ASOR

PROGRAM COMMITTEE

GUIDELINES

Rev. 2024

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I. Overview of the Program Committee Guidelines

The ASOR Annual Meeting is one of the most important services that ASOR offers its members and is ASOR's and its affiliated research centers' focal event of the year. The meeting provides a venue for scholars, students, and interested members of the public to come together for three and a half intensive days of academic lectures, poster presentations, roundtables, business meetings, evening receptions, and general conversation on an array of topics related to the history and cultures of ancient West Asia, Central Asia, Africa, and the wider Mediterranean world.

Because of the importance of the Annual Meeting, the following guidelines have been prepared to assist the Program Committee in understanding and performing its charge. Also, because each meeting is unique, as each is affected by decisions that vary from year to year (e.g., meeting location, anticipated level of attendance, hotel facilities, and funding), the intent of these guidelines is *not* to provide a rigid set of instructions. Rather, the goal is to guide the committee in recognizing areas of established approach and areas of flexibility with respect to setting up the Annual Meeting.

The Program Committee (PC) is an independent committee whose chair or co-chairs report to ASOR's Vice President and are part of the Chairs Coordinating Council (CCC). The PC is supported by ASOR's Director of Meetings and Events.

II. General Responsibilities of the Program Committee

The Program Committee is responsible for the intellectual content of the Annual Meeting. This responsibility involves organizing many aspects of the Annual Meeting, most importantly presentations of scholarly papers. More specifically, the PC will determine the format of sessions for the presentation of papers and will select the sessions to be held each year. It will also review paper abstracts for possible violations of the ASOR Policy on Professional Conduct as needed.

The PC is also responsible for nominating plenary speakers for the Annual Meeting. These nominations are forwarded to the CCC, which puts forward a recommendation to ASOR's President. Plenary nominations may be based on important work being done by a scholar or in a particular region or methodological area. Some consideration of balance over past years' plenary speakers may figure in the PC's nominations—to that end, Appendix B lists ASOR's plenary speakers since 2005.

The PC is not responsible for the initial placement of papers in sessions. Papers will be forwarded initially to session chairs based on the prospective presenter's stated preference. If a session chair rejects a paper from the prospective presenter's session of first choice, the paper will be moved to the session of second choice or the Chair(s) of the PC will allocate the paper to a session in the general program as seems appropriate to support the academic goals of the meeting.

The following sections outline the major tasks of the PC, along with schedules.

III. Membership of the Program Committee

The standing committee will include a chair (or co-chairs) and eight to ten members. The PC will be composed of representatives in proportion to the broad constituency of ASOR representing the temporal, regional, and disciplinary interests associated with the history and cultures of the Near East and the Mediterranean world. Membership in the PC should reflect the breadth and diversity of the geographic, temporal, disciplinary, and methodological expertise and interests of ASOR membership, as represented by the Annual Meeting Program. In addition, the PC should include a balance of senior, mid-career, and early career scholars.

ASOR's President sits on the committee as a voting, ex-officio member, and ASOR's Executive Director and Director of Meetings and Events sit on the committee as non-voting, ex-officio members.

At the discretion of the chairs, other ASOR members may be identified as special consultants to the PC, to be called upon only in cases in which their areas of expertise are needed in reviewing new session proposals, paper proposals, or issues that come before the committee. These consultations may be undertaken via email, phone, or inviting the consultant to attend a specific portion of a meeting (whether in person or online). These special consultants will not be considered regular, voting members of the committee and will serve in an advisory capacity only.

A. **Eligibility:** The chair(s) must be academic members of ASOR and have the appropriate terminal degree. PC members must be academic members of ASOR and have a terminal degree or (in rare cases) be advanced doctoral candidates.

B. **Selection and Appointment of Chair(s) of the Program Committee:** The Chair(s) of the PC are normally nominated by the outgoing chair(s), but the position may be announced more widely. That nomination goes to the Chairs Nominating Committee, and if approved there, is forwarded to the Board of Trustees for final approval.

C. **Selection and Appointment of Members of the Program Committee:** Selection of new members of the PC will be based on representing breadth and diversity of the geographic, temporal, disciplinary, and methodological expertise and interests of ASOR membership. The Chair(s) of the PC will solicit names of potential appointees from the members of the PC and from ASOR membership more broadly through an open call organized by the Director of Meetings and Events. The PC Chair(s) will solicit CVs and PC Questionnaires from those candidates whose disciplinary interests fill gaps and/or complement those of existing PC Members, whose areas of expertise and interests are included in their bios on the PC webpage.

D. and PC Chair(s) will forward the names, CVs, and completed Questionnaires to existing PC Members for their consideration and approval. Once the majority of the PC has approved the

appointment of candidates to fill vacancies, the name(s) of potential members will then be forwarded to the Chairs Coordinating Council for review and the CCC will provide an informational report to the Executive Committee.

E. **Term Limits:** Chair(s) and members of the PC serve three (3)-year terms, which may be renewed once. In no case should any chair or member serve for more than six (6) consecutive years (two terms), except in two cases: 1) the case when a committee member is appointed as chair (or co-chair) during or after their term(s) as a committee member, in which case they may serve up to two terms as chair; 2) the case when a departing chair(s) is asked to stay on as a committee member to offer advice and expertise to new chair(s), in which case the immediate past-chair(s) may serve only one (1) year further. After a hiatus of two (2) years, individuals may return to service on the committee.

