This money pays for the bus and lunch and honorarium, and varies depending on bus price, lunch price, and number of registrants. Generally, around 60-75 register, but this varies based on the attractions.

Lunch orders will need to be coordinated about 2-3 weeks before the conference. One individual in charge of the excursions can do this, which means emailing lunch menus, collecting and placing orders, and paying.

Saturday Dinner

Although the conference presentations are completed by Saturday at noon, people often stay over for reduced airfare and the tours. Because of this, in the past a Saturday dinner has been offered. This often has been a dinner at one of the excursion venues, such as a BBQ dinner at Cahokia. If there are two excursions, they can meet at one place, or a third location. This does entail renting the buses to return people to the venue, and hiring another caterer for dinner.

The dinner is **not necessary** and is an extra event for the organizers to deal with.

Chapter 7. Special Circumstances

In 2020 during the COVID-19 pandemic, the organizers and the Board, after careful consideration, postponed the conference to 2021. From this experience, we learned it is important to read the sections of contracts that pertain to cancellations and specifically the circumstances that are covered under 'force majeure' clauses, before signing. Also, after signing, cancellation costs rise over time and these should be kept in mind or negotiated if possible, prior to contract signing. Cancellation insurance should be considered and existing policies consulted.

If the meeting needs to be canceled, keep in mind that the Articles of Incorporation (Article V Meetings) state that "The Conference shall hold an Annual Meeting at a time and place to be designated by the Executive Committee" and that "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..." If the meeting is canceled, a Business Meeting still needs to be held. This can be done remotely, so consider various options.

Chapter 8. Post-Conference Responsibilities

Congratulations, you survived running the conference. Although you deserve some much-needed downtime (and will get it, along with SEAC's eternal gratitude) there are some post-conference duties that will need attention.

Immediately after Conference (Saturday afternoon and Sunday)

- Meet with hotel to pay review and pay balance. Pay careful attention to balance, particularly with regard to items like coffee and other food; A/V; set-up charges and any other specific charges. It is helpful to have a copy of the contract at this time.
- Pay band, if not paid the night before.
- Return any equipment, such as poster boards or A/V if using an outside vendor. Pick-up days/times should have been already arranged.
- Clear any remaining items out of book room.
- Take remaining bulletins and other material back to your university/organization. Check with SEAC later with regard to retaining some of these and who to send to.
- You should have discussed with Student Book Prize Committee and/or President-Elect how student book prize materials would be shipped to student. These will need to be boxed and addressed and shipped. SEAC will reimburse shipping costs. Coordinate in advance.
- add photos and/or message to social media accounts thanking everyone and inviting them to attend next year in X city on X date.

Within Two to Four Months

- Finalize budget after money is spent. Determine any remaining funds and turn over to Board.
- Once account is finalized, make plans to move remaining monies to the SEAC Treasurer and close the account.
- Submit brief report and finalized budget to the Board (once finalized).
- Send thank you notes to all donors and volunteers and any other individuals that assisted (e.g., Friday night welcoming speaker; local arrangements volunteers; hotel staff). Contact past organizers for SEAC stationary.
- Complete any hotel surveys or off-site venue surveys about experience
- Update this handbook as needed, including budget table in **Appendix A**
- Answer questions as needed for next year's organizers

Appendix A:

