Guidelines for Hosts of
SEAA Worldwide Conferences

Guiding principle

A SEAA conference is a SEAA event hosted by an academic or other scholarly institution. It is not an international conference hosted by an institution with 'some' SEAA participation. This distinction, which is important to SEAA, means that the event must be promoted as a SEAA conference and that all conference participants (including archaeologists in the host country who attend the conference) must complete the conference related procedures set by SEAA. The Host(s) is/are expected to adhere to a Memorandum of Understanding (MOU) signed by SEAA and the host institution. Signatures are expected from both the local organizer (Host) and a management-level representative of the host institution.

The successful hosting of SEAA conferences at academic institutions typically requires that the local host obtain from their institution a promise of logistical and (at least some level of) financial support. The Host(s) must provide SEAA with an official letter of intent or other evidence of institutional support no less than one year prior to the conference.

All official communication between the Host(s) and SEAA will be carried out through a designate of the Host(s) and the SEAA Vice-President (VP) who is in charge of overseeing the running of the conference on SEAA's behalf. In the case of payment and conference registration matters, communication between the Host(s) and the SEAA Treasurer or SEAA Secretary can be channeled through (or facilitated by) the SEAA VP.

Conference format

Until 2021, all SEAA conferences were planned and executed as fully in-person conferences with no online components. Due to the Covid19 pandemic, SEAA has conducted one fully online student conference in 2021 and is conducting the regular SEAA9 conference in Daegu, South Korea, as a hybrid conference with some of the presentations online and others in person. For future conferences, both hybrid and fully in-person formats are possible. In the case of a hybrid conference, all presentations have to be viewable both in person and online, meaning that logistics will have to be considered carefully. The fee structure will also have to be discussed as online-only participants and especially non-presenting online-only participants may expect to pay lower fees. Suggestions on how this is going to handled will have to be part of any conference proposal.

Cost and funding

SEAA conferences are typically funded through conference registration fees (collected by SEAA and then transferred to the local Host), complemented by funds obtained by the conference Host from local sources (typically, but not exclusively, the academic institution where the conference is held). Registration fees at former SEAA conferences have ranged between USD 100 and 160.

SEAA provides an online system for paper, poster, and session proposal submission and fee payment as well as dissemination of conference information and links to online sessions if needed. The SEAA Executive Board helps with a first review of submitted abstracts and session proposals and is happy to make language edits or suggestions on organizational details as needed. Additional SEAA funds are generally not available to help fund the conferences, though the Society may assist financially should unexpected costs arise.

The Host(s) is/are expected to use conference funds (i.e. registration fees + other funds obtained locally) to cover the following expenses: conference facilities, lunches, coffee/tea breaks, welcome and farewell receptions, programs, banners, as well as a mid-conference tour (which should include transportation).

The conference Host(s) is/are expected to include a preliminary budget (including funding sources) in their proposal, share updates on the budget and costs with SEAA in the run up to the event, and submit a final budget at the latest four weeks following the end of the conference.

Ticketing and registration

- All presenters (speakers), panel organizers / chairs / discussants, and first authors on posters whose proposals have been accepted must be SEAA members. Non-presenting co-authors of accepted papers or posters must be members only if they attend the conference.
- Everyone attending the conference, including presenters and all other non-presenting attendees, must pay the conference registration fee. Day passes are available to local observers wishing to attend the conference for no more than 2 days. Such 'day pass' attendees are not required to become SEAA members.
- As the budget holder of the conference, the Host(s) should propose (and discuss with SEAA) an appropriate conference fee amount, including a potential range of fees depending on mode of attendance in case that the conference is held in a hybrid format.
- The waiving of membership and conference fees is permitted in the case of certain categories of participants, such as keynote speakers or university and other officials, as well as student helpers. Such waivers may be made only in consultation with SEAA.
- Exhibitors and advertisers in the program have been a rare occurrence at SEAA conferences but SEAA is not opposed to them. The host may invite publishers, archaeological companies and equipment suppliers to advertise their products during the conference. The Host(s) and SEAA will discuss and agree on the appropriate fee structure for exhibitors and advertisers. The Host(s) can use the collected fees to help fund the conference.

Attendance, Facilities, Accommodation

Those wishing to host a SEAA conference should carefully consider the need for sufficient and adequate facilities. The following list of conference participant numbers over the past decade can act as a guide in planning for required facilities and resources.

