



AMERICAN • ANTHROPOLOGICAL • ASSOCIATION

Technical support is available only during AAA office hours (Mon-Fri 9am-5pm EST).

Deadline for submissions is 5pm EST March 30, 2007.

No changes can be made after the deadline.

AAA Annual Meeting Call for Papers Helpful Hints

Session Organizers

- If you don't know who all of your participants will be, you may put a "break" or a "discussion" to hold the spot and submit your session. You can then go back and edit the session when you know who the person will be.
- When you add a participant to your session an email is automatically sent to the participant (to the email address we have in our system) giving them instructions as to how to proceed.
- We will use the first legitimate roles entered for participants with too many roles.
- You can go back and edit your session once you have submitted it up **until 5pm EST March 30, 2007**.
- You must complete all of the steps (each time) and receive a final confirmation for your submission to be saved.
- Make sure that none of your paper/poster participants have promised to give a paper/poster in another session. This is not allowed and will cause significant problems with your session submission. **Note: Participation in an Invited Roundtable counts as giving a paper!**
- Participant roles for volunteered sessions are 15 minutes each.
- Acceptance and rejection notifications will be sent out **via e-mail in early August**.
- If you are having difficulty, please contact us ASAP. We are very happy to help.
Meeting Services

How participants/papers/posters are linked to sessions

Participants/papers/posters are linked to sessions automatically by the system. When the

session organizer submits the session proposal he/she is required to identify the participants by searching for them in the system. If the participant is not found in the search the session organizer should put a break in that position and continue on to save the proposal in the system. Once the participant is in the system (by joining the AAA or requesting a waiver) the session organizer may return to the system and link that participant to the session. Once the participant has submitted their paper/poster (if appropriate) it will automatically be linked to the session (even if the paper was submitted before the session) as long as the participant doesn't have multiple records in the system.

Danger of multiple records in the system. The most common and significant problem results from a person having multiple records in the system. When this happens it is very difficult for the session organizer to know which record to link to their session. This may result in the participant using one record and the session organizer using another causing the paper/poster NOT to be linked to the session.

How to avoid creating multiple records:

- The session organizer should avoid putting the participant into the system because the participant may also submit a record, thus resulting in duplicate records.
- Do not submit the "request a waiver" form more than once.
- If you find yourself in the system and are eligible for a waiver click your name and you will be taken to the waiver request form. Do not submit a new waiver form.
- If you are a member who needs to renew, you must login and renew the membership (seek assistance from the Member Services Dept if you have trouble). Do not submit a new membership enrollment form as this will create a duplicate record.
- If you notice that you are in the system twice, contact us immediately to have the problem fixed.

Paper/Poster

- **Do not** agree to give more than one paper/poster. **Note: Participation in an Invited Roundtable counts as giving a paper!** This is not allowed and will cause significant problems for the session organizers.
- If your paper/poster is part of a session. You **do not** have to wait for the session organizer to submit the session structure before you submit your paper.
- Acceptance and rejection notifications will be sent out via e-mail in early August.
- Papers/Posters in volunteered sessions are 15 minutes each.
- If you are having difficulty, please contact us ASAP. We are very happy to help.
Meeting Services
- How participants/papers/posters are linked to sessions

Special Events

- You must complete all of the steps and receive a final confirmation for your

submission to be saved.

- If you are having difficulty, please contact us ASAP. We are very happy to help.
Meeting Services

Films, Videos and Multimedia

- You must complete all of the steps and receive a final confirmation for your submission to be saved and valid.
- You are not required to pay a meeting registration fee unless you plan to attend the meeting. However, you are required to pay a submission fee for *each individual media work* that you submit to the Festival.
- Note that individuals may submit both a media work AND also submit an abstract for a scientific paper. The latter requires payment of the meeting registration fee.
- Don't forget to send a copy of your media works to Joyce Hammond, Festival Coordinator, Dept of Anth, Mail Stop 9083, Western Washington Univ, Bellingham, WA 98225. Media will not be returned to applicants.
- If you are having difficulty, please contact us ASAP. We are very happy to help.
Meeting Services

One Role Rule

- A presenter may give only one paper/poster
- A presenter may give a paper/poster and have a second role: chair, discussant, organizer
- In the same session, a presenter may have a combination of the following roles: organizer/chair, organizer/introduction, organizer/discussant, organizer/paper or poster author. These combinations are counted as one role.
- A presenter may be the first author of only one paper, but be the second, or third co-author of any number of other papers.
- Co-organizer are treated as co-authors.
- We will use the first legitimate roles entered for participants with too many roles.

How to Request a Waiver of the Membership Requirement

- Using Choice 2 on the login page, attempt to look yourself up by last name.
- If you do not find your name in the search results then scroll down to the bottom of that page to where it says "Would you like to request a waiver of the membership requirement? Please click here to find out if you are eligible." and follow this link.

- If appropriate, answer "no" to the question on the next page (if you need to answer "yes" then you will need to become a member of AAA).
- Complete the waiver request form.
- This should take you through the General Instructions (continue at bottom) to the Main Menu.

More things to remember

- Only session key words are used in the program index (not paper keywords).
- Only the sponsors/organizing groups of special events are listed in program index. Individuals from these events are not listed.
- Co-authors are not listed in the index of the program.

Need Assistance? [Contact us](#) using this form for a timely response.
Using any other email may delay the response.

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