Forums, Lightning Rounds, Electronic Symposia, and Live Virtual Meeting Information

Welcome to the Society for American Archaeology's 86th Annual Meeting Online. Because of COVID-19, we had to transition our meeting to an all-virtual environment. This guide is organized to

- Provide basic information for discussants, participants, moderators, and chairs
- Introduce the virtual meeting site
- Explain how your live event will be held
- Describe attendance and participation in the virtual meeting sessions in general

Basic Information

Contact Information

- If you have a question about this guide or any questions about **presenting**, please review the 2021 Meeting FAQ.
- If you have a question about your **registration**, please contact Roksana at headquarters@saa.org.
- If you have a question about your **log-in credentials,** please contact Cheng at webmaster@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.

Meeting Safety Policy

The SAA Board has adopted a meeting safety policy and Code of Conduct that applies to *all* SAA-sponsored 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 and Code of Conduct. To help individuals with potential concerns, the SAA Board created a Frequently Asked Questions

[page](#) and encourages attendees to reach out with any questions or concerns to the SAA President (president@saa.org) and/or Executive Director (saaannualmeeting@gmail.com).

Meeting 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 concerns related to the SAA annual meeting. The ombuds will be available by e-mail (saaombuds@gmail.com) and phone (+1 805-330-1035).

If you would like one of the two ombuds to join you at your live event, please e-mail the ombuds to request that they be "on" your panel (i.e., their face and comments can be broadcast, just like one of the discussants on your panel), or to request that they join your live event as an attendee (i.e., they are able to add text comments on the synchronous chat).

Virtual Meeting Site

Attendees can sign into the [SAA 86th Annual Meeting Online](#) by using their username and password to view the program. If you have not attempted to login, please do so as early as possible to ensure that you have the correct SAA credentials to log on (so that staff have time to help reset passwords before the meeting if necessary). This is the same username and password that were used to submit your abstract during the call for submissions.

Because this meeting format is new to us all, we invite you to attend or view the recording of the First-Time Attendee and New Member Meeting Orientation. We're offering two live 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 they are available on a first come, first serve basis. The first session will be recorded so that the video will be available for others who may not be able to attend either scheduled time. You can sign up for either orientation on the [Advance Registration page](#).

After April 8, the First-Time Attendee and New Member Meeting Orientation video will be posted on the welcome page of the 86th Annual Meeting Online site.

Participating in Your Session

All live events will be held during the scheduled time in the program. **All times are noted in Eastern Daylight Time in the preliminary and final programs.**

Because of the range of roles in the live events—which include forums, lightning rounds, electronic symposia, the Ethics Bowl, and the SAA Annual Business Meeting—this guide uses the term "presenters." Presenters are discussants, panelists, debaters, judges, chairs, and anyone whose video and comments will be broadcast live.

Session presenters and attendees can all participate in a live chat discussion about the presentations during the entire session time. Attendees are also able to ask questions by submitting text questions (that are **not** visible to the entire audience) to presenters using the "Q&A" feature.

All live events will be recorded and will be available on the meeting website after April 20. After release, the recordings will be available to registrants until July 17, 2021. Please note that we will not be able to provide a copy of your recording to you.

Step 1: Join a Walk-Through

Please review the system requirements:

For PC users:
- Microsoft Edge 79 or later, or Google Chrome 88.0 or later
- Broadband internet connection (3 Mbps or more; 5 Mbps is recommended for optimum viewing)

For Mac users:
- Mac OSX 14 or later or Safari 3.2 or later, Firefox 86.0 or later, or Google Chrome 88.0 or later

- Broadband internet connection (3 Mbps or more; 5 Mbps is recommended for optimum viewing)

A desktop/laptop platform will provide the best experience.

Due to the logistics of organizing a meeting of our size and the large number of live events, each presenter should attend at least one of our four walk-throughs with our online vendor:

- Monday, April 5: 10:00 a.m. EDT
- Monday, April 5: 2:00 p.m. EDT
- Wednesday, April 7: 11:00 a.m. EDT
- Wednesday, April 7: 3:00 p.m. EDT

Please sign up for one of these walk-throughs using this [sign-up form](#). You will get a confirmation e-mail with your selection. If you cannot make any of these four times, you can use the form to request that we e-mail you a recording of a walk-through. The sign up form will close at 11:00 am Eastern on Friday April 2.

The walk-through is intended to confirm you understand how to get into the broadcast room, show presenters how they may interact with one another and the online meeting technician during the live event, answer any questions you have about presenting, and explain how the audience will submit questions to the presenters.

An SAA staff member will be assigned to each live event to provide general support.

Step 2: Script Your Live Event

After your walk-through, each live event organizer should assign a moderator (or more than one) and create a "run of show."

Moderator(s)
During the live event, attendees will be able to ask public questions using the chat function and also to ask private questions using the "Q&A" function. The chat is not visible to presenters, who will be in a broadcast environment. The Q&A submissions are visible via a moderator link. Each

event organizer will want to designate a moderator or two who will be asked to

- Alert the presenters to questions that come from the Q&A
- Post questions from the Q&A to the chat, if they are going to be discussed

While presenters are in the broadcast room, meeting attendees are on the SAA 86th Annual Meeting Online website. You should designate someone who is registered for the meeting but *who is not in the broadcast room* to keep an eye on the chat, so that you have a means of knowing if someone is raising a question on the chat.