Beijing 2008	280
Fukuoka 2012	200
Ulaanbaatar 2014	195
Boston 2016	360
Nanjing 2018	323
Online Student Conference 2021	150
Daegu 2022 (hybrid)	> 250

Facilities should include 5 or 6 rooms to be used simultaneously, as well as nearby lunch and reception facilities for a period of up to 4-5 days. Note that one of the rooms should be large enough to accommodate all participants (such as for the plenary sessions) and that each room should be equipped with technical equipment such as projectors, presentation laptops, and in the case of larger rooms also microphones. Ideally, all conference facilities should be located near one another (for example in the same building), although exceptions can be made when quick and efficient transportation is available between venues. The same applies to receptions,

which can be held in different locations if transportation or clear directions are provided. For hybrid conferences somewhat smaller facilities may be suitable.

Although the Host(s) is/are not responsible for locating or paying for accommodation for conference participants, they are expected to make information available to participants about reasonably priced and conveniently located hotels. Ideally, the Host(s) should try and negotiate with hotels reduced rates for conference participants. Such agreements should also be discussed with SEAA. Hotel bookings can be conducted either directly and independently by participants, or through a booking agent set up by the Host(s). The hosts of previous conferences have usually contacted a number of hotels in different price categories to negotiate special rates for conference participants. Importantly, the Host(s) is/are advised not to sign any agreement(s) with hotels regarding minimum numbers of guests or rooms that would incur costs to the Host(s) should the rooms not be filled. Should the Host(s) sign any such agreements, SEAA would not cover any costs arising from unfilled rooms.

The Host(s) is/are responsible for providing on site volunteers for the duration of the conference to fill the following roles: registration (beginning the afternoon prior to the start of the conference and ending on the last day); technical help with presentation equipment; general help with matters such as finding rooms, transportation, printing, along with other common tasks associated with conferences. Furthermore, clear signage must be provided which directs participants to the rooms in which the sessions are held. All signs must be English, although other languages (Chinese, Japanese, Korean, Mongolian, as well as other local languages) can also be used alongside English.

Conference Dates, Call for Papers, Organizing Committee, Program, etc.
- SEAA Conferences are usually held every 3 years some time in June, meaning that the next conference would be in 2025, but shorter or longer breaks between conferences or dates other than June can be considered if there are cogent reasons for it. SEAA does require a minimum of 2 years between conferences (i.e. June 2024 would be the earliest date for SEAA10) and a time over the summer and no earlier than early/mid June and no later than mid-September to align with summer breaks.
- The schedule for the Call for Papers (CFP) and deadlines for the submission of papers, etc. must be discussed and agreed on by the Host(s) and SEAA. Note that the CFP is typically ready for distribution 12 months before the conference (i.e. June 2024 for SEAA10 if it is held in June 2025) and that the paper submission deadline is usually set at 6 months before the conference (i.e. December 31 2024 for SEAA10 if held in June 2025). Should the conference date need to be changed for any reason, the above-mentioned deadlines should be adjusted accordingly. If needed, the Hosts(s) and SEAA can agree to extend the paper submission deadline.
- The Host(s) and SEAA are responsible for the academic content of the conference. Typically, the Host(s)'s responsibilities have included the vetting of paper and panel proposals, communicating with the proposers of papers and panels, along with putting together and scheduling panels.
- The Host(s) usually put(s) in place a conference organizing committee.
- The Host(s) is/are responsible for forwarding all conference-related information and news items in due course to the SEAA web editor.
- Conference website, conference email addresses and logos are provided by SEAA.
- The Host(s) is/are responsible for preparing the conference program and sending it to SEAA for approval prior to printing. Approval should be sought no less than 3 months prior to the start of the conference. The details pertaining to the plenary sessions,

receptions, vendors and other exhibitors and other logistical details are to be discussed with SEAA well in advance.

- The conference language is English.

<u>Tours</u>

- Mid-conference tour: The Conference typically includes a half-day to full-day tour to a museum, archaeological site or another relevant location (or a combination thereof) on the day marking the middle of the conference. The mid-conference tour is free to participants, with the cost covered by the Host's conference budget.

- Post-conference tours: SEAA conferences are typically followed by one or two 2 - 4 day tours to archaeological sites, museums and other relevant locations. The Host(s) is/are responsible for the creation, advertising, and logistics of the post-conference tours. The cost of the tours is not covered by the conference budget and is the responsibility of the participants joining the tours. The fees should be paid separately by those participants choosing to take part in one of the tours. The host is responsible for collecting such post-conference tour fees.

SEAA Executive Council, June 2022

SEAA Executive Council members:
Anke Hein, President
Siran Liu, Vice-President
Ruiliang (Ray) Liu, Treasurer
Jina Heo, Secretary