

Session Organiser Manual: Reviewing Contributions & Scheduling Sessions

1. Key Dates & Responsibilities

Session Organisers – First Review Stage

Session organisers are responsible for reviewing contributions and preparing their internal session schedules by **9 March 2026**.

Recommended timeline

16–27 February

- Review all contributions submitted to your session.
- For each contribution, submit one of the following decisions via the submissions portal:
 - *Accept*
 - *Reject*
 - *Revisions needed* – the author will be notified and asked to revise their contribution by **2 March**.

2–9 March

- Review revised contributions that you previously marked as ‘revisions needed’.
- Make sure you have submitted a **final review** (*accept* or *reject*) for each contribution.
- Prepare and finalise your internal session **schedule**.

Athens Scientific Committee – Second Review Stage

The Athens Scientific Committee is responsible for reviewing sessions and their contributions to ensure:

- Compliance with EAA guidelines
- Consistency and coherence of session schedules

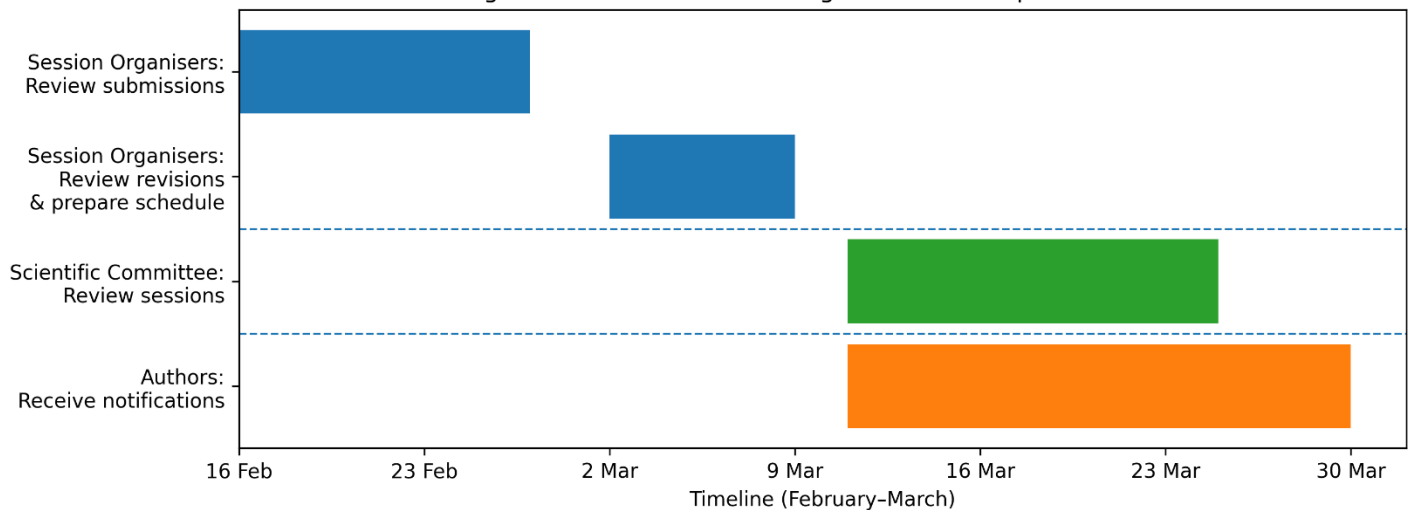
11–25 March 2025

- Review of sessions and contributions by the Athens Scientific Committee.

11–30 March

- Automated email notifications with **review results** (accepted/rejected) are sent to contribution authors.
- Notifications are sent only after:
 - The contribution has received a final review by the session organiser (*accept* / *reject*), and
 - the review has been confirmed by the Scientific Committee during the second review stage.

Reviewing Contributions & Scheduling Sessions – Responsibilities Timeline



Note: The timeline shown above reflects recommended best practice. Session organisers may adjust the timing slightly to suit their circumstances, provided all steps are completed by the relevant deadline (9 March).

Session Time Preferences

If you have specific time preferences for your session, email helpdesk@e-a-a.org by **15 May 2026**. Requests after this date cannot be taken into consideration. Please only submit requests for serious reasons.

2. Reviewing Contributions

General information

- Contribution reviews must be submitted via the submissions portal: <https://submissions.e-a-a.org/ea2026>.
- Only **main session organisers** can submit reviews and adjust schedules, but they may share PDF submissions with co-organisers for discussion.


