

# Poster Presenter

## Virtual Meeting Information

Welcome to the Society for American Archaeology's 86th Annual Meeting Online. Because of COVID, we have had to transition our meeting to an all-virtual environment. This guide is organized to

- Provide basic information
- Introduce the virtual meeting site
- Explain how to upload your poster to the site
- Provide information about attending and participating in the virtual meeting generally

## General Information

### Questions and Help

- If you have a question about this guide or any questions about **presenting**, please review the [2021 Meeting FAQ](#). Additional questions are welcome and can be submitted at this web page.
- If you have a question about your **registration**, please contact Roksana at [headquarters@saa.org](mailto:headquarters@saa.org).
- If you have a question about your log-in credentials to **access the online meeting**, please contact Solai or Carla at [membership@saa.org](mailto:membership@saa.org).
- If you have a **technical problem** with the online site for the SAA 86th Annual Meeting Online, please contact [buffalo.support@conventusvirtual.com](mailto:buffalo.support@conventusvirtual.com).

### Meeting Safety Policy

The SAA Board has adopted a [policy and Code of Conduct](#) that applies to *all* SAA events because it is committed to ensuring that our events benefit from a diverse membership who is able to participate on equal footing. All attendees are expected to follow the meeting safety policy. To help individuals with potential concerns, the board created a [Frequently Asked Questions](#) page and encourages people to reach out with any questions or concerns to the SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([saaannualmeeting@gmail.com](mailto:saaannualmeeting@gmail.com)).

## **Ombuds**

The SAA has chosen [two ombuds](#) to serve as informal, independent, neutral, and confidential resources for meeting attendees. The ombuds can assist meeting attendees with determining options to address issues such as harassment, free speech, academic integrity, conflicts of interest, safety, diversity, or any other concern related to the SAA annual meeting. The ombuds will be available by e-mail ([saaombuds@gmail.com](mailto:saaombuds@gmail.com)) and phone (805-330-1035).

## **Disability Services**

If you need any services due to a disability, please submit requests by February 21, 2021, by e-mailing [meetings@saa.org](mailto:meetings@saa.org). The SAA will confirm services with you before the meeting.

## **Virtual Meeting Site**

Starting March 1, attendees can sign into the SAA 86th Annual Meeting Online with their username and password to view the program. Attendees should try to log in before April 12 to ensure that they have the correct SAA credentials to log in to the SAA 86th Annual Meeting Online (so that staff has time to help reset passwords before the meeting if necessary). This is the same username and password that was used to submit your abstract during the call for submissions.

Because this meeting format is new to us all, we invite you to attend the New Attendee Orientation.

We're offering two time slots so that you can choose the one that works best for your schedule: Friday, April 2 at 10:00 a.m. EDT and Monday, April 5 at 3:00 p.m. EDT. Our maximum capacity for each slot is 95 attendees, and it is first come, first serve. The first session will be recorded so that the video can be available for others who may not be able to attend either scheduled time. You can sign up for either orientation at the [Advance Registration page](#).

## **Creating Your Poster**

Your poster can be created in PowerPoint, Keynote, InDesign, or any software program as long as you can produce a final PDF file.

We strongly encourage you to include all author and coauthor names and their e-mail addresses.

Because your poster will not be viewed in a large print format but instead viewed on a computer screen, consider a design that will help make your poster's research visible and easier to read. The American Statistical Association offers some [good tips](#) for effective poster layout and design.

Poster presenters must have permission to use all data and images and should include credit lines.

### **Watermarking Your Poster**

Before you upload your poster, it is suggested that you add a watermark to it. The watermark could simply be your name, as a reminder that people need your permission if they want to reuse any of the materials.

To facilitate watermarking your presentation, below are links to instructions for some common software that is often used to create posters:

Adobe Acrobat: <https://helpx.adobe.com/acrobat/using/add-watermarks-pdfs.html>

PowerPoint: <https://support.microsoft.com/en-us/office/add-a-watermark-to-your-slides-1246244d-f465-4e4f-b9f9-49acdae00ff1>

Prezi: <https://support.prezi.com/hc/en-us/articles/360053925993-Adding-and-removing-the-watermark-in-your-presentation#:~:text=1.,top%20toolbar%2C%20then%20selecting%20Watermark>

The final step will be to save your presentation as a PDF file and upload it to the SAA 86th Annual Meeting Online site.

In addition to uploading a PDF file, poster participants have the *option* of uploading a three-minute video recording (an MP4) in which they discuss their research to accompany their poster.

# Uploading Your Poster

Your poster and optional video will need to be uploaded between March 15 and March 26. The SAA will e-mail you with specific instructions and a unique link for your poster in early March. **All poster presenters must upload their posters by March 26.** Uploading your poster by this date ensures that staff will have time to complete any necessary troubleshooting.

Once your poster is uploaded, it cannot be revised.

All meeting content (including your poster) will be available online until July 17, 2021, to all meeting registrants.

# Attending the Conference

Keep in mind that while we will keep posters organized in sessions online (so that clusters of related posters can be viewed together), all posters will be available at all times for any meeting registrant. In other words, there is not a specific scheduled “live” time for your session. Authors are encouraged to access their posters from April 14 to July 17 and answer any questions they may receive through the asynchronous chat.

Chat comments will be identified by attendee’s first and last names. We ask our community to engage with one another respectfully, and we remind all participants that they agreed to adhere to the SAA’s [Code of Conduct](#) when registering for the meeting. Failure to adhere to this Code of Conduct will be grounds for removal from this SAA meeting without refund.

Chat functions are enabled for all events—not just the posters. When you attend forums, symposia, or general sessions, all attendees will have the opportunity to participate in a chat (live during the scheduled time), so that you can engage with other attendees and presenters through the chat.

In addition to attending your session, we hope you will explore the packed program and find many events of interest to you.

- We are supporting over 130 symposia, general sessions, and forums covering a vast array of archaeological methods, subjects, and time periods and honoring colleagues.
- We will have over 250 posters.

- The Presidential Session “What Is at Stake? The Impacts of Inequity and Harassment on the Practice of Archaeology” will be held on Thursday at 2:00 p.m. EDT.
- The Exhibit Hall will have videos, materials, and discount offers from publishers, equipment manufacturers, and sister societies. We encourage you to participate in the Scavenger Hunt! If you find all the tools, please e-mail your [completed hunt](#) to [meetings@saa.org](mailto:meetings@saa.org) by April 18, 2021, to be entered into a drawing to win \$250! Two winners will be selected. Exhibitors will staff their booths from 11:00 a.m.–1:00 p.m. EDT on Thursday and Friday.
- Interest Group receptions and business meetings will be a great place to meet like-minded colleagues.
- The SAA Ethics Bowl will be held as usual—join us for the preliminary rounds and the final round, which will be at 1:00 p.m. on Thursday, and stay for the live conversation afterward.
- Students are encouraged to [sign up](#) for the “Student Welcome to SAA” on Wednesday, April 14.