JERUSALEM ◆ AMMAN ◆ NICOSIA ◆ BAGHDAD ◆ DAMASCUS

ASOR's

PROGRAM COMMITTEE

Guidelines

Rev. 03/31/13

ASOR PROGRAM COMMITTEE GUIDELINES

TABLE OF CONTENTS

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, 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 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. Flexibility is key to organizing the Annual Meeting, and these guidelines should serve as a blueprint for carrying out the duties of the Program Committee (see below).

The Program Committee (PC) reports to the chair of the Chairs Coordinating Council (CCC) and answers to the board. While ASOR encourages the members of the Program Committee to think creatively and to try new things, the Program Committee should consult freely with the chair of the CCC, the ASOR executive director, the ASOR director of meetings and events, and other officers of ASOR. In the end, every ASOR academic program should evolve as a result of fruitful interaction among Program Committee chair(s) and members and in consultation with the chair of the CCC, the ASOR executive director, the ASOR director of meetings and events, and other officers of ASOR.

II. General Responsibilities of the Program Committee

The Program Committee is responsible for the intellectual content of the Annual Meeting. This responsibility involves (in coordination with the ASOR executive director, the ASOR director of meetings and events, and the chair of the CCC) undertaking the task of organizing many aspects of the Annual Meeting, most importantly the organization of the presentations of scholarly papers. More specifically, the Program Committee will determine the format of sessions for the presentation of papers and will select the sessions to be held each year.

The Program Committee is not responsible for the selection of a conference theme or plenary and keynote speakers. If any special theme or plenary or keynote speaker has been selected for the Annual Meeting of ASOR, then the chair of the CCC will forward this information to the Program Committee in a timely manner before the Call for Papers, so that this information may be incorporated into the Academic Program.

The Program 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, then the chair(s) of the Program 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 Program Committee, along with schedules. It is important to recognize that the deadlines must be met if the program of the Annual Meeting is to be prepared, published, and distributed in a timely manner.

III. Composition of the Program Committee and Appointment, Re-appointment, and Termination of Service of Chair(s) and Members

The standing committee will include a chair (or co-chairs) and six to eight members. The Program 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	History
Iran	Classical	Art History
Israel	Hellenistic	Biblical Studies
Jordan	Persian	Classical Studies
Lebanon	Roman	Cultural Heritage
Mesopotamia	Byzantine	Gender Studies
Southern Levant	Islamic	Museums
Syria		
Turkey		

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

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

At the discretion of the chairs, a few other ASOR members may be identified as special consultants to the Program 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. Program Committee members must be professional

members of ASOR and have a terminal degree or (in rare cases) be advanced doctoral candidates.

B. Selection & Appointment of Chair(s) of the Program Committee: The Chair(s) of the Program Committee will be selected by the Chairs Nominating Committee and his/her name(s) will be forwarded to the Executive Committee for approval. No appointment is confirmed unless approved by the Executive Committee.

C. Selection & Appointment of Members of the Program Committee: Selection of new members of the Program Committee will be based on noticeable gaps in the existing constituency of the Program Committee in terms of its representing the temporal, regional, and disciplinary interests associated with the history and archaeology of the Near East (as above). The Chair(s) of the Program Committee will solicit names of potential appointees from the members of the Program Committee as well as from the Chairs Coordinating Council. The PC Chair(s) will then review the CVs of candidates and contact them. In these initial contacts PC Chair(s) will notify candidates of their nomination, explain the requirements and workload of serving on the PC, and ask each candidate to complete the PC Questionnaire in order to verify that the candidate will indeed fill the gap on the committee. Once the PC Chair(s) have settled on candidates for each position on the PC, the 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 Executive Committee for final approval. No appointment is confirmed unless approved by the Executive Committee.

D. Term Limits: Chair(s) and members of the Program 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 Program Committee: As noted in Item D above, Chair(s) of the Program 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 in a formal written request to the Chair of the Chairs Coordinating Council. After consultation with the President, Executive Director, and Director of Meetings and Events, if it is agreed 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 Executive Committee for final approval. No reappointment is confirmed unless approved by the Executive Committee.

F. Reappointment of Members of the Program Committee: As noted in Item D above, Members of the Program 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 a formal written request to the Chair(s) of the Program Committee. If the Chair(s) of the Program Committee approve of the reappointment, the Chair(s) will then forward the request for reappointment to the Chair of the Chairs Coordinating Council, who will then forward the request to the Executive Committee for final approval. No reappointment is confirmed unless approved by the Executive Committee.

G. Termination of Service to the Program Committee:
Because membership on the Program 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 Program Committee may be asked by the Chair of the Chairs Coordinating Council to step down from service to the 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 Director of Meetings and Events, find that the Chair(s) have neglected their duties to the Program Committee and to the running of the Academic Program of the Annual Meeting.