Budgets, Room Blocks, Registration Costs, and Room Costs, 2010-
present

| FINANCIALS | | | | | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|---------------------|------|--------------------|--------------------|
| INCOME | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| Pre-Registration | \$ 35,365.00 | \$ 29,620.00 | \$ 33,167.48 | \$ 41,290.00 | \$ 51,295.00 | | \$78,805.00 | | \$61,835.00 | \$51,124.59 |
| On-Site Registration | \$ 9,470.00 | \$ 7,150.00 | \$ 9,560.00 | \$ 10,875.00 | \$ 5,005.00 | | | | | |
| Book Room Tables | | | - | \$ 950.00 | \$ 1,065.00 | | \$3,210.00 | | \$2,665.00 | \$2,000.00 |
| SCARNG luncheon | - | - | - | - | \$ 577.81 | | | | | n/a |
| Saturday dinner | | | included | included | \$ 3,492.00 | | \$1,300.00 | | | n/a |
| Excursion Ticket Sales | \$ 4,080.00 | \$ 6,125.00 | included | included | - | | | | \$3,690.00 | \$2,740.00 |
| Venue Incentives | - | \$ 3,800.00 | - | - | - | | | | | |
| Advertisements | - | \$ 1,200.00 | - | \$ 2,900.00 | \$ 1,300.00 | | \$590.00 | | \$1,795.00 | \$2,750.00 |
| Donations | \$ 2,500.00 | \$ 2,795.33 | \$ 8,102.80 | \$ 8,697.00 | \$ 14,137.00 | | \$25,240.00 | | \$4,905.00 | \$12,300.00 |
| SEAC Seed Money | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | | \$2,500.00 | | \$2,000.00 | \$2,000.00 |
| TOTAL | \$ 53,415.00 | \$ 52,690.33 | \$ 52,830.28 | \$ 66,712.00 | \$ 78,871.81 | | \$117,445.00 | | \$76,440.00 | \$72,914.59 |
| EXPENSES | | | | | | | | | | |
| Liability Insurance | - | - | - | - | \$ 170.58 | | | | | |
| Book Room Tables | | | \$ 981.00 | - | \$ 1,190.00 | | | | | \$6,607.84 |
| Hotel Catering | \$ 8,399.90 | \$ 10,159.71 | \$ 10,026.96 | \$ 12,587.00 | \$ 25,066.58 | | \$14,623.56 | | \$13,501.00 | \$9,062.51 |
| AV | \$ 7,228.16 | \$ 6,847.60 | \$ 7,805.25 | \$ 5,653.00 | \$ 7,449.40 | | \$9,140.00 | | \$9,292 | \$13,191.07 |
| Bulletin & Guide Printing | \$ 4,467.00 | \$ 1,895.33 | \$ 6,702.80 | \$ 4,358.00 | \$ 5,793.40 | | \$13,412.00 | | donated | \$44,56.77 |
| Poster Boards | \$ 675.00 | \$ 1,241.20 | \$ 300.00 | \$ 510.00 | \$ 922.25 | | \$2,460.00 | | \$2,200.00 | \$1,814.10 |

| | | | | | | | | | | |
|----------------|--------------|--------------|--------------|--------------|--------------|--|-------------|--|-------------|-------------|
| Dance Band | \$ 2,500.00 | \$ 3,000.00 | \$ 3,500.00 | \$ 3,645.00 | \$ 2,900.00 | | \$3,495.00 | | \$2,300.00 | \$3,363.85 |
| Reception | - | \$ 1,800.75 | - | - | \$ 2,600.00 | | | | \$900.00 | \$0.0 |
| Venue Rental | | | | | | | | | | |
| Reception | \$ 11,656.00 | \$ 10,688.96 | \$ 12,384.00 | \$ 12,000.00 | \$ 13,687.80 | | \$20,751.92 | | \$15,005.00 | \$12,879.00 |
| Catering | | | | | | | | | | |
| Reception | | | - | - | \$ 330.00 | | | | \$800.00 | -\$1,485.00 |
| Shuttle | | | | | | | | | | |
| SAC Luncheon | | | \$ 718.80 | - | \$ 1,584.17 | | | | \$1,960.00 | \$3,682.44 |
| SCARNG | - | - | - | - | \$ 577.81 | | | | | n/a |
| Luncheon | | | | | | | | | | |
| Hotel/Meeting | | | \$ 3,297.25 | \$ 300.00 | \$ 1,110.29 | | \$12,286.50 | | \$2,794.00 | \$4,384.32 |
| Rooms | | | | | | | | | | |
| Name Tags | - | - | - | - | \$ 1,191.06 | | | | \$1,129.00 | n/a |
| (print & sort) | | | | | | | | | | |
| Excursion | \$ 1,426.63 | - | - | - | - | | | | | n/a |
| Venue Rental | | | | | | | | | | |
| Excursion | \$ 2,354.63 | \$ 3,587.77 | \$ 60.50 | \$ 516.00 | - | | | | \$2,100.00 | \$11,94.98 |
| Catering | | | | | | | | | | |
| Excursion | \$ 1,249.53 | \$ 2,980.00 | \$ 1,382.60 | \$ 756.00 | \$ 550.00 | | | | \$2,080.00 | \$2,200.00 |
| Transportation | | | | | | | | | | |
| Excursion | | | - | - | \$ 150.00 | | | | | \$400.00 |
| Speaker Fee | | | | | | | | | | |
| Saturday | | | \$ 900.00 | \$ 2,885.00 | included | | \$1,454.05 | | | n/a |
| Dinner | | | | | | | | | | |
| Catering | | | \$ 2,727.73 | \$ 1,100.00 | included | | | | | n/a |
| Saturday | | | | | | | | | | |
| Dinner Venue | | | | | | | | | | |
| Field Day Park | - | - | - | - | \$ 445.00 | | | | | n/a |
| Rental | | | | | | | | | | |
| Baby Sitting | - | - | - | - | \$ 395.00 | | | | \$660.00 | n/a |
| Services | | | | | | | | | | |
| PayPal fees | | | - | \$ 1,190.00 | \$ 1,197.00 | | \$712.19 | | \$2,850.00 | \$270.00 |
| Return of Seed | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | | \$2,500.00 | | \$2,000.00 | \$2,000.00 |
| Money | | | | | | | | | | |

