ASOR

PROGRAMS COMMITTEE

GUIDELINES

Rev. 2017

TABLE OF CONTENTS

I. Overview of the Programs 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, business meetings, evening receptions, and general conversation on an array of topics related to the history and archaeology of the Near East.

Because of the importance of the Annual Meeting, the following guidelines have been prepared to assist the Programs 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 Programs Committee (PC) is an independent committee whose chair or co-chairs report to ASOR's Vice President and are part of the Chairs Coordinating Committee (CCC). The PC is supported by ASOR's Programs and Events Manager.

II. General Responsibilities of the Programs Committee

The Programs 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 Programs Committee 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 Programs Committee 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 Programs Committee 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 Programs Committee 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 Programs Committee, along with schedules.

III. Membership of the Programs Committee

The standing committee will include a chair (or co-chairs) and six to eight members. The Programs Committee 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 archaeology of the Near East as follows:

Regional	Temporal	Disciplinary
Arabian Peninsula	Prehistoric	Anthropology
Cyprus	Bronze Age	Archaeology
Egypt	Iron Age	Art History
Iran	Persian	Biblical Studies
Israel	Hellenistic	Classical Studies
Jordan	Roman	Cultural Heritage
Lebanon	Byzantine	Cuneiform Studies
Mesopotamia	Islamic	Gender Studies
Syria		History
Turkey		Museum Studies
Other		Other

In addition, the Programs Committee should include a balance of senior, mid-career, and junior scholars.

The ASOR President sits on the committee as a voting, ex-officio member, and the ASOR Executive Director and Programs and Events Manager 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 Programs Committee, 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 via conference call). 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 professional members of ASOR and have the appropriate terminal degree. Programs Committee 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 Programs Committee: The Chair(s) of the Programs Committee 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 Programs Committee: Selection of new members of the Programs Committee will be based on representing the temporal, regional, and disciplinary interests associated with the history and archaeology of the Near East (as above). The Chair(s) of the Programs Committee will solicit names of potential appointees from the members of the Programs Committee and from ASOR membership more broadly. The PC Chair(s) will solicit CVs and PC Questionnaires from those candidates whose disciplinary interests fill gaps in PC Membership, and PC Chair(s) will forward the names, CVs, and completed Questionnaires to existing PC Members for their 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 before being forwarded to the Board of Trustees for final approval.

D. Term Limits: Chair(s) and members of the Programs Committee serve 3-year terms, which may be renewed once. In no case should any chair or member serve for more than 6 consecutive years (2 terms), except in two cases: 1) the case when a committee member is appointed as chair (or co-chair) during or after his/her term(s) as a committee member, in which case he/she 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 1 year further. Even in the event of the noted exceptions, under no circumstances may any individual serve for more than 7 consecutive years. After a hiatus of two years, individuals may return to service on the committee.

E. Reappointment of Chair(s) of the Programs Committee: As noted in Item D above, Chair(s) of the Programs Committee 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 Chairs Coordinating Council will then forward the request for reappointment of the PC Chair(s) to the Board of Trustees for final approval.

F. Reappointment of Members of the Programs Committee: As noted in Item D above, Members of the Programs Committee 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 his/her willingness to continue for a second term in writing to the Chair(s) of the Programs Committee. If the Chair(s) of the Programs Committee approve the reappointment, the Chair(s) will then forward the request for reappointment to the President, who will then forward the request to the Board of Trustees for final approval.

G. Termination of Service to the Programs Committee: Because membership on the Programs Committee 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 Programs Committee may be asked by the Chair of the Chairs Coordinating Council to step down from service to the Programs Committee at any point during his/her/their terms, if the Chair of the Chairs Coordinating Council in consultation with the President, the Executive Director, and the Programs and Events Manager, find that the Chair(s) have neglected their duties to the Programs Committee and to the running of the Academic Program of the Annual Meeting.

The Chair(s) of the Programs Committee 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 Programs Committee has neglected his/her 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 Programs Committee; failing to review, vote and comment on new session proposals; failing to attend a majority of the conference calls; and failing to attend the Programs Committee meeting at the Annual Meeting). Alternately, if despite this neglect the member of the Programs Committee requests to continue his/her term on the Programs Committee, then the Chair(s) of the Programs Committee may place this member on a probationary status for a period not to exceed one year by sending this member notification of this probationary status in writing; if a member is placed on probationary status, further neglect of basic responsibilities will be grounds for immediate termination of service to the Programs Committee.