F. **Reappointment of Chair(s) of the Program Committee:** As noted in Item D above, Chair(s) of the PC may serve a second term, though reappointment is not automatic, but is based on the quality of the work done for the committee during the first term of service. The Chair(s) must indicate their willingness to continue for a second term to the Chairs Nominating Committee. If the Chairs Nominating Committee agrees that the PC Chair(s) should continue for a second term, the Chair of the CCC will then forward the request for reappointment of the PC Chair(s) to the Board of Trustees for final approval.

G. **Reappointment of Members of the Program Committee:** As noted in Item D above, Members of the PC may serve a second term, though reappointment is not automatic, but is based on the quality of the work done for the committee during the first term of service. In this event, the Member whose term has expired must indicate their willingness to continue for a second term in writing to the Chair(s) of the PC. The Chair(s) of the PC may approve the reappointment and notify the CCC.

H. **Termination of Service to the Program Committee:** Because membership on the PC is voluntary, the Chair(s) and individual members of the committee may terminate their service in writing at any time during their terms.

The Chair(s) of the PC may be asked by the Chair of the CCC to step down from service to the PC at any point during their terms, if the Chair of the CCC in consultation with the President, the Executive Director, and the Director of Meetings and Events, find that the Chair(s) have not fulfilled their duties to the PC and to the running of the Academic Program of the Annual Meeting.

The Chair(s) of the PC also reserve the right to request that individual members step down from service to the committee during the middle of a term of service if a member of the PC has not fulfilled their basic responsibilities (i.e., failing to provide input on a regular basis on matters presented to them via email by the Chair(s) of the PC; failing to review, vote, and comment on new session proposals; failing to attend a majority of the conference calls; and failing to attend the PC meeting at the Annual Meeting). Alternately, if the member of the PC requests to continue their term on the PC despite not fulfilling their basic responsibilities, the

Chair(s) of the PC can place this member on a probationary status for a period not to exceed one (1) year by sending this member notification of this probationary status in writing by email; if a member is placed on probationary status, further disregard for basic responsibilities will be grounds for immediate termination of service to the PC.

IV. Meetings of the Program Committee

The PC will meet at least once a year at the ASOR Annual Meeting to discuss pressing issues for the following year. During the course of the year, the PPC should be prepared to hold formal and informal discussions as the need arises, either via online meetings or more generally through email exchange. Typically, these online meetings occur in January and February: one to review Member-Organized Session and Workshop proposals for that year's Annual Meeting, and another to determine nominations for plenary speaker for the following year's Annual Meeting; these nominations are forwarded to the CCC, which puts forward a recommendation to ASOR's President.

Because decisions affecting the Annual Meeting will be made throughout the course of the year preceding the meeting, and to maintain productivity in the development of the Program for the Annual Meeting, PC members should be prepared to attend all online meetings of the committee and respond to communication requests in a timely manner. If a PC member is unable to attend or respond, the committee will proceed with its work.

V. The Academic Program of the Annual Meeting of ASOR

The Academic Program of the Annual Meeting of ASOR will be comprised of a number of long-standing sessions, hereafter referred to as "ASOR Standing Sessions," as well as "Member-Organized Sessions," which are unique, newly proposed sessions that will have been approved by the PC for a maximum of three (3) consecutive years. In addition, the program may include "Workshops" and "Poster Sessions."

General Timeline (subject to change as conditions necessitate):

- December 15–January 15: Call open for Member-Organized Session and Workshop proposals
- January 15–February 15: Review of proposals by PC; acceptance notifications sent by email from ASOR staff for new Member-Organized Sessions and Workshops; revisions/finalizing of accepted session and workshop descriptions (based on abstracts)
- February 15–March 15: Call for Papers open for all ASOR Standing Sessions and Member-Organized Sessions and Workshops
- March 15–April 1: Extended Call for Papers
- March 20–April 10 (dates are fluid): First round of review by session chairs and further solicitation for late submissions

- April 5–May 15: Second round of review by session chairs; further review by PC as necessary; and finalization of session and workshop program placement
- May 15: Acceptance notifications sent by email from ASOR staff to paper presenters and workshop participants
- June: Program drafts, copy-edits, and final program;
- June 1–August 1: Call for Posters
- August 1–August 15: Extended Call for Posters
- August 1–August 23: Review of Poster proposals by session chair of the Poster Session; acceptance notification sent by email from ASOR staff for poster presenters by September 1.
- October: Training for session chairs
- November: Annual Meeting (in-person and online)

A. ASOR Standing Sessions

1. Description: ASOR Sessions are organized by the PC to assure that the Academic Program for each Annual Meeting includes venues for the presentation of new research in the broad temporal, regional, and disciplinary areas represented in the ASOR membership.

2. Themes for ASOR Standing Sessions: ASOR Standing sessions should not be assigned themes for the initial Call for Papers. Once paper submissions are made and papers have been accepted, the chair may create a theme based on the accepted papers, only if a theme emerges from abstracts as submitted. In no instance may a chair of an ASOR Standing session request that a presenter alter their paper to suit a specific theme. All themes must be submitted to the PC Chair(s) for approval before they may be incorporated in the Academic Program and communicated to session presenters.

   a. Allocating Timeslots of an ASOR Standing Session to a Focused Topic: At its discretion and in cooperation with the Session Chair(s), the PC may allocate a limited number of timeslots of an ASOR Standing session to papers that deal with a focused topic (e.g., a recent publication, a specific time period) related to the session's theme.

