SHA 2011: Hard-copy submission forms
The following information applies only to those persons responding to the Call for Papers by mail, using hard copies. If you are using the SHA online system, all of the required information will be captured at that time. Please do not send hard copies of your materials to SHA if you have applied online.

Submitting Individual Papers and Poster/Media Displays
The author who will be presenting the paper/poster must submit:
• Form 1 – General Submittal Form
• Form 2 – Individual Contribution Abstract Submission Form
• Your paper abstract on a CD-ROM clearly marked with your name and the title of your presentation.
Please provide your abstract in Microsoft Word format.

Submitting an organized symposium
The organizer/s must submit:
• Form 1 – General Submittal Form
• Form 3 – Symposium Organizer Submission Form
• Your symposium abstract on a CD-ROM clearly marked with your name and the title of your symposium.
Please provide your abstract in Microsoft Word format.

Submitting a paper within an organized symposium
The author who will be presenting a paper within an organized symposium must submit:
• Form 1 – General Submittal Form
• Form 4 – Symposium Presenter Submission Form
• Your paper abstract on a CD-ROM clearly marked with your name and the title of your presentation and the symposium title. Please provide your abstract in Microsoft Word format.

Submitting an organized forum or panel
The organizer/s must submit:
• Form 1 – General Submittal Form
• Form 5 – Forum/Panel Organizer Submission Form
• Your forum abstract on a CD-ROM clearly marked with your name and the title of your forum. Please provide your abstract in Microsoft Word format.

Audiovisual Equipment
A digital (LCD) projector used for PowerPoint presentations, a microphone and a lectern will be provided in each meeting room. The Session Organizer is responsible for coordinating among the presenters in his/her session to ensure that one PC laptop computer is available to all presenters during the session. The SHA will not provide laptop computers for presenters. If you are chairing a session in which PowerPoint presentations will be used, you must make arrangements for someone in your session to provide the necessary laptop computer. Please ensure that the laptop is a PC, and not a Mac.

PowerPoint presentations must be brought on either a CD Rom disk or a portable USB flash drive. All PowerPoint presentations should be loaded onto the laptop computer designated by the Session Organizer prior to the beginning of the session to allow for a seamless transition between papers. Presenters are discouraged from using a computer other than the one designated by the Session Organizer due to the delay in disconnecting/reconnecting the digital projector.

35mm carousel slide projectors and overhead projectors will NOT be provided by the SHA. Anyone wishing to use a slide or overhead projector for his/her presentation should contact Kristin Hossler by December 1, 2010 at SHA Headquarters (khossler@mgmtsol.com) for rental information.

Send all applicable forms to:
SHA Headquarters, 9707 Key West Avenue, Suite 100, Rockville, MD 20850 USA
Email: hq@sha.org Phone: 301.990.2454 Fax: 301.990.9771
Form 1: General Submittal Form (all participants)

Submission Deadline: July 10, 2010
Please also complete Forms 2, 3, 4, or 5, as appropriate.

Last Name_________________First Name________Initial_____Title____________________

Affiliation

Address

City:____________State/Province________Postal Code________Country:____________

Telephone:____________Fax:________________Email:_____________________(required)

Program Division (check one): □ Terrestrial Program □ Underwater Program

Submitting as:

Individual Contributor: _____ paper _____ poster/media display
(Individual Contributors must also complete Form 2.)

☐ I am a student member of the SHA and would like my paper to be considered for the Student Paper Prize Competition. Please contact Jamie Brandon at jbrando@uark.edu for details about competition requirements.

Symposium or Forum Organizer _____
(Symposium Organizers must also complete Form 3.)

Symposium Presenter _____
(Symposium Presenters must also complete Form 4.)

Forum Organizer _____
(Forum Organizers must also complete Form 5.)

All participants must sign the following: I have read and, by my signature, subscribe to the SHA Ethics Statement:

Signature:________________________________________________________Date:__________

Send all applicable forms to:
SHA Headquarters, 9707 Key West Avenue, Suite 100, Rockville, MD 20850 USA
Email: hq@sha.org Phone: 301.990.2454 Fax: 301.990.9771
Form 2: Individual Contribution Abstract Submission Form
Papers and Posters/Media Displays

Name: __________________________________________ Affiliation: __________________________________________

Submission (check one): □ Paper/Report (15 min) □ Poster/Media Display

Important Note: all papers will be allotted 15 minutes.