IV. Meetings of the Programs Committee

The Programs Committee 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 Programs Committee should be prepared to hold formal and informal discussions as the need arises, either via conference calls or more generally through email exchange.

Because decisions affecting the Annual Meeting will be made throughout the course of the year preceding the meeting, and in order to maintain productivity in the development of the Program for the Annual Meeting, Programs Committee members should be prepared to respond to communication requests in a timely manner. If a PC member is unable to 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 Sessions," as well as "Member-Organized Sessions," which are unique, newly proposed sessions that will have been approved by the Programs Committee for a maximum of three consecutive years. In addition, the program may include "Workshops" and "Poster Sessions."

A. ASOR Sessions

1. <u>Description:</u> ASOR Sessions are organized by the Programs Committee 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. <u>Themes for ASOR-Sponsored Sessions:</u> ASOR-Sponsored 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-Sponsored session request that a presenter alter his/her 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.

3. <u>Designation of ASOR Sessions</u>: Sessions designated as "ASOR Sessions" are those that cover the broad temporal, regional, and disciplinary areas represented in the ASOR constituency (see Appendix A: "Current List of ASOR 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 session for the current Annual Meeting and then propose this as a long-standing addition at the annual Programs Committee 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 he/she would be willing to take on the organization of this session in the future as a Member-Organized Session.

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

    a. <u>Selection of Chairs</u>: Nominations for new Chairs for ASOR 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 Sessions will be asked to serve for one 3-year term, renewable for one additional term. In order to encourage the incorporation of new perspectives and junior scholars, the Programs Committee recommends that current chairs identify and propose new chairs to the Programs Committee for their approval. The Programs Committee also recommends that no chair serve for more than two consecutive 3-year terms. If the PC chair(s) determine that the invited session chair is unable to meet his/her 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 Sessions include soliciting abstracts submitted to the ASOR Sessions, vetting the abstracts, communicating in a timely fashion with the PC chair(s) about the acceptance/rejection of papers, assisting the PC chair(s) in soliciting papers in the event that not enough proposals are received for the session to "make," and creating/completing the program and abstract copies for their session. Chairs are responsible for coordinating the session's presenters and making sure that all presentation materials are loaded to a single laptop that will be used during the session.

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

- identify possible session chairs;
- evaluate the success and viability of ASOR Sessions;
- vote on creation, alteration, deletion of ASOR Sessions;
- provide support by acting as chairs of ASOR Sessions in the event that no other chairs are available; and
- assist ASOR session chairs with recruiting papers for undersubscribed sessions.

B. Member-Organized Sessions

1. <u>Description</u>: 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 sessions' 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, if approved by the PC, will appear on the program for only one time slot (one session block) in one year of the Annual Meeting. Two or more individuals may collaborate on the organization of a Member-Organized Session, in which case they are designated as co-organizers, but this constitutes one appearance of the two-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 15, 20, or 25 minutes at the discretion of the session organizer.

2. <u>Call for Member-Organized Sessions</u>: The call for Member-Organized Sessions will be circulated to the ASOR membership via email and posted on the ASOR website by October 15 and actively promoted at the annual meeting. Other avenues for advertising the call for Member-Organized Sessions may also be employed if appropriate (i.e. posting to appropriate listservs). .

The annual deadline for new "Member-Organized Session" proposals is December 15.

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

a. <u>Term of Session</u>: Organizers may apply to hold their proposed Member-Organized Session for 1-3 years. After the approved time has expired, session chairs must submit new applications for Member-Organized Sessions. 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 Programs Committee requires that no chair run a session on the same general topic for more than two 3-year terms. Graduate students may submit Member-Organized session proposals and may chair those sessions if approved.

b. <u>Responsibilities of Chairs</u>: The responsibilities of chairs of Member-Organized Sessions include proposing the session, soliciting abstracts, vetting any proposed presentations submitted beyond those included in the original proposal, communicating in a timely fashion with PC chair(s) about the acceptance/rejection of papers, and creating/completing the session's program and abstract copies.