3. Designation of ASOR Standing Sessions: Sessions designated as "ASOR Standing Sessions" are those that cover the broad temporal, regional, and disciplinary areas represented in the ASOR constituency (see Appendix A: "Current List of ASOR Standing Sessions"). During the organization of the Academic Program of the Annual Meeting, if the PC Chair(s) have a significant number of papers related to a broad temporal, regional, and disciplinary area of the constituency of ASOR that is not already represented in the ASOR Sessions, the PC Chair(s) may create a new ASOR Standing session for the current Annual Meeting and then propose this as a long-standing addition at the annual PC meeting during the Annual Meeting. Likewise, if a significant number of papers relate to a common theme, the PC Chair(s) should seek a professional member of ASOR whose research relates to this theme to chair this session and may ask that member of ASOR if they would be willing to take on the organization of this session in the future as a Member-Organized Session. The PC may also

eliminate or alter the title and scope of an ASOR Standing Session when they deem it necessary, due to the changing interests of ASOR membership and a desire for the Annual Meeting program to reflect the current state of the field.

4. <u>Session Management</u>:

   a. <u>Selection of Chairs</u>: Nominations for new Chairs for ASOR Standing Sessions will normally be solicited from ASOR membership, including a public announcement of the session chair opening, and also including outgoing session chairs. PC Chair(s) will consult with PC members as necessary to evaluate nominations, and PC chair(s) will make the final selection.

   b. <u>Term of Chairs</u>: Chairs of ASOR Standing Sessions will be asked to serve for one three (3)-year term, renewable for one additional term. In order to encourage the incorporation of new perspectives and junior scholars, and to aid with the management of the session, the PC recommends that current chairs identify and propose co-chairs to the PC for their approval. Up to three (3) co-chairs are permitted for any one session; the co-chairs may work with approved chairs of ASOR Standing Sessions for one year or the duration of their term, if needed. The PC recommends that no chair(s) serve for more than two (2) consecutive three (3)-year terms. If the PC Chair(s) determine that the invited session chair is unable to meet their responsibilities as listed below in a timely fashion, the PC Chair(s) may appoint a new session chair.

   c. <u>Responsibilities of Chairs</u>: The responsibilities of chairs of ASOR Standing Sessions are to:

   - solicit abstracts submitted to the ASOR Standing Sessions and vetting the abstracts;
   - communicate in a timely fashion with the PC Chair(s) about the acceptance/rejection of papers;
   - assist the PC Chair(s) in soliciting papers in the event that not enough proposals are received for the session to make the program (at least four [4]);
   - actively watch for content in proposals that may conflict with ASOR Policy on Professional Conduct and alert the PC Chair(s) and Director of Meetings and Events when concerns are recognized (https://www.asor.org/about-asor/policies/policy-on-professional-conduct/);
   - create and submit to ASOR staff the program outline with abstracts for the session;
   - attend any pre-meeting training sessions for session chairs provided by the ASOR staff and the PC;
   - understand the technical requirements for in-person and online presentations;
   - communicate in a timely fashion and coordinate with the presenters in their session;

   d. <u>Role of Program Committee</u>: The role of the PC with respect to ASOR Standing Sessions is to:

   - identify and recruit possible session chairs;

- review applications and appoint session chairs;
- evaluate the success and viability of ASOR Standing Sessions;
- vote on the creation, alteration, deletion of ASOR Standing Sessions;
- provide support by acting as chairs of ASOR Standing Sessions in the event that no other chairs are available;
- assist ASOR Standing Session chairs with recruiting papers for undersubscribed sessions;
- manage the size of the academic program when necessary, which may involve actively condensing sessions and reallocating presentations.

B. Member-Organized Sessions

1. Description: Member-Organized Sessions are focused on a specific topic or theme. Prospective session chairs will submit specific, descriptive titles, a brief description of the significance of the session's topics or themes, and a group of prospective presenters, who have agreed to deliver papers in the session. A Member-Organized Session planned in honor of a specific individual or consideration of a single book, if approved by the PC, will appear on the program for only one (1) time slot (one [1] session block) in one (1) year of the Annual Meeting. A maximum of three (3) individuals may collaborate on the organization of a Member-Organized Session, in which case they are designated as co-organizers, but this constitutes one (1) appearance of the three (3)-appearance policy of ASOR for each co-organizer. Each of the papers included in these sessions may be delivered by a single presenter or by multiple presenters. In the latter case, one of the presenters is designated principal presenter and the other(s) as secondary presenter(s). Each paper is allotted a period of twenty (20) or twenty-five (25) minutes at the discretion of the session organizer, allowing for the possibility of five (5)-minute discussions between papers and speaker transition.

1. Call for Member-Organized Sessions: The call for Member-Organized Sessions will be circulated to the ASOR membership via email and posted on the ASOR website. Other avenues for advertising the call for Member-Organized Sessions may also be employed if appropriate (e.g., posting to appropriate listservs, on social media). Session proposals should include:

   - a brief description of the significance of the Session's topics or themes and interest to ASOR members;
   - a title and description that makes clear the ways in which it does not overlap with existing ASOR Standing Sessions;
   - a group of prospective participants, who have agreed to present or contribute to the Session.

