

2024 SAA Annual Meeting

Program Submission Form Deadline: December 6

By submitting a proposal, you are designating yourself as the session chair—the person who serves as the point of contact throughout the Annual Meeting should the proposal be accepted. It is the chair's responsibility to keep information flowing to session participants, to approve the session description and roster that appears in the online program, and to notify the [Conference Office](#) of any changes to that description or roster.

1. **Log in** at <https://ww5.aievolution.com/archivists/> with your SAA website username and password to start the submission process.
2. Access the submission form by clicking **Proposals** in the **Submission** section of the dashboard.
3. Click the **Begin Proposal Submission** button to start. You will be able to make changes to your abstract up until the **December 6** deadline.
4. On the **Title** section you will be able to enter your session title and select a format type. **Note:** the format type **cannot** be changed once selected. **REMINDER:** Save at the bottom of each page.
5. In the Speaker section you will need to confirm yourself as the chair to move forward.
6. You will need to enter a short bio (up to 1,000 characters) and presenter topic and/or title of their presentation.
7. Click the **Add Presenter** (or Add Facilitator, Add Moderator, etc.) to search and add each speaker.
8. Enter your **Proposal Abstract** (up to 1,300 characters.) This version of your abstract will be used by the Program Committee to evaluate your session proposal.
9. Enter your Session Abstract (up to 500 characters). If your proposal is accepted, this version of your abstract will be used to describe the session to prospective attendees.
10. Enter the **Educational Objectives** (up to 500 characters). What is the goal of the session and what will participants learn from it? How does the session add value, explore a new or unique problem, or represent a new perspective?
11. Enter the **Target Audience** (up to 1,300 characters). At what level of experience is the session targeted? What method(s) will the presenters use to engage the target audience?
12. In the **Addition Session Information** section you will be asked to submit a Diversity, Equity, Inclusion, and Accessibility (DEIA) Statement, your session length preference, and your group's preferred method of participation (in-person only, virtual only, hybrid [in person and cast simultaneously to the online platform]). If your preference is to present a hybrid session, you will be asked how your group plans to engage with virtual and in-person attendees (up to 1,500 characters), and agree to the Proposal and Speaker Changes Policy.
 - a. One of SAA's core values is ensuring the diversity of its membership and leaders, the profession, and the archival record. We expect program sessions to reflect this commitment to a diverse and inclusive program and profession. Please indicate—in a summative way—how your proposal reflects individual, institutional, or geographic diversity, or supports the development, inclusion, and stewardship of a diverse profession or cultural record. This could include positionality statements reflecting on the unique identities of the panelists in relation to the session topic, a recognition of dominant positionality inherent in your identity or organization, or the ways in which

power and privilege manifest in the session and how you will use or respond to it. (Up to 1,000 characters.)

- b. OPTIONAL: Please indicate how your proposed session provides a diverse, equitable, and inclusive roster of presenters. The optional list is designed to assist you and your group with crafting your DEIA statement.
13. You will have a chance to review your proposal prior to the final submission of the form in the **Preview** section. The system will also let you know if you are missing any required section in order to submit.
 14. The Finalize section is where you will need to confirm you are ready by clicking a box and then the SUBMIT button. **Your abstract will not be considered submitted until this step is completed.**
Do this by the December 6 deadline.

Again, you will be able to make changes to the abstract up until the **December 6** deadline even if you submit the abstract.

Questions? Please contact the Conference Office at conference@archivists.org.