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

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

4. <u>Criteria for Evaluating Member-Organized Sessions</u>: New proposals for Member-Organized Sessions will be reviewed by the Programs Committee and evaluated based on relevance of the theme/topic to the constituency of ASOR, the clarity of the goals of the session, and the proposed list of speakers. Proposals for multi-year sessions will normally be approved for multiple years only if the proposal includes specific themes for subsequent years. This is to maintain the distinction between standing ASOR-Sponsored 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 between presenters and the audience in an informal setting. Oral presentations and/or demonstrations should be brief in order to facilitate open discussion between prospective session chairs, presenters, and members of the audience; accordingly, no more than half of the workshop time may be taken up with presentations. Prospective session chairs will submit a brief description of the significance of the Workshops' topics or themes and a group of prospective presenters, who have agreed to deliver presentations in the session. Two or more individuals may collaborate on the organization of a Workshop, in which case they are designated as co-

organizers, but this constitutes one appearance of the three-appearance policy of ASOR for each co-organizer. Each of the presentations included in these sessions 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, but the Programs Committee strongly recommends a maximum of six. 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-appearance policy, but does not count as the individual's one paper presentation.

2. Call for Workshops: The call for Workshops will be circulated to the ASOR membership via email and posted on the ASOR website by October 15, and actively promoted at the Annual Meeting. Other avenues for advertising the call for Workshops may also be employed if appropriate (i.e. posting to appropriate listservs).

3. Session Management:

    a. Term of Workshops: Organizers should propose Workshops for 1-3 years with the understanding that they may apply for a renewal for another 1-3 years. The Programs Committee strongly recommends that Workshops not run longer than 6 consecutive years without going through a process of revision and renewal.

    b. Responsibilities of Chairs: The responsibilities of chairs of Workshops include proposing the session and lining up the speakers to present in that session, communicating in a timely fashion with PC chair(s), and creating/completing the workshop's program and abstract copies.

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

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

4. Criteria for Evaluating Workshops: New proposals for Workshops will be reviewed by the Programs Committee and evaluated based on relevance of the theme/topic to the constituency of ASOR, the clarity of the goals of the session, and the proposed list of speakers.

D. Poster Session ("Projects on Parade")

1. Description: The Poster Session is designed to provide student and junior members an opportunity for greater involvement in the program of the ASOR Annual Meeting. 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 will stand by their posters during one lunch 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 does not constitute an official appearance in the appearance policy.

2. Call for Posters: The call for posters will be incorporated into the complete, annual call for papers, which will be posted to the ASOR website and featured in News@ASOR. The Programs Committee 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. Session Management:

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

> b. Responsibilities of Poster Presenters: 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. Criteria for Evaluating Poster Requests: New requests for posters will be reviewed by the chair of the poster session in consultation with the Programs Committee 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 Programs Committee is committed to promoting face-to-face interaction at the Annual Meeting, and for that reason generally does not permit presenters to have their papers read by others, or to have presentations made by Skype.
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 Programs Committee 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 sent to the type-setter (usually in late September), the PC will consider requests for papers to be read by others in order to maintain the coherence of the printed program.

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

As noted above, proposals for papers and presentations are evaluated by session chairs. In order to generate a program that is of interest to ASOR's wide-ranging constituency, the Programs Committee 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 the *Statement of ASOR Policy on Professional Conduct*, as adopted by the ASOR Board of Trustees on April 18, 2015.

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

G. Wait-list
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 Co-Chairs may decide to put the paper on a "wait-list," acceptance pending a suitable opening on the program. The PC Co-Chairs along with the Programs and Events Manager 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 Programs 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 committee members, the chair of the CCC, the Executive Director, and the programs and events manager, 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 Projects on Parade Session (Poster presentations) for the current year's Annual Meeting via the Online Abstract Management System
October 15	Call for next year's new Member-Organized Sessions and new Workshop Sessions posted to ASOR website and emailed to ASOR Members
October 25-31	Session evaluation forms and directions sent to session chairs