Evaluation Criteria

- Abstracts must align with the scope of the session and meet contemporary archaeological research standards.
- Abstracts must be written in English. If necessary, you may recommend English-language editing, as abstracts will not undergo further proofreading.
- As the EAA is a membership-based association, please aim to apply the principles of openness and inclusivity when evaluating submissions.
- Format requirements:
 - The abstract must consist of text only (no references, figures, tables, or graphs).

Review Process

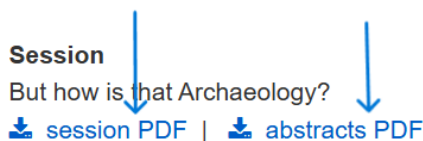
1. Click on the “Review contributions” button to start:

...idy of Kaiserslautern, Germany	Oral
...ons of "the past": a view from time	Oral
...ation: The Archaeological and Social ...astor in Barcelona"	Poster
...y (LIBS) as a potential new method for ...m an archaeological context	Poster



REVIEW CONTRIBUTIONS

2. After clicking “Review Contributions”, you can download all session abstract PDFs to share with your co-organisers here:



Review Types:

- **Accept**
 - No changes are required.
- **Revisions needed**
 - Minor modifications are required (including English-language corrections).
 - Please provide a comment for the author explaining what needs to be changed.
 - The author will receive your feedback by email ¹and will be asked to revise their abstract by **2 March**.
 - Revised abstracts will be labelled “**UPDATED**” in the submissions portal.
 - The main session organiser will receive an email notification once the abstract is resubmitted.
 - You can view the original and revised versions side by side in the portal.
 - All revised abstracts must be reviewed by **9 March**.
- **Reject**
 - Clearly explain the reason for rejection (authors will see your comment).
 - Where possible, suggest an alternative session or consider recommending conversion to a poster.

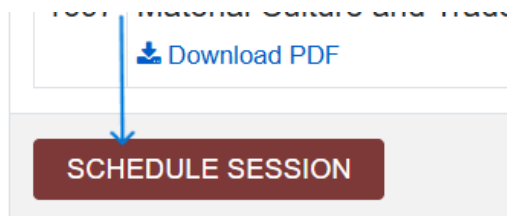
Note: Contribution authors are notified of **acceptance /rejection** only after the Athens Scientific Committee completes its review.

¹ Please see templates of notification emails sent to authors in the Appendix.

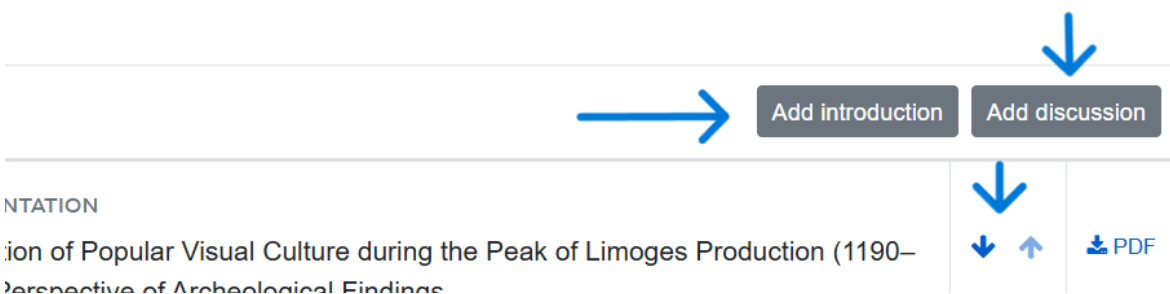
3. Session Schedule

How to schedule

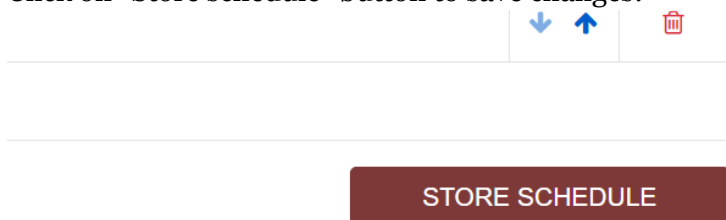
1. Internal session schedules are created by session organisers via the submissions portal: <https://submissions.e-a-a.org/ea2026>.
2. The scheduling feature will **unlock** once you have accepted **enough oral contributions** (see 'Minimum Contribution Requirements' below).
3. To begin scheduling the session, click on the "Schedule session" button under session details in your submissions account:



4. Use arrows and buttons to change the order of oral presentations and add introduction / discussion slots:



5. Click on "Store schedule" button to save changes:



Key points about the programme

- The EAA scientific programme runs over **three days** (Thursday to Saturday) from **08:30 to 18:30**.
- All sessions are scheduled in **2-hour blocks**.
- The total **number of 2-hour blocks** per session is based on the **number of accepted oral contributions**.
- A typical 2-hour block is divided into **eight 15-minute slots**, which can be taken up by oral contributions, discussion slots and introduction slots.

