

Guidelines for organisers of sessions

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The scientific sessions are the core unit of EAA AMs. They must work as a whole, and as an inclusive unit that joins different perspectives (individual contributions) together. This overall character of sessions is a key feature of EAA AMs. If possible, all sessions are planned in a hybrid format to allow also online participation.

- When considering a proposal for a session, session organisers are expected to evaluate the theme/topic/issue to be addressed with care and with reference to its relevance to colleagues at a European level.
- Mono-national sessions are discouraged by the Scientific Committee and disapproved of. The EAA seeks to avoid situations where only one country is represented. Sessions should normally have organisers from at least two countries and representing at least two different institutions (maximum number of session organisers is five, incl. main organiser) and speakers should normally be from at least three countries. Individual papers in languages other than English will be accepted but must be comprehensible to an English-speaking audience; an abstract and PowerPoint presentation in English must be provided.
- Session organisers must consider the session format that is best suited to the session theme and purpose. Session abstract together with other details must be submitted during the Call for Sessions. We allow the following session formats (each with different requirements):
 - Regular session
 - Includes 15-minute presentations, discussions, and introductory/closing comments, with a minimum of six presentations. Organisers can invite submissions, but sessions are open to all EAA Members, and all contributions must be submitted through the EAA submissions portal.
 - Session with presentations of 6 slides in 6 minutes (Pecha kucha)
 - Designed to offer a quick overview of case studies. It includes 6-minute presentations, discussions, and introductory/closing comments, with a minimum of 10 presentations. Session organisers are encouraged to advertise the session and invite submissions, but sessions are open to all EAA Members and all contributions must be submitted through the EAA submissions portal.
 - Session with keynote presentation followed by presentations and / or discussion
 - Can feature up to three invited keynote presentations followed by 15-minute regular presentations and discussions. All presentations (including keynotes) must be submitted via the EAA submissions portal. The EAA Secretariat assigns “keynote” status to selected presentations in agreement with session organisers. Session organisers are also encouraged to advertise the session and invite submissions, but sessions are open to all EAA Members and all regular contributions must be submitted through the EAA submissions portal.
 - Session with pre-circulated papers
 - Similar to regular sessions but allow for more focused discussions based on materials shared between participants prior to the conference. Session organisers are encouraged to advertise the session and invite submissions, but sessions are open to all EAA Members and all contributions must be submitted through the EAA submissions portal. Contains oral / poster presentations

submitted during the Call for Contributions. The minimum number of oral presentations is six. The main session organiser circulates the papers to the speakers at least one week in advance of the AM, and the presentations are only shortly presented during the session, allowing a longer time for discussion.

- Discussion session (with formal abstracts)
 - These sessions are designed to facilitate in-depth discussions on topics that warrant extended exploration and participant interaction. They typically include 15-minute presentations, discussions, and opening and closing remarks, but they should allocate more time to discussion than regular sessions. Session organisers are encouraged to advertise the session and invite submissions, but sessions are open to all EAA Members and all contributions must be submitted through the EAA submissions portal. The minimum number of oral presentations is three.
 - Roundtable (without formal abstracts)
 - Interactive discussions with limited presentations, seating 30 participants, and focused on specific themes. No contributions are submitted to roundtable sessions through the EAA submissions portal; instead, speakers should be invited by the organisers. The maximum number of invited speakers per roundtable session is 10. Invited speaker names can be added by the main session organiser through the EAA submissions portal at the time of submitting the roundtable session proposal or later (deadline specified by the EAA Secretariat). All speakers must be registered for the AM.
 - Workshop
 - 2-hour interactive sessions for data consultation, software demonstration, etc. No contributions are submitted to workshops through the EAA submissions portal; instead, presenters should be invited by the organisers. The maximum number of invited presenters per workshop is 10. Invited presenter names can be added by the main session organiser through the EAA submissions portal at the time of submitting the workshop proposal or later (deadline specified by the EAA Secretariat). All presenters must be registered for the AM.
 - Other
 - Innovative session formats/meetings can be accommodated on request. Organisers who wish to submit a session in this format are asked to contact helpdesk@e-a-a.org prior to submission to discuss feasibility and available options.
- Session organisers are asked to consider the appropriate balance between invited papers, papers chosen personally, or contributions submitted through the EAA submissions portal and identified by the Scientific Committee as suited to the theme or topic of the session. A balance of all three works very well.
 - The EAA generally does not permit individuals to serve as the main organiser for more than one session. However, organisers may also participate in one additional session as a co-organiser or as the chair of a General Session. It is also possible to be the co-organiser of two sessions.
 - Session proposals should be submitted during the Call for Sessions which opens in September, one year prior to the conference, and closes typically in early November. Session proposals must be submitted through the EAA submissions portal and include session aims and the hoped-for content. The goal and preferred format should be identified at this stage. Deadlines for each AM are clearly outlined on the AM website at the time when the Call for Sessions opens. The person

submitting the session abstract is considered the main session organiser and is the main contact person during the AM preparations.