November Meeting	PC meets to consider regular business ASOR staff and volunteers distribute session evaluation forms to session chairs at the beginning of the session. Copies are also available at the registration desk ASOR office collects session evaluation forms at registration desk
December 1	ASOR office emails all session chairs who have not turned in session evaluation forms
December 15	New Member-Organized Session and Workshop proposals due to ASOR Programs and Events Manager and PC chair(s); proposals sent to PC for review on December 16.
December 15	PC receives session evaluation data compiled by ASOR office from session evaluation forms
December 30	PC Committee acceptance/rejection of new Member-Organized Session proposals and new Workshop proposals due to PC chair(s)
January 8-10	Notification of Member-Organized Session and Workshop acceptances and rejections sent by ASOR Office. Updated list of Sessions and Workshops is posted to the ASOR website and uploaded to the Online Abstract Management System.
January 15	Call for Papers and Posters posted to ASOR website and emailed to members. Online Abstract Management System is opened for submissions.
February 15	Deadline to submit paper and workshop presentation proposals for Annual Meeting in the current year via the Online Abstract Management System.
February 16/17/18	PC chair(s) and Manager of Programs and Events to notify session chairs of undersubscribed sessions
Feb. 16-March 1	Session chairs recruit papers to fill undersubscribed sessions. Advanced review period for sessions that are already oversubscribed
March 1	Last day of 2 week "grace period" for late paper submissions A fee is applied for abstracts submitted between February 15 and March 1. The fee will be waived if the proposal has been solicited by a session or workshop chair.
March 2 - 20	First round of paper reviews for general (not oversubscribed) Sessions and Workshops. Session chairs to receive access to online submissions and grading instructions.
March 15	Final deadline for under-subscribed sessions to receive abstract submissions. Sessions with fewer than 4 proposals will be cancelled.
March 20 – April 10	Second round of paper reviews for late submissions, papers that had to be moved to second choice sessions, etc.
April 15	Request and directions for Program Copy, Abstract Copy, and Session Media Request Forms sent to session chairs by ASOR office (from PC chair[s])
April 15-20	PC chair(s) receive business meeting schedule from ASOR office

May 1	Program and Abstract copies due from session chairs to PC chair(s) and ASOR Office
May 1-5	ASOR Office sends acceptance and rejection notifications sent to Paper and Workshop presenters
May 1-15	PC chair(s) draft Academic Program Schedule
May 1-31	PC chair(s) and ASOR office assemble and edit Program Abstract Copy Book to be sent to copy-editor on June 1.
June 1	Program at a Glance posted to ASOR website
mid-July	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 Programs Committee, and the programs and events manager 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 now 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 programs and events manager 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.

The following forms are currently in use:

- Online Abstract Management System
- New Member-Organized Session & Workshop Proposal Form

D. ASOR Membership and Conference Pre-Registration

The ASOR office under the direction of the programs and events manager is responsible for checking that each person who will act as Session Chair or who, via the online system, submits an abstract or registers his/her intent to participate as a session chair, workshop presenter, or discussant is a professional member of ASOR (or a student enrolled at an ASOR-member school) and has pre-registered for the Annual Meeting. The ASOR office will also handle all communication with individuals regarding the status of the membership and pre-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 pre-register for the annual meeting).

E. Acceptance/Rejection Notification

The ASOR office under the direction of the programs and events manager 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 office (and not PC chair[s] or session chairs).

Once the Programs Committee has vetted new Member-Organized Session proposals and new Workshop proposals, the PC chair(s) are responsible for communicating with the programs and events manager about which new sessions have been accepted/rejected. The programs and events manager 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.

Likewise, once Member-Organized Session chairs, ASOR 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) to the PC chair(s), and all of the sessions for the academic program have been set, the PC chair(s) is responsible for communicating with the programs and events manager about which papers have been accepted/rejected and in which session each paper will be delivered. The programs and events manager 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 PC chair(s) in consultation with the programs and events manager are responsible for drafting the academic program schedule. In creating the schedule, PC chair(s) must first take into account scheduling conflicts of session chairs and presenters due to need to attend business/committee meetings and religious observance. PC chair(s) should strive to arrange sessions 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 Programs Committee. Any issues should be discussed jointly by the executive director, programs and events manager, and the PC chair(s).

G. Program and Abstract Book

The program and abstract book, which is produced by the ASOR office, will include the academic program of the Annual Meeting, the business and executive meeting schedule, ASOR notices, advertising, and other matters pertaining to the Annual Meeting (present and future).

1. Academic Content (Abstracts): The PC chair(s) with the support and input of session chairs are responsible for supplying the program and abstract copy to the ASOR office for assembly and inclusion in the program and abstract book. Abstracts should be formatted according to the *BASOR* style sheet.

2. ASOR Notices: The ASOR office is responsible for assembling and including any notices to be published in the program and abstract book. As appropriate, the PC chair(s) should provide necessary information.

3. Advertising: The ASOR office is responsible for assembling and including any advertising to be published in the program and abstract book.

4. Assembly and Copy-editing: Session chairs will assemble and edit the list of presentations in their sessions and a separate file of abstracts. The PC chair(s) may also edit abstracts if they are able and feel further editing beyond what session chairs have done is warranted. The complete program will then be copy-edited by a professional proofreader.

