

Submissions - Frequently Asked Questions

Call for Papers Opens: May 1, 2011
Final Submission Deadline: July 10, 2011

SHA 2012 will be held in Baltimore, Maryland at the Baltimore Waterfront Marriott.

<p>I'm organizing a session and I am confused. What gives?</p>	<p>Session Organizers: To streamline the submission process, we have updated the instructions. Please follow these closely:</p> <ol style="list-style-type: none">1) Submit a new Session Proposal here (https://www.conftool.com/sha2012/index.php?page=submissions).2) Provide a title, abstract, details on the structure for the session, and sponsor if there is one.3) List the names, emails and affiliations of the Organizers. Note: The emails MUST match the emails on file in the ConfTool conference system.4) List the names, emails and affiliations of the Chairs. Note: The emails MUST match the emails on file in the ConfTool conference system.5) List the names, emails and affiliations of any Discussants (not required). Note: The emails MUST match the emails on file in the ConfTool conference system.6) List the names, emails and affiliations of your Presenters/Participants IN ORDER OF PRESENTATION. Note: The emails MUST match the emails on file in the ConfTool conference system.7) Add any remarks you would like to make for the Program Committee, and any remarks you would like to share with submitting authors. <p>NOTE: You do NOT enter the ABSTRACTS of your presenters. Presenters will submit their papers and abstracts to your session, precisely as was done last year (see next section).</p>
<p>I'm submitting a paper, and I'm confused. How do I do it?</p>	<p>Paper Submitters: If you are submitting an INDIVIDUAL submission, you may do so NOW by following these links:</p> <p>Submit a Paper submission to a GENERAL session Submit a Poster</p> <p>If you are submitting a paper to an ORGANIZED SESSION (Symposium, Panel, Forum) please follow these instructions closely:</p>

	<p>1) Email your session organizer with your name and affiliation (one affiliation only, please), and your email as registered in ConfTool, as soon as possible (why not send it now?)</p> <p>2) Your session organizer will email you when the session has been accepted and posted and is ready for submissions. They will provide you a direct link to submit your paper abstract</p> <p>Please wait until you hear from them to submit.</p>
When can I register for the conference, pay, etc?	The online registration system will open on October 1. Sign on as a user by going to http://www.sha.org and follow the instructions from there.
When does early registration end?	December 2, 2011. After that date, the cost for members goes from \$180 to \$205. Costs for other categories (students, non-members, etc.) increase as well.
When does late registration start?	Midnight, Eastern time, December 3.
How do I know when my symposium will be?	Check your newsletter or http://www.sha.org/documents/SHA2012%20Preliminary%20Program.pdf .
What if there is a mistake in my (name, affiliation, whatever)?	Contact us directly at sha2012programchair@gmail.com .
I have two things to do at the same time -- help!	<p>There were VERY few occasions in which we could not accommodate the multiple conference roles that some individuals take on, as well as the many individual scheduling requests that we received. When overlaps were unavoidable, the people affected have been notified. We also tried to avoid thematic overlap as much as possible.</p> <p>It is possible, however, that a few people may need to move from one session to another during any given time period. If you want to know the specific time that your individual presentation is scheduled, please write us directly and we will let you know.</p>
When does the call for papers open?	May 1, 2011
What is the final deadline?	July 10, 2011
What is the web address	Go to the SHA 2012 Conference Site .

for submissions?	
My SHA login doesn't work!! Panic!	<p>That's because ConfTool requires its own account, and it also requires that you create a new account each year. Your SHA member login is a totally different animal. If you were already a member of SHA, your ConfTool account has already been generated and you should have received an e-mail with your account details.</p> <p>If you are a new SHA member, use the link above and create a new account. You will get your password in an email, after which you can log in again to submit your symposium or paper or forum or whatever.</p>
Where do I find out what sorts of symposia are allowed?	General information can be found at the SHA 2012 Conference Site . This FAQ does not attempt to answer all questions, and more answers can be found by reading the Call for Papers.
Who can participate in the conference and how?	Anyone with an interest in historical archaeology and something to say -- see the Call for Papers on the sha.org home page. One does not need to be a member to attend, but you must sign the SHA ethics statement as a part of filling out your forms.
I don't know my ConfTool password and username from last year. Do I need it?	No, as noted above, each year you need to get a new ConfTool account. Go in and submit as a new user, and once you have done that you can submit your contributions.
I need to submit a paper to a symposium. How do I do this?	First -- do NOT submit it under the "Individual Submissions" category. Once you have signed on, click on the "Your Submissions" link. Scroll down the list of possible submission types and look for the title of the symposium you need to submit to (your symposium organizer is supposed to let you know when it is time to do this). If it is not listed, this means it has not been formally accepted yet. If it is, click on that link and submit to the symposium.
I want to submit an independent paper. How do I do this?	Sign on and click on the "Your submissions" link. Go to "Individual Submissions" and click on the type of submission you want to make -- paper, poster, or media display. See the Call for Papers for additional information about submission types.
I am on the form used to submit symposium proposals and see a field that asked for additional details. What sort of details do you want?	If you like, you can tell us what order you want your speakers to be in, where you want to insert discussion segments and discussant comments, and whether you want time for a formal introduction. If we do not hear from you with additional details, and you do not go in and re-order your papers yourself, two things will happen. First, we determine the order that the papers are scheduled (see question below). Second, we will assume that you want to arrange your symposium in the "usual" way -- that is, discussants at the end, no introduction, and no discussion. Our only restriction is that formal papers need to be no more than 15 minutes.
Will an introduction	Yes, if it is a full 15 minutes (and we will assume that it is unless you tell us