The Chair(s) of the Program 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 Program 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 Program 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 Program Committee meeting at the Annual Meeting). Alternately, if despite this neglect the member of the Program Committee requests to continue his/her term on the Program Committee, then the Chair(s) of the Program 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 via email or snail mail; if a member is placed on probationary status, further neglect of basic responsibilities will be grounds for immediate termination of service to the Program Committee.

IV. Meetings of the Program Committee

The Program Committee will meet at least once a year (normally for at least one and a quarter hours) at the ASOR Annual Meeting to discuss pressing issues for the following year. During the course of the year, the Program Committee should be prepared to hold formal and informal meeting 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, Program 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 Program Committee for a maximum of three consecutive years. In addition, the program may include "Workshop Sessions" and "Poster Sessions."

A. ASOR Sessions

1. Description: ASOR Sessions are organized by the Program 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. Themes for ASOR-Sponsored Session: 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. Designation of ASOR Sessions: Sessions designated as "ASOR Sessions" are those that cover the broad temporal, regional, and disciplinary areas represented in the ASOR constituency (see Appendix that details "ASOR Sessions" at the time of compiling these guidelines). 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 Program 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. Session Management:

   a. Selection of Chairs: Chairs for ASOR Sessions will be selected by the Program Committee and invited to serve by the Program Committee chair(s).

b. Term of Chairs: 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 Program Committee recommends that current chairs identify and propose new chairs to the Program Committee for their approval. The Program 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. Responsibilities of Chairs: The responsibilities of chairs of ASOR Sessions include receiving 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 copy, abstract copy, and session media request forms.

d. Role of Program Committee: The role of the Program 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.

5. Assessment of ASOR Sessions: At the annual Program Committee meeting during the Annual Meeting, the Program Committee will review these sessions and their evaluations for additions, alterations, or deletions.

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 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. 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 as early as September 1. Other avenues for advertising the call for Member-Organized Sessions may also be employed if appropriate (i.e. posting to appropriate listservs). This call will also be incorporated into the complete, annual call for papers, which will be posted to the ASOR website by October 15.

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

3. Session Management:

a. Term of Session: 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 Program Committee requires that no chair run a session on the same general topic for more than two 3-year terms.

b. Responsibilities of Chairs: The responsibilities of chairs of Member-Organized Sessions include proposing the session, 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 program copy, abstract copy, and session media request forms.

c. Role of Program Committee: The role of the Program 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. Criteria for Evaluating Member-Organized Sessions: New proposals for Member-Organized Sessions will be reviewed by the Program 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.

C. Workshop Sessions

1. Description: Workshop Sessions 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 session time may be taken up with presentations. Prospective session chairs will submit a brief description of the significance of the Workshop Sessions' 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 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 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 Session should be no more than ten, but the Program Committee strongly recommends a maximum of six. Workshop presenters must be professional members of ASOR and must register for the Annual Meeting. Participation as a presenter in a Workshop Session constitutes an official appearance in the two-appearance policy.

2. Call for Workshop Sessions: The call for Workshop Sessions will be circulated to the ASOR membership via email and posted on the ASOR website as early as September 1. Other avenues for advertising the call for Workshop Sessions may also be employed if appropriate (i.e. posting to appropriate listservs). This Call will also be incorporated into the complete, annual call for papers, which will be posted to the ASOR website by October 1.

3. Session Management:

   a. Term of Workshop Sessions: Organizers should propose Workshop Sessions for 1-3 years with the understanding that they may apply for a renewal for another 1-3 years. The Program Committee strongly recommends that Workshop Sessions 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 Workshop Sessions 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 program copy, abstract copy, and session media request forms.

   c. Role of Program Committee: The role of the Program Committee with respect to Workshop Sessions is to:

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

4. Criteria for Evaluating Workshop Sessions: New proposals for Workshop Sessions will be reviewed by the Program 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 an informal venue for ASOR members to "get the word out" about their research and is designed to provide student and junior members an opportunity for greater involvement in the program of the ASOR Annual Meeting. Posters should 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. This event is typically scheduled over a lunch period in order to allow for maximum participation and attendance. Poster presenters must be professional 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 two-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 by October 1 and included in ASOR's Winter newsletter. The Program Committee encourages early responses to the call for posters. However, proposals to participate in the Poster Session should be received by September 15 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 Program Committee any change to the content of their request prior to the Poster Session. Because of printing deadlines for the Program Abstract Copy Book, changes to poster titles cannot be accommodated after September 15.

   c. Role of Program Committee: The role of the Program Committee with respect to the Poster Session is to:

   • identify a member of ASOR to chair the poster session and to review poster proposals for inclusion in this session; and
   • serve as advisors to poster presenters.