5. Production: The ASOR office is responsible for producing and printing the program and abstract book.

H. Session Evaluation Forms

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

1. Creation of Evaluation Forms: The programs and events manager, 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. Distribution to Session Chairs: The ASOR office will email session chairs a digital copy of 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. In addition, all session chairs should receive a hard copy of the Annual Meeting academic program session evaluation form and directions for completion of the form upon check-in at the registration desk at the meeting site.

3. <u>Collection of Evaluation Forms</u>: Session Chairs should be encouraged to turn in (either in hard copy or via email to the ASOR Office as a PDF/Word attachment) their evaluation forms BEFORE leaving the conference. The official deadline for receipt of these forms should be one week from the start-date of the conference. 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 conference.

4. <u>Compilation of Evaluation Forms and Dissemination of Information</u>: The PC chair(s) along with the programs and events manager 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 February 1, 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 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
Archaeology of Lebanon
Archaeology of Mesopotamia
Archaeology of the Natural Environment: Archaeobotany and Zooarchaeology in the Near East
Archaeology of the Near East: Bronze and Iron Ages
Archaeology of the Near East: The Classical Periods
Archaeology of the Southern Levant
Archaeology of Syria
Art Historical Approaches to the Near East
Bioarchaeology in the Near East
Cultural Heritage Management: Methods, Practices, and Case Studies
Gender in the Ancient Near East
GIS and Remote Sensing in Archaeology
History of Archaeology
Landscapes of Settlement in the Ancient Near East
Maritime Archaeology
Prehistoric Archaeology
Reports on Current Excavations: ASOR Affiliated
Reports on Current Excavations: Non-ASOR Affiliated
Technology in Archaeology: Recent Work in the Archaeological Sciences
Theoretical and Anthropological Approaches to the Near East

Appendix B: Recent Past Plenary Speakers

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); from
http://www.asor.org/am/rules-for-participation/

Participation Policy
Individuals may appear up to three times on the program (business meetings and receptions are exempt).

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

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

Appendix D: excerpt from the **ASOR Policy on Professional Conduct** (April 18, 2015), Section III.E. (Programs and Publications)

4. the publications and presentation venues of ASOR shall not serve as the initial place of publication or announcement of any object acquired by an individual or institution after April 24, 1972, which is the date of entry into force of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, with the following exceptions:

    a. the object was documented as already being in a collection before April 24, 1972; and further, if that object is no longer in its country of origin, it must have been legally exported;

    b. the object was acquired after April 24, 1972 but it is considered to be a forgery and is published as a forgery;

    c. the object's publication or announcement serves primarily to emphasize the degradation of archaeological heritage.

5. a limited exception to the publication and presentation policy noted immediately above is available for cuneiform texts because

    a. in zones of conflict since the early-1990s, most prominently in Iraq and Syria but also elsewhere, looting of cuneiform tablets has occurred on a truly massive scale;

    b. cuneiform texts may be authenticated more readily than other categories of epigraphic archaeological heritage;

    c. the content of a cuneiform text can provide information independent of archaeological provenience.

    Therefore, in accord with the policy that was established by ASOR's Board of Trustees in November, 2004, the Journal of Cuneiform Studies ("JCS"), its related annual book publications, and the ASOR Annual Meeting may serve as the initial place of publication or announcement of a cuneiform text that lacks archaeological provenience and that was acquired by an individual or institution after April 24, 1972, if all the conditions outlined in paragraph E.6 have been satisfied. This is to be known as "the cuneiform exception" and its limits will be reviewed every three years.

6. the conditions that shall enable the cuneiform exception to be exercised are as follows:

    a. the author notes that the text-bearing artifact lacks archaeological provenience in a prominent manner in the text of the publication, in the caption of its illustration, and, if intermixed with objects having archaeological provenience, also in the index or catalog; and

    b. the author demonstrates that an effort has been made to determine the probable country of origin, which is the location of its final archaeological deposition within a modern nation-state; and prior to publication, the author receives and is willing to transmit to ASOR a written commitment from the owner of the artifact asserting that the artifact will be returned to the Department of Antiquities or equivalent competent authority of the country of origin following any conservation or publication, once permission for its return has been received; or alternatively, that its title has been

ceded to the determined country of origin, or to some other publicly-accessible repository, if return to its country of origin is not feasible.

7. they may consider for inclusion in ASOR publications and presentation venues research that has been undertaken in occupied territory and its contiguous waters as defined by the United States Department of State when that research is required strictly to safeguard, record or preserve the archaeological heritage of the occupied territory, or when permission of the competent national authorities of the occupied territory has been obtained by the researcher.