| | | | | | | | | | | |
|----------------|---------------------|---------------------|----------------------|---------------------|---------------------|--|--------------------|--|--------------------|--------------------|
| Misc. | \$ 7,098.19 | \$ 1,555.11 | \$ 1,749.92 | \$ 11,180.00 | \$ 1,721.90 | | \$523.15 | | | \$1,277.81 |
| TOTAL | \$ 49,055.04 | \$ 45,756.43 | \$ 54,536.81 | \$ 58,680.00 | \$ 71,032.24 | | \$99,883.37 | | \$72,925.16 | \$68,279.69 |
| <i>Balance</i> | <i>\$ 4,039.96</i> | <i>\$ 6,933.90</i> | <i>\$ (1,706.53)</i> | <i>\$ 8,032.00</i> | <i>\$ 7,839.57</i> | | <i>\$17,561.63</i> | | <i>\$1,514.84</i> | <i>\$4,634.90</i> |

| ROOM BLOCKS | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Contracted | | | | | | | | | | |
| Wed | 200 | 200 | 175 | 125 | 175 | 175 | | 175 | 180 | 175 |
| Thurs | 275 | 250 | 210 | 240 | 250 | 250 | | 200 | 210 | 200 |
| Fri | 275 | 250 | 210 | 240 | 250 | 250 | | 200 | 210 | 200 |
| Sat | 175 | 100 | 100 | 125 | 100 | 100 | | 100 | 100 | 100 |
| Total | 925 | 800 | 695 | 730 | 775 | 775 | | 675 | 700 | 675 |
| Reserved (or Actual) estimate | | | | | | | | | | |
| Wed | 200 | 222 | | | 189 | | | | | |
| Thurs | 239 | 254 | | | 232 | | | | | |
| Fri | 229 | 244 | | | 229 | | | | | |
| Sat | 80 | 116 | | | 98 | | | | | |
| Total | 748 | 836 | | | 748 | | | | | |
| Difference | | | | | | | | | | |
| Wed | 0 | 22 | | | 14 | | | | | |
| Thurs | -36 | 4 | | | -18 | | | | | |
| Fri | -46 | -6 | | | -21 | | | | | |
| Sat | -95 | 16 | | | -7 | | | | | |
| Total | -177 | 36 | | | -32 | | | | | |