   Proposals should only include the names of potential presenters of those individuals who have been contacted ahead of time by session/workshop chairs and are realistically expected to contribute to the session. Those potential presenters contacted ahead of proposals will, like

all other presenters, be required to submit abstracts of their presentations to the ASOR Abstract system once the Call for Papers is opened in February.

2. <u>Session Management</u>:

a. <u>Term of Session</u>: Organizers may apply to hold their proposed Member-Organized Session for one (1) to three (3) years. After the approved number of years has elapsed, session chairs must submit new applications for new Member-Organized Sessions for one (1) to three (3) years. Although the general topic of the proposed new Member-Organized Session may be similar to that of the original session, chairs should propose new titles and revised goals that build upon the intellectual exchange from previous meetings of the session. The PC requires that no chair run a session on the same general topic for more than two (2) three (3)-year terms. Graduate students may submit Member-Organized session proposals and may chair those sessions if approved; however, the PC recommends that graduate students propose professional member co-chairs for the Member-Organized Session. Undergraduate students are not permitted to chair or co-chair sessions or workshops, but may be involved informally in session and workshop proposals.

b. <u>Responsibilities of Chairs</u>: The responsibilities of chairs of Member-Organized Sessions are to:

- propose the session for review by the PC;
- respond to inquiries/comments from the PC about the session proposal;
- solicit presenters and abstracts;
- vet proposed presentations submitted beyond those included in the original proposal;
- communicate in a timely fashion with PC Chair(s) and with presenters about the acceptance/rejection of papers;
- create and submit to ASOR staff the program outline with abstracts for the session;
- actively watch for content in proposals that may conflict with ASOR's Policy on Professional Conduct and alert the PC Chair(s) and Director of Meetings and Events when concerns are recognized;
- attend any pre-meeting training for chairs provided by ASOR staff and/or the PC;
- understand the technical requirements of in-person and online session;
- communicate in a timely fashion and coordinating with presenters in the session.

c. <u>Role of Program Committee</u>: The role of the PC with respect to Member-Organized Sessions is to:

- assess the academic merit of new Member-Organized Session proposals and grant term of one (1) to three (3) years;
- serve as advisors to session chairs.

3. <u>Criteria for Evaluating Member-Organized Sessions</u>: New proposals for Member-Organized Sessions will be reviewed by the PC and evaluated based on the following criteria:

- relevance and interest of the theme/topic to the constituency of ASOR;
- the clarity of the goals of the session;
- the proposed list of presenters.

Proposals for multi-year sessions will normally be approved for multiple years only if the proposal includes <u>specific themes for subsequent years</u>. This is to maintain the distinction between standing ASOR Standing Sessions and Member-Organized sessions.

C. Workshops

1. <u>Description</u>: Workshops are interactive sessions organized around a tightly focused topic or theme or archaeological site. This format is designed to provide a forum for sustained interaction and discussion between presenters and the audience in an informal setting. Workshops are limited to one (1) time slot in the Annual Meeting program (2 hours, 5 minutes). Oral presentations and/or demonstrations should be brief (no longer than ten [10] minutes), in order to facilitate open discussion between prospective session chairs, presenters, and members of the audience. Ideally, no more than half of the workshop time is taken up with presentations and/or demonstrations in order to allow for discussion. Each of the presentations included in a Workshop may be made by a single presenter or by multiple presenters. In the latter case, one of the presenters is designated principal presenter and the other(s) as secondary presenter(s). The number of presenters participating in a Workshop should be no more than ten (10), but the PC strongly recommends a maximum of six (6).

   Up to three (3) individuals may collaborate on the organization of a Workshop, in which case they are designated as co-organizers, but this constitutes one (1) appearance of the three (3)-appearance policy of ASOR for each co-organizer. Workshop presenters must be academic members of ASOR and must register for the Annual Meeting. Participation as a presenter in a Workshop constitutes an official appearance in the three (3)-appearance policy, but does not count as the individual's one (1) paper presentation.

2. <u>Call for Workshops</u>: The call for Workshops, along with the call for new Member-Organized Sessions, will be circulated to the ASOR membership via email and posted on the ASOR website on or after December 15. Other avenues for advertising the call for Workshops may also be employed if appropriate (e.g., posting to appropriate listservs, social media). Workshop proposals should include:

   - a brief description of the significance of the Workshop's topics or themes and interest to ASOR members;
   - a group of prospective participants, who have agreed to present or contribute to the workshop;

- the format and structure of the workshop, including how times will be allotted for presentations/activities and discussion(s) within the Workshop time slot.

Proposals for Workshops should only include the names of potential presenters/participants of those individuals who have been contacted ahead of time by Workshop chairs and are realistically expected to contribute to the Workshop. Those potential presenters contacted ahead of proposals will, like all other presenters, be required to submit abstracts of their presentations to the ASOR Abstract system once the Call for Papers is opened in February.