4. Criteria for Evaluating Poster Requests: New requests for posters will be reviewed by the chair of the poster session in consultation with the Program Committee if necessary and evaluated based on relevance of the theme/topic to the constituency of ASOR.

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

In order to generate a program that is of interest to ASOR's wide-ranging constituency, the Program 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 Preservation and Protection of Archaeological Resources*, as adopted by the ASOR Board of Trustees on November 18, 1995 (revised November 22, 2003).

While session chairs are responsible for evaluating papers and posters submitted to ASOR Sessions, Member-Organized Sessions, Workshops, and the Poster Session, the Program 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.

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 committee 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.

September 1	Call for new Member-Organized Sessions and new Workshop Sessions posted to ASOR website and emailed to ASOR Members
September 15	Proposals for "Projects on Parade" (Poster presentations) at Annual Meeting in the same year due to ASOR office
October 1	Call for papers and posters posted to ASOR website, emailed to ASOR Members, and published in Winter newsletter
November 7/8/9	Session evaluation forms and directions sent to session chairs
November Mtg.	PC meets to consider regular business PC chair(s) and ASOR office distribute session evaluation forms to session chairs at 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 proposals and new Workshop Session proposals due to ASOR office & PC chair(s)
December 16/17/18	New Member-Organized Session proposals and new Workshop Session proposals made available to PC for review
January 5	PC Committee acceptance/rejection of new Member-Organized Session proposals and new Workshop Session proposals due to PC chair(s)
January 15	Notice of new Member-Organized Sessions and Workshop Sessions posted to call for papers on ASOR website and emailed to ASOR members
February 1	PC receives session evaluation data compiled by ASOR office from session evaluation forms
February 15	Abstract/Participation Forms due to main office
February 16/17/18	PC chair(s) notify session chairs of undersubscribed sessions
Feb. 16-March 1	Session chairs recruit papers to fill undersubscribed sessions
March 1	Abstract/Participation Forms due to main office from those recruited to submit papers to undersubscribed sessions Last day of 2 week "grace period" for late submissions
March 15	No late Abstract/Participation Forms accepted after this date (monetary penalty applied to those abstracts submitted between March 1 and March 15 unless PC chair[s] waive said fee)
March 15-22	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 1	Program Copy, Abstract Copy, and Session Media Request Forms due from session chairs to PC chair(s) and ASOR office
April 1-15	PC chair(s) and ASOR office tie up loose ends ASOR office emails official acceptance/rejection notice to presenters

April 15-30	PC chair(s) receive business meeting schedule from ASOR office
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
June 1	Academic program schedule posted to ASOR website
June – August	Break for summer fieldwork

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 Program Committee, the chair of the CCC, the executive director of ASOR, and the director of meetings and events of ASOR 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 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.

For all forms, it is imperative that all information be collected in an electronic format and be submitted to the ASOR main office, as the office is responsible for much of the official correspondence and archiving of information related to the academic program of the Annual Meeting.

The following forms are currently in use:

- New Member-Organized Session Proposal Form
- New Workshop Proposal Form
- Session Media Request Form

D. ASOR Membership and Conference Pre-Registration

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

Once the Program Committee has vetted new Member-Organized Session proposals and new Workshop Session 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 Session proposals notifying them of the acceptance/rejection of their proposed sessions.

Likewise, once Member-Organized Session chairs, ASOR Session chairs, and Workshop Session 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 director of meetings and events 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 PC chair(s) in consultation with the director of meetings and events 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 executive director and the chair of the CCC. Any issues should be discussed jointly by the executive director, director of meetings and events, chair of the CCC, 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: Although the ASOR office is responsible for assembly and (limited) copy-editing of the program and abstract book, the PC chair(s) should encourage session chairs to take their role as editors of abstracts seriously. 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 final responsibility for well-written abstracts rests with the participants and the session chairs. The ASOR office is not able to provide detailed copy-editing.

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 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. 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. Collection of Evaluation Forms: 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. Compilation of Evaluation Forms and Dissemination of Information: 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 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: Current List of Current ASOR Sessions

Ancient Inscriptions
Archaeology and Biblical Studies
Archaeology of Anatolia
Archaeology of the Arabian Peninsula
Archaeology of the Byzantine Near East
Archaeology of Cyprus
Archaeology of Egypt
Archaeology of Eurasia and the Black Sea
Archaeology of Gender
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
GIS and Remote Sensing in Archaeology
History of Archaeology
Individual Submissions
Maritime Archaeology
Myth, History, and Archaeology
Prehistoric Archaeology
Reports On Current Excavations-ASOR Affiliated
Reports On Current Excavations-Non-ASOR Affiliated
Technology in Archaeology
Theoretical and Anthropological Approaches to the Near East