Program Division (check one): □ Terrestrial Program □ Underwater Program

Abstract Title (please print): ________________________________________________________________

__________________________________________________________

Abstract: Please submit your abstract (150 words maximum) on a CD-ROM clearly marked with your name and the title of
your presentation. Abstracts should be in Microsoft Word format.

Author 1
Last Name: _____________________________ First Name: ________________________________
Affiliation: _____________________________ Email: _______________________________________(required)

□ I am a student member of the SHA and would like my paper to be considered for the Student Paper Prize
Competition. Please contact Jamie Brandon at jbrando@uark.edu for details about competition requirements.

Author 2
Last Name: _____________________________ First Name: ________________________________
Affiliation: _____________________________ Email: _______________________________________(required)

Author 3
Last Name: _____________________________ First Name: ________________________________
Affiliation: _____________________________ Email: _______________________________________(required)

Author 4
Last Name: _____________________________ First Name: ________________________________
Affiliation: _____________________________ Email: _______________________________________(required)

Key Words:
(1) _______________ (2) _______________ (3) _______________

Region: _____________________________ Period: _____________________________

All presenters must register at the full conference rate during the regular registration period (October 1 to December 12, 2010). Presenters who fail to register will not be permitted to deliver their papers.

Send all applicable forms to:
SHA Headquarters, 9707 Key West Avenue, Suite 100, Rockville, MD 20850 USA
Email: hq@sha.org Phone: 301.990.2454 Fax: 301.990.9771
Form 3: Symposium Organizer Submission Form
(including Electronic Symposia, although time segments for each presenter in an electronic symposium will not be listed in the program).

Organizer(s): ____________________________
Chair(s): ________________________________
Sponsor (if any): __________________________
Symposium Title (please print): __________________________

Abstract: Please submit your abstract (150 words maximum) on a CD-ROM clearly marked with your name and the title of your presentation. Abstracts should be in Microsoft Word format.

Program Division (check one): □ Terrestrial Program □ Underwater Program

Key Words: (1) __________________________(2) __________________________(3) __________________________

Each time block is 1.5 or 2 hours, divided into 15 minute segments. For each segment, use the check boxes below to indicate (in time-sequence order) whether the time will be used for a paper, discussant, introduction, or open discussion (if any re-ordering is necessary, we will make every effort to alert the session organizer before the conference). If applicable, enter participant information. Introductions will not count as formal papers. Organizers may request up to four time blocks for each session, although there is no guarantee that all will be scheduled on one day.

All presenters must register at the full conference rate during the regular registration period (October 1 to December 12, 2010). Presenters who fail to register will not be permitted to deliver their papers.

***************************************************************************

TIME BLOCK ONE: 1.5 or 2 HOURS. You may include more than discussion period if you wish. If you will not be using all of the time segments allowed, please indicate (although blocks must be at least 1.5 hours).

Time Segment 1 □ Presenter □ Discussant □ Discussion □ Introduction
Last Name: ____________________________ First Name: ____________________________
Affiliation ____________________________ Email: ____________________________ (required)

Time Segment 2 □ Presenter □ Discussant □ Discussion
Last Name: ____________________________ First Name: ____________________________
Affiliation ____________________________ Email: ____________________________ (required)

Time Segment 3 □ Presenter □ Discussant □ Discussion
Last Name: ____________________________ First Name: ____________________________
Affiliation ____________________________ Email: ____________________________ (required)

Time Segment 4 □ Presenter □ Discussant □ Discussion
Last Name: ____________________________ First Name: ____________________________
Affiliation ____________________________ Email: ____________________________ (required)
**Time Segment 5**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 6**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 7**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 8**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

***************************************************************************

TIME BLOCK TWO: 1.5 or 2 HOURS. You may include more than discussion period if you wish. If you will not be using all of the time segments allowed, please indicate (although blocks must be at least 1.5 hours).

**Time Segment 1**  □ Presenter  □ Discussant  □ Discussion □ Introduction

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 2**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 3**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 4**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 5**  □ Presenter  □ Discussant  □ Discussion

Last Name: __________________________ First Name: __________________________
Affiliation __________________________ Email: __________________________ (required)

**Time Segment 6**  □ Presenter  □ Discussant  □ Discussion
TIME BLOCK THREE: 1.5 or 2 HOURS. You may include more than discussion period if you wish. If you will not be using all of the time segments allowed, please indicate (although blocks must be at least 1.5 hours).