3. Workshop Management:

   a. Term of Workshops: Organizers should propose Workshops for one (1) to three (3) years with the understanding that they may apply for a renewal for another one (1) to three (3) years. The PC strongly recommends that Workshops not run longer than six (6) consecutive years without going through a process of revision and resubmission for review.

   b. Responsibilities of Chairs: The responsibilities of chairs of Workshops are to:

      - propose the Workshop for review by the PC;
      - respond to inquiries/comments from the PC about the workshop proposal;
      - solicit presenters/discussants and abstracts;
      - communicate in a timely fashion with PC Chair(s) and with presenters about the acceptance/rejection of papers;
      - create and submit to ASOR staff the program outline with abstracts for the session;
      - actively watch for content in proposals that may conflict with ASOR's Policy on Professional Conduct and alert the PC Chair(s) and Director of Meetings and Events when concerns are recognized;
      - attend any pre-meeting trainings for chairs provided by ASOR staff and/or the PC;
      - understand the technical requirements of an in-person and online workshop;
      - communicate in a timely fashion and coordinate with participants of the Workshop.

   c. Role of Program Committee: The role of the PC with respect to Workshops is to:

      - assess the academic merit of new Workshop proposals and grant term of one (1) to three (3) years;
      - serve as advisors to Workshop chairs.

4. Criteria for Evaluating Workshops: New proposals for Workshops will be reviewed by the PC and evaluated based on:

   - relevance and interest of the theme/topic to the constituency of ASOR;
   - the clarity of the goals and structure of the workshop;
   - the proposed list of participants.

D. Poster Session

1. <u>Description</u>: The Poster Session is designed both to provide undergraduate and graduate students and early career scholars an opportunity for greater involvement in the program of the ASOR Annual Meeting and to offer presentation opportunities to those whose research results do not fit the traditional presentation format of sessions/workshops. Posters might highlight general aspects of projects (excavations, archival research, museum research, and the like); feature a technical aspect of projects (e.g., cutting-edge use of technology); introduce a spectacular find from the field season; or advertise a project for students looking for a summer field school. Posters will be displayed throughout the Annual Meeting, but poster presenters attend the Poster Session to allow meeting participants to discuss their research with them. Poster presenters must be academic members of ASOR and must register for the Annual Meeting in order to participate in the Poster Session. Participation in the Poster Session constitutes one (1) appearance of the three (3)-appearance policy of ASOR.

2. <u>Call for Posters</u>: The call for posters opens on June 1 and is posted to the ASOR website and featured in News@ASOR. The PC encourages early responses to the call for posters. However, proposals to participate in the Poster Session should be received by August 1 of the same year as the Annual Meeting.

3. <u>Session Management</u>:

   a. Poster Session Chair

      i. <u>Term of Poster Session Chair</u>: Similar to the terms of ASOR Standing Session chairs, the Chair of the Poster Session is selected by application to an open call and serves a three (3)-year term, with the possibility of renewing for a second three (3)-year term. The Chair of the Poster Session also serves as a voting, ex-officio, member of the PC for the duration of their term. The Chair of the Poster Session may request to work with a co-chair (with approval by the PC Chair[s]), but only the standing Chair of the Poster Session will serve on the PC.

      ii. <u>Responsibilities of the Poster Session Chair</u>: The responsibilities of the Poster Session Chair are to:

         • solicit posters submitted to the ASOR Standing Sessions and vetting the abstracts;
         • communicate in a timely fashion with the PC Chair(s) about the acceptance/rejection of posters;
         • actively watch for content in proposals that may conflict with ASOR Policy on Professional Conduct and alert the PC Chair(s) and Director of Meetings and Events when concerns are recognized;
         • attend any pre-meeting training for chairs provided by ASOR staff and/or the PC;
         • understand the technical requirements of in-person and online session;
         • communicate in a timely fashion and coordinating with presenters in the session;

- work with Honors and Awards Committee for awarding The Joy Ungerleider Poster Award.

  b. Poster Session Presenters

    i. <u>Term of Posters</u>: Prospective poster presenters must reapply annually for their poster to be considered for inclusion in the program of the Annual Meeting.

    ii. <u>Responsibilities of Poster Presenters</u>: Once a poster request has been approved, poster presenters must communicate to the Poster Session chair any change to the content of their request prior to the Poster Session.

4. <u>Criteria for Evaluating Poster Requests</u>: New requests for posters will be reviewed by the Poster Session Chair in consultation with the PC if necessary and evaluated based on relevance of the theme/topic to the constituency of ASOR.

E. Paper Cancellations

1. Presenters whose papers have been accepted to the Annual Meeting sometimes have to cancel (experience shows about 10–15% of accepted papers are cancelled).
2. The PC is committed to promoting in-person or online interaction at the Annual Meeting, and for that reason generally does not permit presenters to have their presentations read or presented by others, either in person or online.
3. There are two categories of exceptions:
   a. In rare circumstances, Session Chairs will consider a paper to be critical to the session; in those cases, the PC Chair(s) will consider petitions to have the paper read by someone other than the author.
   b. Once the final copy of the program has been set (usually in late September), the PC will consider requests for papers to be read by others in order to maintain the coherence of the program.

F. Criteria for Evaluating Papers/Presentations Submitted to ASOR Standing Sessions, Member-Organized Sessions, Workshops, and Poster Session

As noted above, proposals for presentations and posters are evaluated by session chairs. In order to generate a program that is of interest to ASOR's wide-ranging constituency, the PC is inclusive and seeks to incorporate all viable submissions. Because ASOR is committed to the preservation and protection of archaeological resources, all presentations made at the Annual Meeting should be in conformity with ASOR's Policy on Professional Conduct.