- **Daily Schedule:**

- 08:30 – 10:30 | Parallel sessions (Block 1)
- 10:30 – 11:00 | Coffee break
- 11:00 – 13:00 | Parallel sessions (Block 2)
- 13:00 – 14:00 | Lunch break
- 14:00 – 16:00 | Parallel sessions (Block 3)
- 16:00 – 16:30 | Coffee break
- 16:30 – 18:30 | Parallel sessions (Block 4)

Minimum Contribution Requirements

- Regular & Pre-Circulated Papers Sessions: At least 6 oral contributions
- Keynote Sessions: At least 4 oral contributions
- Discussion Sessions: At least 3 oral contributions
- 6 Slides in 6 Minutes Sessions: At least 10 oral contributions
- Workshops, Round Tables, 'Other' session format: No minimum required

Slot Allocation & Limits

Regular sessions, sessions with keynote, sessions with pre-circulated papers

Oral Contributions:

- Max. 7 oral contributions per 2-hour block (6-7 recommended).
- Max. 28 oral contributions per session (4 x 2-hour blocks max).
- If submissions exceed this limit, an error message will prompt review and rejection of unsuitable papers.
- No limit on poster contributions (posters are not assigned time slots for presentation within the session).

Introduction & Discussion Slots:

- One optional introduction slot per session.
- One 15-minute **obligatory discussion slot** per 2-hour block, located at the **end of each 2-hour block**. This is to ensure that all authors can discuss their papers within their designated 2-hour block (even if they need to leave the session after giving the presentation), accommodate potential delays, and maintain uniform rules across all sessions.
- The allocation of 2-hour blocks and no. of additional discussion slots is **automatically determined** by the **number of oral contributions** accepted in the session. This is to ensure efficiency, prevent unnecessary session extensions, and uphold fairness through consistent guidelines.
 - 6 oral contributions >> one 2-hour block assigned within which 1 additional discussion slot is allowed (can be used as an introduction slot).
 - 7 oral contributions >> one 2-hour block assigned; no additional discussion slots allowed.
 - 8-14 oral contributions >> two 2-hour blocks assigned; 0-6 additional discussion slots allowed depending on exact no. of oral contributions (including introduction slot).

- 15-21 oral contributions >> three 2-hour blocks assigned; 0-6 additional discussion slots allowed depending on exact no. of oral contributions (including introduction slot).
- 22-28 oral contributions >> four 2-hour blocks assigned; 0-6 additional discussion slots allowed depending on exact no. of oral contributions (including introduction slot).
- **If more discussion slots are needed, session organisers may need to reject less suitable submissions.**

Additional rules for sessions with keynote

- **Keynote Abstracts:** Please inform the EAA Secretariat at helpdesk@e-a-a.org which contributions in your session should be designated as keynotes. We will mark them accordingly in the submissions system.
- **Keynote Slot Allocation:** Each keynote can be allocated a 15- or a 30-minute slot, counted within the overall session time. Please indicate your preferred length of keynote slots within your session when contacting the Secretariat at helpdesk@e-a-a.org

Discussion sessions

Oral Contributions:

- Max. 5 per 2-hour block.
- Max. 20 per session (4 x 2-hour blocks max).
- If exceeded, an error message will prompt rejection of excess papers.

Introduction & Discussion Slots:

- One optional introduction slot per session.
- One 15-minute **obligatory discussion slot** per 2-hour block, located at the **end of the 2-hour block**.
- Max. 5 discussion slots per 2-hour block (including intro & obligatory discussion slot).

Sessions with six slides in six minutes (pecha kucha)

Oral Contributions:

- Max. 18 oral contributions per one 2-hour block.

Introduction & Discussion Slots:

- Two 6-min optional introduction slots per session.
- Two 6-min obligatory discussion slots per 2-hour block, located at the **end of the 2-hour block**.

‘Other’ sessions

Oral Contributions:

- Max. 7 per 2-hour block.
- Max. 28 per session (4 x 2-hour blocks max).

Introduction & Discussion Slots:

- One optional introduction slot per session.
- One 15-minute obligatory discussion slot per 2-hour block, located at the end of the 2-hour block.
- Max. 7 discussion slots per 2-hour block (including intro & obligatory discussion slot).