Time Segment 1  □ Presenter  □ Discussant  □ Discussion □ Introduction

Time Segment 2  □ Presenter  □ Discussant  □ Discussion

Time Segment 3  □ Presenter  □ Discussant  □ Discussion

Time Segment 4  □ Presenter  □ Discussant  □ Discussion

Time Segment 5  □ Presenter  □ Discussant  □ Discussion

Time Segment 6  □ Presenter  □ Discussant  □ Discussion

Time Segment 7  □ Presenter  □ Discussant  □ Discussion

Time Segment 8  □ Presenter  □ Discussant  □ Discussion

TIME BLOCK FOUR: 1.5 or 2 HOURS. You may include more than discussion period if you wish. If you will not be using all of the time segments allowed, please indicate (although blocks must be at least 1.5 hours).

Time Segment 1  □ Presenter  □ Discussant  □ Discussion □ Introduction
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 2  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 3  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 4  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 5  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 6  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 7  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)

Time Segment 8  □ Presenter  □ Discussant  □ Discussion
Last Name:__________________________  First Name:__________________________
Affiliation________________________  Email:__________________________ (required)
NAME: ________________________________

Symposium Title: ________________________________

Symposium Organizer(s): ________________________________

Program Division (check one):  □ Terrestrial Program        □ Underwater Program

Paper Title (please print): ________________________________

_________________________________________________________________________________

Abstract: Please submit your abstract (100 words maximum) on a CD-ROM clearly marked with your name and the title of your presentation. Abstracts should be in Microsoft Word format.

Key Words: (1) ____________________ (2) ____________________ (3) ____________________

Author 1
Last Name: ____________________ First Name: ____________________
Affiliation: ____________________ Email: ____________________ (required)

Author 2
Last Name: ____________________ First Name: ____________________
Affiliation: ____________________ Email: ____________________ (required)

Author 3
Last Name: ____________________ First Name: ____________________
Affiliation: ____________________ Email: ____________________ (required)

Author 4
Last Name: ____________________ First Name: ____________________
Affiliation: ____________________ Email: ____________________ (required)

☐ I am a student member of the SHA and would like my paper to be considered for the Student Paper Prize Competition. Please contact Jamie Brandon (jbrando@uark.edu) for details about competition requirements.

All presenters must register at the full conference rate during the regular registration period (October 1 to December 12, 2010). Presenters who fail to register will not be permitted to deliver their papers.

Send all applicable forms to:
SHA Headquarters, 9707 Key West Avenue, Suite 100, Rockville, MD 20850 USA
Email: hq@sha.org    Phone: 301.990.2454    Fax: 301.990.9771
Form 5: Forum/Panel Organizer Submission Form
SHA 2011 Conference on Historical & Underwater Archaeology

Forum Organizer(s): __________________________ Email: __________________________ (required)
Moderator(s): __________________________ Email: __________________________ (required)
Sponsor (if any): __________________________
Title (please print): __________________________

Abstract: Please submit your session abstract (150 words maximum) on a CD-ROM clearly marked with your name and the title of your presentation. Abstracts should be in Microsoft Word format.

Program Division (check one): □ Terrestrial Program     □ Underwater Program

Panelists for Time Block One: (Maximum 6 per 1.5 hour period)

<table>
<thead>
<tr>
<th>Name and Affiliation</th>
<th>Email (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panelist 1</td>
<td></td>
</tr>
<tr>
<td>Panelist 2</td>
<td></td>
</tr>
<tr>
<td>Panelist 3</td>
<td></td>
</tr>
<tr>
<td>Panelist 4</td>
<td></td>
</tr>
<tr>
<td>Panelist 5</td>
<td></td>
</tr>
<tr>
<td>Panelist 6</td>
<td></td>
</tr>
</tbody>
</table>

Panelists for Time Block Two: (Maximum 6 per 1.5 hour period)

<table>
<thead>
<tr>
<th>Name and Affiliation</th>
<th>Email (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panelist 1</td>
<td></td>
</tr>
<tr>
<td>Panelist 2</td>
<td></td>
</tr>
<tr>
<td>Panelist 3</td>
<td></td>
</tr>
<tr>
<td>Panelist 4</td>
<td></td>
</tr>
<tr>
<td>Panelist 5</td>
<td></td>
</tr>
<tr>
<td>Panelist 6</td>
<td></td>
</tr>
</tbody>
</table>

All presenters must register at the full conference rate during the regular registration period (October 1 to December 12, 2010). Presenters who fail to register will not be permitted to deliver their papers.

Send all applicable forms to:
SHA Headquarters, 9707 Key West Avenue, Suite 100, Rockville, MD 20850 USA
Email: hq@sha.org    Phone: 301.990.2454    Fax: 301.990.9771