While session chairs are responsible for evaluating and accepting and/or rejecting papers and posters submitted to ASOR Sessions, Member-Organized Sessions, Workshops, and the Poster Session, the PC in consultation with the EC reserves the right to reject a paper, deny participation of a discussant or presenter in a workshop, and reject a poster.

G. Waitlist

If a strong paper is not accepted to the prospective presenter's first and second choice sessions, often as the result of space limitations, the PC Chair(s) may decide to put the paper on a "wait-list," acceptance pending a suitable opening on the program. The PC Chair(s) along with the Director of Meetings and Events will monitor cancellations for potential openings in the schedule that could be filled by a wait-listed paper.

VI. Annual Meeting Logistics

A. Timeline for Program Committee Work

The following is a timeline for management and execution of the logistical matters associated with assembling the Academic Program of the Annual Meeting. PC Chair(s), in consultation with PC members, the chair of the CCC, the Executive Director, and the Director of Meetings and Events, should amend this timeline as needed in order to make the process run as smoothly as possible and accommodate any new initiatives related to organizing the academic program of the Annual Meeting.

August 1	Deadline to submit proposals to the Poster Session (Poster Presentations) for the current year's Annual Meeting via the Online Abstract Management System.
August 15	Deadline for late-submission proposals to the Poster Session (Poster Presentations).
September 1	Acceptances notifications for the Poster Session.
October 15–31	Training for Session Chairs for the current year's Annual Meeting via online meetings.
November 1	Call for ASOR Session Chairs for the next year's Annual Meeting is posted. Deadline to apply is December 5.

November Annual Meeting	PC meets to consider regular business. ASOR staff email electronic session evaluation forms to the current year's Session and Workshop chairs. Chairs who are unable to complete an electronic evaluation form may stop by the ASOR Help Desk and staff will submit the information on their behalf.
December 1	ASOR staff emails all of the current year's session chairs who have not turned in session evaluation forms.

December 15	Call for New Member-Organized Session and Workshop proposals is published.
Jan. 15	New Member-Organized Session and Workshop proposals due to ASOR Director of Meetings and Events; proposals sent to PC for review shortly thereafter. PC receives session evaluation data compiled by ASOR staff from session evaluation forms from recent annual meeting.
First Week in Feb.	PC acceptance/rejection of new Member-Organized Session proposals and new Workshop proposals due to PC Chair(s). Director of Meetings and Events compiles reviews and schedules a call for late January or early February for the PC to discuss the proposals.
Before Feb. 15	Notification of Member-Organized Session and Workshop acceptances and rejections sent by ASOR staff. Updated list of Sessions and Workshops is posted to the ASOR website and uploaded to the Online Abstract Management System.
February 15	Call for Papers posted to ASOR website and emailed to members. Online Abstract Management System is opened for submissions.
March 15	Deadline to submit paper and workshop presentation proposals for Annual Meeting in the current year via the Online Abstract Management System.
March 16–April 1	Late Submission Period: paper and workshop presentation proposals may be submitted with a $25 late fee. Chairs of sessions without enough proposals should solicit additional presentations and they may waive the late fee.
March 16–30	Director of Meetings and Events in consultation with PC Chairs notifies session chairs of undersubscribed sessions.
March 15–30	Session chairs recruit papers to fill undersubscribed sessions. Advanced review period for sessions that are already oversubscribed.
April 1	Last day of two (2) week "grace period" for late paper submissions. A fee is applied for abstracts submitted between March 16 and April 1. The fee will be waived if the proposal was solicited by a session or workshop chair. Final deadline for under-subscribed sessions to receive abstract submissions. Sessions with fewer than 4 proposals are cancelled.
March 20–April 10 (dates are fluid)	First round of paper reviews for general (not oversubscribed) Sessions and Workshops. Session chairs to receive access to online submissions and grading instructions.
April 10–20	Second round of paper reviews for late submissions, papers that had to be moved to second choice sessions, etc.
April 30	Request and directions for Program Copy, Abstract Copy, and Session Media Request Forms sent to session chairs by ASOR office from ASOR Director of Meetings and Events.
May 10	PC Chair(s) receive business meeting schedule from ASOR staff.
May 1–15	Program and Abstract copies due from session chairs to PC Chair(s) and ASOR staff.
May 15	ASOR staff sends acceptance and rejection notifications to Paper and Workshop presenters.

May 15–30	Director of Meetings and Events, in consultation with PC Chair(s), drafts Academic Program Schedule.
June 1–30	Program-at-a-Glance posted to ASOR website.
	Complete Academic Program posted to ASOR website.

B. Call for Papers

The call for papers should be reviewed, revised, and reposted annually (see dates in timeline above). PC Chair(s) take the lead in reviewing and revising the call for papers, but should consult with the PC and the Director of Meetings and Events regarding any major changes to substance, timeline/deadlines, or requirements for participants in the Annual Meeting.

C. Forms

Over the years, a variety of forms have been established to assist with the mechanics of receiving, reviewing, compiling, and archiving information regarding sessions, workshops, posters, and presentations to be held at the Annual Meeting. In addition, ASOR employs an online abstract submission system for the submission of abstracts, registration of intent to participate in the annual meeting by session chairs, workshop presenters, and discussants, and for session chairs to review and accept/reject papers submitted to their sessions. If the PC Chair(s) and the Director of Meetings and Events find the need to alter the existing forms or questions on the online abstract submission system or to create new forms in order to support their work in organizing the Annual Meeting, they are free to do so.