| REGISTRATION COSTS | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Pre-Registration | | | | | | | | | | |
| Regular Member | \$ 70.00 | \$ 65.00 | \$ 65.00 | \$ 90.00 | \$ 90.00 | 90 | 100 | 100 | 100 | 100 |
| Student Member | \$ 50.00 | \$ 45.00 | \$ 45.00 | \$ 60.00 | \$ 60.00 | 60 | 60 | 60 | 50 | 50 |
| Student Non-Member | | | | \$ 70.00 | \$ 70.00 | 70 | 65 | 65 | 65 | 65 |
| Non-Member | \$ 80.00 | \$ 75.00 | \$ 75.00 | \$ 105.00 | \$ 105.00 | 105 | 130 | 130 | 130 | 135 |
| Volunteer | FREE | FREE | | FREE | FREE | FREE | FREE | FREE | FREE | FREE |
| Guest | FREE | FREE | | FREE | FREE | FREE | FREE | FREE | FREE | FREE |
| On-Site Registration | | | | | | | | | | |
| Regular Member | \$ 90.00 | \$ 80.00 | \$ 80.00 | \$ 100.00 | \$ 100.00 | 100 | 110 | | 110 | 110 |
| Student Member | \$ 70.00 | \$ 60.00 | \$ 60.00 | \$ 70.00 | \$ 70.00 | 70 | 70 | | 55 | 60 |
| Student Non-Member | | | | \$ 80.00 | \$ 80.00 | 80 | 75 | | 70 | 75 |
| Non-Member | \$ 100.00 | \$ 90.00 | \$ 90.00 | \$ 115.00 | \$ 115.00 | 115 | 140 | | 145 | 145 |
| Guest | FREE | FREE | | FREE | FREE | | 25 | | 25 | 25 |
| REGISTRATION COUNTS | 2010 | 2011 | 2012 | 2013 | 2013 | | | | | |
| Tours | 120 | 175 | | | 25 | | | | | |
| Pre-Registration | | | | | | | | | | |
| Regular Member | 283 | 248 | | | 350 | | 444 | | | 363 |
| Student Member | 207 | 210 | | | 174 | | 105 | | | 164 |
| Student Non-Member | | | | | 40 | | 219 | | | 35 |
| Non-Member | 61 | 54 | | | 55 | | 96 | | | 43 |
| Volunteer | 54 | 16 | | | 23 | | | | | 34 |
| Guest | 14 | - | | | 3 | | 55 | | | 21(tribal) |
| Total | 619 | 528 | | | 645 | | 983 | | | 559 |
| On-Site Registration | | | | | | | | | | |
| Regular Member | 34 | 20 | | | 27 | | | | | |
| Student Member | 53 | 40 | | | 14 | | | | | |

| | | | | | | | | |
|--------------------------------|------------|------------|--|------------|--|--|--|------------|
| Student Non-Member | | | | 10 | | | | |
| Non-Member | 27 | 35 | | 15 | | | | |
| Guest | 2 | 10 | | 3 | | | | |
| Total | 116 | 105 | | 69 | | | | 88 |
| Total Paid Registrants* | | | | 685 | | | | 647 |
| GRAND TOTAL** | 735 | 633 | | 714 | | | | |

*excludes volunteers and guests; ** includes volunteers and guests

| YEARLY ROOM COST | |
|------------------|-----------|
| YEAR | COST |
| 2010 | \$139 |
| 2011 | \$119-129 |
| 2012 | \$145-165 |
| 2013 | \$149 |
| 2014 | \$135-155 |
| 2015 | \$189 |
| 2016 | \$114-142 |
| 2017 | \$99-149 |
| 2018 | \$154 |
| 2019 | \$139 |

Appendix B:

Past SEAC Conference Locations by Year

Source: <https://www.southeasternarchaeology.org/annual-meeting/past-meetings/>

| Annual Meeting | Year | Location | Organizers |
|-----------------------|-------------|------------------|---|
| 76 th | 2019 | Jackson, MS | J. Johnson, T. Boudreaux, M. Meyers |
| 75 th | 2018 | Augusta, GA | K. Smith, K. Stephenson, W. Clifford, T.Herron, B. Joy, S. Keith and M. Needham |
| 74 th | 2017 | Tulsa, OK | T. Foster |
| 73 rd | 2016 | Athens, GA | V. Thompson |
| 72 nd | 2015 | Nashville, TN | K Smith, A. Deter-Wolf, P. Hodge, S. Hodge, S. Levithol, M. Moore, T. Peres |
| 71 st | 2014 | Greenville, SC | C. Cobb, K. Smith and N. Rice |
| 70 th | 2013 | Tampa, FL | N. White and L. Hutchinson |
| 69 th | 2012 | Baton Rouge, LA | R. Weinstein, R. Saunders, and D. Kelley |
| 68 th | 2011 | Jacksonville, FL | K. Sassaman, M. Blessing and J. O'Donoghue |
| 67 th | 2010 | Lexington, KY | G. Crothers, D. Pollack, R. Jefferies, and S. Ahler |
| 66 th | 2009 | Mobile, AL | P. Carr, T. Potts, A. Dumas and S. Price |
| 65 th | 2008 | Charlotte, NC | J. Levy, A. May and A. Tippet |
| 64 th | 2007 | Knoxville, TN | B. Driskell, D. Anderson and S. Sherwood |
| 63 rd | 2006 | Little Rock, AR | C. Payne, J. Markin and M.B. Trubitt |
| 62 nd | 2005 | Columbia, SC | K. Stephenson, A. King, C. Judge, N. Rice, W. Green and G. Wagner |
| 61 st | 2004 | St. Louis, MO | T. Baumann and J. Kelly |
| 60 th | 2003 | Charlotte, NC | A.Tippet, A. May and J. Levy |
| 59 th | 2002 | Biloxi, MS | J. O'Hear, J. Johnson, and R. Ethridge |
| 58 th | 2001 | Chattanooga, TN | L. Sullivan and N. Honerkamp |
| 57 th | 2000 | Macon, GA | A. King, J. King and K. Stephenson |
| 56 th | 1999 | Pensacola, FL | E. Benchley and J. Bense |
| 55 th | 1998 | Greeneville, SC | K. Sassaman, C. Judge and M. Beck |
| 54 th | 1997 | Baton Rouge, LA | R. Saunders, D. Kelly and R. Weinstein |
| 53 rd | 1996 | Birmingham, AL | I. Brown, V. Knight, and j. Knight |
| 52 nd | 1995 | Knoxville, TN | G. Schroedl and J. Chapman |

| | | | |
|------------------|------|-----------------|--|
| 51 st | 1994 | Lexington, KY | M. Scarry, J. Scarry and M. Powell |
| 50 th | 1993 | Raleigh, NC | V. Steponaitis and M. Mathis |
| 49 th | 1992 | Little Rock, AR | J. House, M. Jeter, and M.A. Rolingson |
| 48 th | 1991 | Jackson, MS | J. Ford, P. Galloway, and S. Brookes |
| 47 th | 1990 | Mobile, AL | E. Jackson and G. Waselkov |
| 46 th | 1989 | Tampa, FL | N. White and L. Hutchinson-Neff |
| 45 th | 1988 | New Orleans, LA | M. Webb and R. Skenkel |
| 44 th | 1987 | Charleston, SC | G. Hanson and A. Goodyear |
| 43 rd | 1986 | Nashville, TN | R. Mainfort and C. Kuttruff |
| 42 nd | 1985 | Birmingham, AL | M. Jeter and R. Nance |
| 41 st | 1984 | Pensacola, FL | J. Bense |
| 40 th | 1983 | Columbia, SC | S. Green and A. Goodyear |
| 39 th | 1982 | Memphis, TN | D. Dye and C. McNutt |
| 38 th | 1981 | Asheville, NC | J. Chapman and T. Ward |
| 37 th | 1980 | New Orleans, LA | S. Goad and T. Ryan |
| 36 th | 1979 | Atlanta, GA | R. Blakely, A. Rogers, and R. Dickens |
| 35 th | 1978 | Knoxville, TN | J. Chapman |
| 34 th | 1977 | Lafayette, LA | J. Gibson |
| 33 rd | 1976 | Tuscaloosa, AL | J. Walthall and C. Oakley |
| 32 nd | 1975 | Gainesville, FL | K. Deagan |
| 31 st | 1974 | Atlanta, GA | L. Larson and R. Dickens |
| 30 th | 1973 | Memphis, TN | D. Peterson |
| 29 th | 1972 | Morgantown, WV | B. Broyles and D. Fowler |
| 28 th | 1971 | Macon, GA | R. Faust |
| 27 th | 1970 | Columbia, SC | R. Stephenson |
| 26 th | 1969 | Macon, GA | J. Griffin |
| 25 th | 1968 | Knoxville, TN | A. Guthe |
| 24 th | 1967 | Macon, GA | B. Broyles and F. Bohannon |

