

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: _____ **1**

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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.

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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**

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 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**

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 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)

Form 4: Symposium Presenter Submission Form

SHA 2011 Conference on Historical & Underwater Archaeology

NOTE: DO NOT SUBMIT THIS FORM UNTIL YOU ARE NOTIFIED THAT THE SESSION ORGANIZER HAS SUBMITTED THE SESSION.

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)

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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)

<i>Name and Affiliation</i>	<i>Email (required)</i>
Panelist 1 _____	_____
Panelist 2 _____	_____
Panelist 3 _____	_____
Panelist 4 _____	_____
Panelist 5 _____	_____
Panelist 6 _____	_____

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

<i>Name and Affiliation</i>	<i>Email (required)</i>
Panelist 1 _____	_____
Panelist 2 _____	_____
Panelist 3 _____	_____
Panelist 4 _____	_____
Panelist 5 _____	_____
Panelist 6 _____	_____

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