D. ASOR Membership and Conference Pre-Registration

ASOR staff, under the direction of the Director of Meetings and Events, is responsible for checking that each person who will act as Session Chair, submits an abstract, or registers their intent to participate as a discussant, is an academic member of ASOR (or a student enrolled at an ASOR-member school) and has registered for the Annual Meeting. The ASOR office will also handle all communication with individuals regarding the status of the membership and registration for the conference (this is not the duty of the PC Chair[s], PC members, or session chairs, but all of these people should encourage participants to become ASOR members and to register for the Annual Meeting).

E. Acceptance/Rejection Notification

1. New Session/Workshop Proposals: Once the PC has vetted new Member-Organized Session proposals and new Workshop proposals, the PC Chair(s), are responsible for communicating with the Director of Meetings and Events about which new sessions have been accepted/rejected. The Director of Meetings and Events will then send official notice (usually via email) to the submitters of the new Member-Organized Session proposals and

the new Workshop proposals notifying them of the acceptance/rejection of their proposed sessions

2. <u>Paper Abstracts and Workshop Presentation Proposal Decisions:</u> ASOR staff, under the direction of the Director of Meetings and Events, is responsible for much of the official correspondence and archiving of information related to the Academic Program of the Annual Meeting. Because participants in the Academic Program of the Annual Meeting often require official notice of their role in the Annual Meeting in order to obtain funding from their home institutions to attend the Annual Meeting, and because it is important for the ASOR office to maintain an accurate archive of the participants and their roles in the Annual Meeting, all communications about the acceptance/rejection of new sessions, workshops, and presentations should be handled by the ASOR staff (and not PC Chair[s] or session chairs).

   Likewise, once Member-Organized Session chairs, ASOR Standing Session chairs, and Workshop chairs have submitted their acceptance/rejection of proposed papers via the online system (detailing their acceptance/rejection of the papers submitted to their sessions), and all of the sessions for the academic program have been set, the Director of Meetings and Events will communicate with the PC Chair(s) about which papers have been accepted/rejected and in which session each paper will be delivered. The Director of Meetings and Events will then send official notice (usually via email) to the submitters of abstracts via the online system notifying submitters of the acceptance/rejection of their paper, the session in which they will deliver their paper, and the name of the session chair (if available).

F. Academic Program Schedule

The Director of Meetings and Events in consultation with the PC Chair(s) is responsible for drafting the academic program schedule. In creating the schedule, scheduling conflicts of session chairs and presenters who need to attend business/committee meetings and who have religious observance must first be considered. The sessions should be arranged so as to minimize conflict in chronological, geographic, disciplinary, and thematic topics in any one session block, though there may be instances in which such conflicts cannot be avoided. The academic program schedule should also be reviewed by the PC. Any issues should be discussed jointly by the executive director, Director of Meetings and Events, and the PC Chair(s).

G. Program and Abstracts

The academic program is produced by the ASOR staff and posted online. It includes links to abstracts.

1. <u>Academic Content (Abstracts)</u>: Abstracts are automatically populated on the Online Program. Abstracts should be formatted according to the *BASOR* style sheet.

2. <u>ASOR Notices</u>: The ASOR staff is responsible for assembling and including any notices to be included in the Digital Welcome Packet and Morning Meeting Emails. As appropriate, the PC Chair(s) should provide necessary information.

3. <u>Advertising</u>: The ASOR staff is responsible for assembling and including any advertising to be included in the Digital Welcome Packet and Morning Meeting Emails.

4. <u>Assembly and Copy-editing</u>: Session chairs will submit the speaker order and send necessary copy-edits to the abstracts using a form provided by the ASOR office.

5. <u>Production</u>: The ASOR staff is responsible for producing the program with abstracts. Typically, the program with abstracts will be published online, however, individual registrants may request printed copies of the program and abstracts when solicited by ASOR staff ahead of the Annual Meeting.

H. Session Evaluation Forms

Each year, <u>every</u> session held at the Annual Meeting must be evaluated as follows.

1. <u>Creation of Evaluation Forms</u>: The Director of Meetings and Events, in consultation with the PC Chair(s) and the PC members, will create and update evaluation forms annually. These forms should include means for collecting quantitative (number of people in attendance of session at start, middle, end; number of speakers and any no-shows; length of papers with notice of any speakers running over; length of discussion; assessment of room, room set-up, AV equipment; etc.) as well as qualitative information (session chair's assessment of quality of papers, presentations, discussion, etc.).

2. <u>Distribution to Session Chairs</u>: The ASOR staff will email session chairs a link to the Annual Meeting academic program session evaluation form with directions for completion of form (supplied by PC Chair[s]) approximately two weeks before the Annual Meeting).

3. <u>Collection of Evaluation Forms</u>: Session Chairs should be encouraged to submit their digital evaluation forms BEFORE leaving the meeting. The official deadline for receipt of these forms should be one week from the start-date of the meeting. Session chairs should be notified that because of the nature of the information requested and required to evaluate sessions, it is most prudent to fill these forms out immediately following their sessions and certainly no later than one week beyond the start-date of the meeting. Chairs who are unable to complete the form online may stop at the ASOR Help Desk during the meeting and one of the staff will enter the information on their behalf.

