

# Virtual Attendee Guide

March 6, 2022

## General Information about the SAA 87th Annual Meeting Virtual Components

### In-Person Meeting

The physical meeting will be held in the Hilton Chicago on March 29–April 3, 2022. A final program and a meeting app will be available in early March to outline all events and sessions. All events will be held in person. Presenters must be registered for the meeting and must be members of the SAA in 2022.

People who purchase access to the virtual components are *not* registered for the physical meeting and will not have access to the session rooms or any in-person events.

### Virtual Components

A small subset of the in-person meeting events will be available online. These include e-Posters, the State Archaeology Poster contest, and two test hybrid sessions. All meeting registrants will have access to the virtual components website starting March 16.

### Meeting Safety Policy

The SAA board has adopted a [policy and Code of Conduct](#) that applies to all SAA events, including in-person and virtual components. 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)). They will be on-

site in Chicago, but they will also be able to set up Zoom meetings for someone using virtual components.

## Accessing the Virtual Components Site

All 2022 meeting registrants have complimentary access to the virtual components. Use your SAA username and password to login to the virtual components website: [saa2022.conventus.live](https://saa2022.conventus.live).

In addition to meeting registrants, individuals who have paid for the virtual components access fee can view and interact with the virtual components website. A virtual components access fee will *not* grant admission to any in-person events. People who purchase access to the virtual components will receive an e-mail with the link to the virtual components website as soon as their digital purchase is complete. You may need to check your spam filter for this e-mail message.

Access to the virtual components website is via the same username and password that was used to submit abstracts during the call for submissions. If you don't remember your username or password, you can e-mail [meetings@saa.org](mailto:meetings@saa.org), keeping in mind that between the dates of March 26 and April 6, SAA staff has to set up, facilitate, and take down the physical meeting. Staff may be slow to reply in this period. Please test your login credentials before March 25.

The SAA's vendor, BAV, will have a help desk technician to help with the virtual components functionality on Friday, April 1. Please note that your credentials (username and password) are furnished by the SAA. BAV can help with technical problems such as the chat or the QA on the virtual components site.

All virtual components materials will be available until May 15, 2022.

## E-Posters

Poster presenters have the option of uploading e-Posters. Only e-Posters that presenters uploaded are available at the Posters tab on the left-hand side of the virtual components site.

E-Posters are searchable by using a drop-down list of poster sessions and are also searchable by title and author(s).

E-Poster files are large, so depending on your internet bandwidth, a given poster may take a while to load.



In the center, there are icons to zoom out (🔍) and zoom in (🔍) as well as a percentage drop-down bar to help you select a magnification.

Each poster presenter will choose whether or not they want to upload their PDF to the virtual components site and whether or not they want to include a short recording explaining their research. Thus, it is possible that not all posters being presented at the in-person meeting will be available on the virtual components website.

The poster presenter guide is available at <https://www.saa.org/docs/default-source/default-document-library/poster-presenter-guide.pdf>.

# Hybrid Sessions

Virtual attendees may join the hybrid sessions on Friday, April 1 at the time indicated under the “Special Events” tab on the left-hand side of the virtual components website.

Please note that times published in the final program are in US Central Time. Times on the virtual components website adjust to the time clock of the computer or device on which you are viewing the website.

During the broadcast, virtual attendees can participate in a live chat discussion about the presentations during the session time. Attendees will be identified by their first name and last name. Chat comments are visible to all other virtual meeting attendees.

Session attendees can submit questions to the session chair by using the QA function. Questions are not visible to other virtual meeting attendees and are identified to the chair by your first and last name.

If you need captions, please click on the CC, located to the lower right of the video.

Live events play an important role in setting the tone at the annual meeting. The SAA has an event [Code of Conduct](#), and we expect all participants to support our effort to make the meeting as inclusive an experience as possible. Failure to adhere to this Code of Conduct will be grounds for removal from the SAA meeting and/or its virtual components without refund.

After the live event has concluded, a recording will be posted the week of April 4 and will be available for viewing until May 15, 2022, at the same page where the live session was broadcast.