count as a formal paper?	otherwise). If you have a question about this, please send an email to the Program Chair. We are considering ways to schedule short (5 minute) introductions if enough people request this.
How will I know if my symposium is approved?	Two ways. First, you can go into ConfTool and check to see if it has been accepted. Second, we will send you an email. We do this every few days. IMPORTANT: Until your symposium has been officially accepted, you cannot submit individual participants' abstracts.
I have submitted a symposium into ConfTool, and filled out the field which allows me to tell you the order I want the papers to be in. But after that, when I went into ConfTool to look at my symposium, using the software, I noticed that the order there is different. Why? And how do I fix this?	Currently, the papers submitted as part of an organized symposium are attached to their symposium in the order in which they are received by the system. The Program Committee can (and probably will) reorder them, based on a variety of factors (including the need to avoid scheduling people on top of themselves!), but we will attempt to take your preferences into account. Therefore, if you have a preference about paper order, you should do two things. First, go into your symposium and re-order your papers before July 10, when the system closes. Second, let us know what your preferences are, as noted in the FAQ above. The entry field we give you on the form is designed to give us additional information in case we have questions, and to allow you to insert discussion segments if you wish to do that.
I don't understand time blocks. How do I decide if I should have a 1.5 or 2-hour time block, and how do I organize my session?	First, figure out how many papers you have. For example, if you have 6 papers, you could use a 1.5 hour time block and move quickly from one paper to the next, or you could select a 2-hour block and have two 15-minute discussion sections. If you have 4 papers and a discussant, a 1.5 hour time block is for you. If you have 12 papers, you should plan to have two blocks. If you keep in mind that all papers must be 15 minutes in length, you can figure out the minimum amount of time needed for your session and decide how to arrange each component. If you're not sure you can fill an entire time block, consider adding a discussant or some discussion periods.
Am I limited in the number of papers I can have in my symposium?	Not really, although for the most part symposia should be no more than a half-day. Some may go over that, but if you need to exceed it by much please write us. We may have to break it into different days (although we will try not to do this).
Will you be able to do whatever we want to in terms of scheduling?	We will do our best to schedule it the way you request, and will let you know about any necessary adjustments ahead of time, via emails to the organizers. However, the final decisions about scheduling are up to the Program Committee. We may write you to ask that you insert additional papers into your symposium, if we get individually submitted abstracts that fit. Or, if your symposium is too long, we may have to break it up into shorter time blocks.
Can we have time devoted to open discussion?	Yes. Just tell us when you want to have these discussion periods.

Can papers be longer than 15 minutes?	NO. If you have need for a longer paper, consider dividing it into 15-minute segments, to be presented by different primary authors. Then let us know how you want to schedule it, using the entry field provided.
Do symposia have to have formal discussants?	No, that is up to you.
I see the form for individual papers, but how do I submit a paper to a symposium?	All symposium proposals must be reviewed before individual papers within it are submitted. Once approved, each symposium is then added to the list of submission types. The symposium chair will receive an email when a symposium has been approved. The symposium chair must then enter each abstract – so please be sure to provide your name and e-mail as you entered them into ConfTool, as well as your abstract, to the symposium chair.
Do I have to submit by the July 10 deadline?	YES. No exceptions.
Do I need to pay the \$25 abstract submission fee this year?	NO. There was a mistake in the forms that appeared in the Spring Newsletter about this. You do not have to pay anything in order to submit a proposal. However, you MUST preregister for the entire conference in order to give your paper or have a symposium.
Can I submit by mail with hard copies?	If you don't have internet access, you can download forms to mail at http://www.sha.org/documents/2012FormsForHardcopySubmission.pdf . We strongly encourage you to use the online system, however.
I am on a forum/panel. Do I need to submit anything if my panel chair has already listed me?	No, but you will need to register for the entire conference when the online system opens on October 1.