4. <u>Compilation of Evaluation Forms and Dissemination of Information</u>: The PC Chair(s) along with the Director of Meetings and Events should compile the information, both quantitative

and qualitative, reported on the Evaluation Forms and create a report to disseminate to the PC members, chair of the CCC, and the Executive Director, and ASOR President. This report should be made available by the end of January, so that any relevant information can be taken into account as the next academic program is being organized for the upcoming Annual Meeting.

APPENDICES

Appendix A: List of Current ASOR Standing Sessions

Ancient Inscriptions
Approaches to Dress and the Body
Archaeology and Biblical Studies
Archaeology and History of Feasting and Foodways
Archaeology of Anatolia
Archaeology of Arabia
Archaeology of the Black Sea and the Caucasus
Archaeology of the Byzantine Near East
Archaeology of Cyprus
Archaeology of Egypt
Archaeology of Iran
Archaeology of Islamic Society
Archaeology of Israel
Archaeology of Jordan
The Archaeology of the Kurdistan Region of Iraq
Archaeology of Lebanon
Archaeology of Mesopotamia
Archaeology of the Near East: Bronze and Iron Ages
Archaeology of the Near East: The Classical Periods
Archaeology of the Near East and New Media
Archaeology of the Southern Levant
Archaeology of Syria
Art Historical Approaches to the Near East
Bioarchaeology in the Near East
Cultural Heritage: Preservation, Presentation, and Management
Digital Archaeology and History
Environmental Archaeology of the Ancient Near East
Gender in the Ancient Near East
History of Archaeology
Interdisciplinary Approaches to Seals, Sealing Practices, and Administration
Isotopic Investigations in the Ancient Near East and Caucasus
Landscapes of Settlement in the Ancient Near East
Maritime Archaeology
Prehistoric Archaeology
Reports on Current Excavations—ASOR Affiliated and Non-ASOR Affiliated
Recent Work in the Archaeological Sciences
Theoretical and Anthropological Approaches to the Near East

Added in 2024: Archaeology of the Near East and New Media

Appendix B: Recent Past Plenary Speakers

2024 (Boston, Hybrid): Fikri Kulokoglu, "Transition from Early Bronze Age to Middle Bronze Age at Kültepe: Architecture, Figurines and Seals"

2023 (Chicago, Hybrid): Rubina Raja, "Death by Data? Or What Has a Decade of Research on Palmyrene Funerary Sculpture Taught Us About the Ancient World?"

2022 (Boston, In-person and Online): Solange Ashby, "Nubian Women in the Temple and on the Throne"

2021 (Chicago, In-person and Online): Morag Kersel, "Living with Legacies: ASOR Archaeo-activism and a Future for 21st Century Archaeology"

2020 (Online Only): Monica Hanna, "Does the Future of the Past Lie in the Hands of the Living?"

2019 (San Diego): Eric H. Cline, "Dirt, Digging, Dreams, and Drama: Why Presenting Proper Archaeology to the Public is Crucial for the Future of our Field."

2018 (Denver): Helene Sader, "Between Looters, Private Collectors, and Warlords: Does Archaeology Stand a Chance?"

2017 (Boston): Irene J. Winter, "Archaeology, Object History, Art History: Questions of Definition and Discipline"

2016 (San Antonio): Sarah Parcak, "Towards a 21st Century Archaeology of the Near East: Technology, Big Data, and Citizen Science"

2015 (Atlanta): Susan E. Alcock, "Stepping It Up (Like a Ziggurat): The Role of ASOR in the 21st Century?"

2014 (San Diego): Jason Ur, "The Renaissance of Archaeology in Iraq and its Kurdistan Region"

2013 (Baltimore): C. Brian Rose, "Cultural Heritage Protection in Zones of Armed Conflict: Lessons Learned and Future Strategies"

2012 (Chicago): Manfred Bietak, "The Discourse Between Historical and Radiocarbon Chronology of the Bronze Age in the Levant"

2011 (San Francisco): Gil J. Stein, "Metonymy and the Myth of the 'Globalized Past': Horizon Styles and Local Variation in the Ancient Near East"

2010 (Atlanta): Edgar Peltenburg, "Fashioning Identity: Workshops and Cemeteries at Prehistoric Souskiou, Cyprus"

2009 (New Orleans): Karel van der Toorn, "The Wisdom of Magic"

2008 (Boston): Martha Joukowsky, "From Censure to Acceptance: Woman Archaeologists in Near Eastern Archaeology"

2007 (San Diego): Jodi Magness, "The Current State of Qumran Archaeology"

2006 (Washington, DC): Colonel Matthew Bogdanos, "Thieves of Baghdad: One Marine's Passion to Recover the World's Greatest Treasures"

2005 (Philadelphia); Jim Muhly on Early Bronze Metals.

Appendix C: Participation Policy (aka Appearance Policy):
http://www.asor.org/am/2024/rules-for-participation-2024 (link changes annually)

Participation Policy
Individuals may have up to three (3) participation roles at the Annual Meeting (non-presenting co-authorship, business meetings, and receptions do not count as participant roles).

Participant roles include the following:
- Session or Workshop Chair (or Co-chair)
- Presenter of Paper
- Presenter of Poster
- Workshop Participant/Panelist
- Discussant/Respondent

Under no circumstances may a single individual:
- Present two papers
- Chair more than two sessions