Round tables, workshops

- No oral contributions or posters are submitted. Session organisers are not required to adjust session schedules.

- **Default duration:** One **2-hour** block. If additional time is needed, please contact us at helpdesk@e-a-a.org by **15 May** at the latest. Extensions can only be granted if justified by a valid reason.

Posters

- Poster contributions should follow the same review timeline as oral contributions (see *1. Key Dates & Responsibilities* above).
 - Posters do **not** receive presentation slots within the 2-hour session blocks and are not included in the internal session schedules.
 - In conference materials (*Programme Book, Abstract Book, etc.*), posters will be listed under your session details but will not have an assigned presentation time or appear in the session schedule.
-

Feedback from the Athens Scientific Committee

- In the **second half of March**, you may receive feedback from the Athens Scientific Committee regarding your session.
- This feedback may request revisions, such as changes to the schedule or updates to some of your reviews. We will notify you if any revisions are required.
- If no changes are needed and your session is accepted as submitted, you will also receive an automated confirmation email.

Appendix

- A. The automated email ²sent to the first author when the session organiser submits a “**revisions needed**” review.

Dear {NAME},

Contribution #{ID}, "{TITLE}" has been reviewed by the session organisers and they have **requested revisions**. Please see their comments below:

{REVIEW_REMARKS}

We kindly ask that you submit your revised abstract by **2 March**. Here's how to make the changes:

1. Log in at <https://submissions.e-a-a.org/ea2026/>.
2. Click on your abstract title.
3. Make the necessary changes using the "Edit" buttons.
4. Click the "Submit" button.

Once you've resubmitted, the main session organiser will be notified of your revision.

Notification of evaluation results

The contribution review process consists of two steps: first, session organisers evaluate the contributions, followed by a review from the Athens Scientific Committee. You will be notified of the **final decision** on your abstract by **30 March**, after the Scientific Committee's review..

Assistance and questions

Please visit our conference <https://www.e-a-a.org/EAA2026> or contact us at helpdesk@e-a-a.org. For any questions about the review itself, please reach out to the **main session organiser**, {ORGANIZER_NAME}, at {ORGANIZER_EMAIL}.

Thank you once again for your contribution. We appreciate your engagement and look forward to your participation in EAA 2026!

Best regards,
EAA Secretariat

² Session organisers do not send these emails, they are sent automatically.

- B. The automated email³ sent to the first author when the session organiser submits an “**accepted**” review and the evaluation is **confirmed** by the Athens Scientific Committee in the Second Review Stage.

Dear {NAME},

We are pleased to inform you that your contribution #{CONTRIBUTION_ID} titled "{CONTRIBUTION_TITLE}" has been **accepted** for the 32nd EAA Annual Meeting in Athens, following two rounds of review by the session organisers and the Athens Scientific Committee. It has been accepted for inclusion in session #{SESSION_ID}, "{SESSION_TITLE}."

Required fees

All **first authors** of accepted contributions are kindly asked to complete the following fees by **29 April**:

- EAA 2026 membership fee
- EAA 2026 conference registration fee

Both payments are required to confirm the contribution's **inclusion in the** conference **programme**. You can register and complete your payment here: <https://www.e-a-a.org/EAA2026/registration>.

If you have any questions or require assistance, please visit our conference website at <https://www.e-a-a.org/EAA2026/> or contact us at helpdesk@e-a-a.org.

Kind regards,

EAA Secretariat

³ Session organisers do not send these emails, they are sent automatically.

- C. The automated email⁴ sent to the first author when the session organiser submits an “**rejected**” review and the evaluation is **confirmed** by the Athens Scientific Committee in the Second Review Stage. This applies when the contribution is **fully rejected** (i.e., it is not moved to another session or converted to a poster).

Dear {NAME},

Thank you for submitting your contribution #{CONTRIBUTION_ID} titled "{CONTRIBUTION_TITLE}" for the 32nd EAA Annual Meeting in Athens.

Following review by the session organisers and the Athens Scientific Committee, we regret to inform you that your abstract has **not been accepted** for inclusion in this year’s conference programme.

We thank you for the time and effort you put into your submission and encourage you to consider submitting your work to future editions of the EAA Annual Meeting.

If you have any questions regarding the review process, please do not hesitate to contact us at helpdesk@e-a-a.org.

If you are receiving this message because you have withdrawn your contribution, please consider this email as confirmation of your withdrawal.

Thank you for your understanding and for your continued engagement with the EAA. We hope to see your work at future meetings.

Kind regards,

EAA Secretariat

⁴ Session organisers do not send these emails, they are sent automatically.