| | | | |
|------------------|----------------|------------------|-------------------------------|
| 23 rd | 1966 | Avery Island, LA | W. Haag (?) |
| 22 nd | 1965 | Macon, GA | W. Sears and G. Fischer |
| 21 st | 1964 | New Orleans, LA | S. Williams and R. Wauchope |
| 20 th | 1963 | Macon, GA | S. Williams and E. Jahns |
| 19 th | 1962 | Moundville, AL | S. Williams and D. DeJarnette |
| 18 th | 1961 | Macon, GA | S. Williams and J. Walker |
| 17 th | 1960 | Gainesville, FL | J. Goggin and W. Sears |
| 16 th | 1959 | Macon, GA | S. Williams and L. Caywood |
| 15 th | 1958 | Chapel Hill, NC | J. Coe |
| 14 th | 1957 | Macon, GA | W. Logan |
| 13 th | 1956 | Baton Rouge, LA | W. Haag |
| 12 th | 1955 | Macon, GA | J. Shiner |
| 11 th | 1954 | Moundville, AL | D. DeJarnette |
| 10 th | 1953 | Chapel Hill, NC | J. Coe |
| 9 th | 1952 | Macon, GA | C. Fairbanks |
| 8 th | 1951 | Gainesville, FL | J. Goggin |
| 7 th | 1950 | Knoxville, TN | T.M.N. Lewis |
| 6 th | 1941 | Lexington, KY | W. Haag |
| 5 th | 1940 | Baton Rouge, LA | J. Ford |
| 4 th | 1939 (Nov) | Macon, GA | J. Finkelstein |
| 3 rd | 1939 (June) | Birmingham, AL | C. Wilder |
| 2 nd | 1938 (Nov) | Birmingham, AL | J. Jennings |
| 1 st | 1938 (May) | Ann Arbor, MI | J. Griffin |

Appendix C:

Example of Information Email for Volunteers

Source: Amanda Thompson

SEAC ATHENS 2016 VOLUNTEER INFORMATION

Thank you for volunteering at SEAC Athens 2016! We appreciate your time and effort in making this conference successful and fun!

All Session and Registration volunteers must sign in/out at the SEAC Office Space in the back of the Book Room (Athena E). All volunteers manning **only the Special Events** must text Amanda when you arrive and leave for your shift. You must complete your volunteer hours to be reimbursed at the end of the conference. The majority of volunteers are either manning the Registration table or are Session Room Attendants.

All general questions about volunteering, your schedule, and your volunteer duties please contact **NAME**. **NAME** will be overseeing Registration Thursday-Saturday. All questions about Registration should be first directed towards her. **NAME** can be contacted for questions related to Registration on Wednesday. **NAME** will be overseeing Session Rooms. All questions about Session Rooms should be first directed towards them.

Please save this Contact Information:

Name (phone) (email)

Registration

Name (phone) (email)

Sessions

Name (phone) (email)

Appendix D:

Example of Information Email for Session Chairs

Source: Amanda Thompson

SEAC ATHENS 2016
SESSION ROOM ATTENDANT INFORMATION

All questions about registration need to be referred first to **NAME at (number)**

Duties:

- Your room assignments have already been emailed to you. You are responsible for these rooms throughout your shift. You will need to visit these rooms as outlined below. It is your responsibility to know when your sessions are, where they are, start/end times, when the breaks are, etc.
- As session attendants you are to be available to help assist presenters and session chairs as necessary including:
 - Assisting with timers
 - Assisting with wireless remotes
 - Controlling room lights (*off* at beginning of session, *on* at break, *on* at end of session)
 - Contacting Classic Center AV assistance at **(number)** should there be a problem with the AV equipment or room set up

What do I do:

- First check and make sure that the sign for session is correct. You may have to remove the sign from the previous session. If it is not, please contact **NAME at (number)** or **NAME at (number)**.
- Introduce yourself to the Session Chair and see if they need any assistance with anything.
- Show them the timer cards and the power point remote control. If you are the first session in the morning you may have to get the power point remote control in the SEAC Office Space in the back of the Book Room (Athena F).
- Take a head count when you think that the attendance level has reached a peak. Session Attendance Count must be turned in at the end of your shift to the volunteer table in the Book Room.
- If you are volunteering for the last session of the day, please put the power point remote control in the SEAC Office Space in the back of the Book Room (Athena F).