The Black Trowel Collective published some suggestions for moderators at https://blacktrowelcollective.wordpress.com/2021/01/14/running-safer-sessions.

You can request your SAA staff member be a moderator, but as staff are not archaeologists, we ask that you also appoint a chair or organizer or another registered attendee to share the role of moderator.

Run of Show
Please download [the template at this link](https://tinyurl.com/2f49dhn3) (https://tinyurl.com/2f49dhn3) to create a run of show. This is a document you will send to the SAA Staff person that is assisting with your session.

The run of show is a brief outline of who will speak, in what order they will speak, and if there are any time cues you want in the greenroom (e.g., in the Ethics Bowl, the first team to speak has a certain number of minutes to make their point).

The run of show are instructions to the BAV technician about who speaks, in what order, and whether there are important pieces of information—like any slides—that need to be displayed.

The run of show and any powerpoint slides need to be sent to your SAA staff member by April 12.

Step 3: Prepare for Your Live Event

On April 9, presenters in each event will receive a unique link to their broadcast room for their live event. If you do not see this e-mail, please let your assigned SAA staff member know.

Please double-check the date and time of your live event. *Please remember all times in the program are in Eastern Daylight Time.*

Technical Tips for Presenters
- You will look best if you optimize your internet connection, such as asking if others can avoid streaming at the same time or—better still—if you have the ability to use a wired connection (an ethernet cable) such as at an employer's office, this will provide the best connectivity.
- If using a laptop, plug your computer into the charger.
- Be in a room with a strong internet connection.
- If possible, limit other internet connections on your network during the time of your presentation.
- Know where your webcam is so that you are looking into it when you make comments during the live event.

Environmental Tips for Presenters
- To the extent possible, plan to be in a private area with minimal interruptions. For instance, consider hanging a sign on a door to a private space or putting pets outside during your scheduled recording time.
- Close doors and windows to reduce ambient sound. You'd be surprised how much environmental noise you can eliminate.
- For best results, use natural light and supplement with additional light as needed.
- Put your lighting source in front of you. Do not put lights overhead, and do not put any lights or windows behind you as they will alter the light levels in your videos and create shadows.
- Avoid distracting backgrounds by checking the surroundings behind you to make sure there are no distracting colors or movement.
- Place yourself slightly off-center to the left or right rather than directly in the middle of the frame.
- Have a clock nearby to keep track of the time you have remaining.
- Use a chair that is adjustable for height but does not swivel. Swiveling on camera can be distracting for people watching the presentation.

The Day before Recording
- For maximum performance, reboot your computer prior to the live session.
- Ensure your device, operating system, and Zoom updates are installed in advance of the meeting time.
- Make sure you have the broadcast room link readily available to log on to your recording session.
- Please set up your Zoom to display your full name so your BAV technician is clear who is who.

Step 4: Live Presenting

Presenters in each event should have received a unique link to their broadcast room for their live event by April 12. **You will use this unique link to present; you will NOT be logging in through the Annual Meeting website**. If you cannot find this e-mail, please let your assigned SAA staff member know right away.

Remember that all times in the program are in Eastern Daylight Time.

Immediately prior to your session and during your session:

- Click on your broadcast link 15 minutes prior to the start of the session (note: meetings will not start until their official start time due to other meetings in progress).
- Silence or power off your phone.
- Be aware of where your device camera is. Look at the camera when delivering your comments in order to facilitate better engagement with the viewers.
- Keep water nearby.
- Mute your microphone if you are not presenting to reduce background noise.
- Everything that is on your computer screen will be recorded—please turn off any notifications (e.g., Outlook or e-mail).
- Keep your computer's system usage to a minimum by only having windows or applications open that you need for the meeting or presentation.

- Make sure your full name is displayed so that your BAV technician knows who you are.

A Note for Chairs and Presenters
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 this SAA meeting without refund.

As a reminder, you may reach out to the SAA meeting ombuds to "present" at your live event or to "attend." Please e-mail the ombuds (saaombuds@gmail.com) to request that one of the two ombuds be "on" your panel (i.e., their face and comments are broadcast) or to request that they join your live event as an attendee (i.e., they are able to add text comments on the synchronous chat).

Participating in the Online Meeting

During the session's scheduled time, attendees will have the opportunity to participate in a live chat (public) or to submit questions by text (private to specific presenters).

Chat comments will be identified by attendees' 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.

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 form](#) to meetings@saa.org by April 18, 2021, to be entered into a drawing to win $250! Two winners will be selected.
- Exhibitor booths are available at any time, but exhibitors will staff their booths from 11:00 a.m.–1:00 p.m. EDT on Thursday and Friday so they can engage more directly with meeting attendees.
- 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 final round, which will be at 1:00 p.m. on Thursday!