- For a session to be eligible for contribution submissions, it must first be accepted for inclusion by the Scientific Committee and have at least two organisers from different countries. All session organisers are required to pay the EAA membership fee and the registration fee by the deadline set by the EAA Secretariat, typically at the end of January. Should your session be later cancelled and you decided not to participate at the AM, you may apply to have the registration fee refunded. Session organisers are advised to identify and invite colleagues to participate in their sessions and are expected to approach those that can contribute effectively to the session theme.
- It is important to note that sessions should normally have contributors from at least three different countries.
- The EAA Secretariat cannot normally assist in identifying suitable session co-organisers and / or presenters. A Call for Contributions to particular sessions, if required, can be made through social media or *TEA*.
- Sessions should not normally be repeated or continued from one AM to another. In rare cases exceptions can be made, after the Scientific Committee has assessed the session proposal and ensures that it demonstrates a strong interest among Members, or demonstrates significant development.
- If an accepted session receives insufficient paper submissions by the end of the Call for Contributions, the session organiser must communicate with the Scientific Committee (ScC) and the EAA Secretariat on next steps. The ScC may suggest adding papers from those rejected or relocated from other sessions. If a minimum of six papers (for regular sessions) cannot be secured, the session may be merged with another, its format changed, or cancelled, with submitted contributions reassigned to another session. Organisers may also be invited to present in a different session.
- Session organisers are responsible for preparing the complete schedule of their session in accordance with EAA policy and guidelines provided by the EAA Secretariat. Session schedules should be created in the submissions portal by a deadline specified by the EAA Secretariat (typically February/March).
- Session organisers should liaise with the EAA Secretariat to ensure that all presenters (incl. discussants, keynote speakers and invited speakers) have registered for the AM so that session programmes are accurately planned.

Planning the session

- Session organisers are expected to maintain communication with the EAA Secretariat regarding any necessary changes, including session date, programme details, equipment requirements, or room size. Organisers are also expected to adhere to all provided deadlines.
- Session organisers should directly communicate with their speakers to explain the session structure, share the programme, and provide any necessary instructions, including the "Notes for Speakers" (EAA-Guideline No. 5.2.19). Organisers are also responsible for ensuring that speakers have read these guidelines and confirming whether they will participate onsite or online.
- When preparing the session programme, session organisers are asked to allot appropriate time slots to all contributions, bearing in mind the session length, and include time required for a general introduction, introduction to individual presentations/speakers and discussion.
- Session organisers should prepare a general introduction to the session that sets the papers into context, explaining the overall 'shape' of session programme, where the session will lead to and

why the papers are set in the order they are. Links between papers should also be pointed out. This all assists the audience and 'leads' listeners through the session rather than be confronted with a series of apparently disjointed presentations.

- The discussion elements of the session should be prepared in advance. A series of themes and/or points should be identified that can be drawn on to direct the discussion, rather than just expecting it to develop its own accord. It is also useful to be able to call on specific members of the audience to contribute to the discussion, especially if discussion is a bit slow to start, or needs to move on to another point. Such people need to be notified in advance if they are to be called on to make a comment; members of the audience should not be asked without warning.
- When relevant (when the format is that of a round table discussion or a meeting of a particular EAA Community) session organisers are asked to ensure that they identify a Rapporteur to take notes and prepare a report or proposal for the EAA Executive Board, those attending and for The European Archaeologist (*TEA*) newsletter.
- There is the possibility that papers from sessions or round tables may be suitable for publication in the *TEA*, the *European Journal of Archaeology (EJA)* or developed into topics for publication in the *THEMES in Contemporary Archaeology* monographs. Please contact the *TEA*, *EJA* and/or *THEMES* editors in advance of the AM, or as soon as possible after it, if you are considering any one of these options (see <http://www.e-a-a.org>). Any AM papers submitted for publication in the *EJA* / *THEMES* will be subject all normal selection and editorial criteria, including external peer review. By submitting the session proposal, session organisers agree to its recording and availability for on-demand viewing on the EAA conference web platform by registered participants for six months after the Annual Meeting. The recording will not be published elsewhere without specific consent and will only be accessible to registered conference participants. While submitting a session proposal, session organisers can also give their consent for the publication of the session recording on the EAA YouTube channel.

Check list for session organisers

Before the session

- All sessions are designed to be hybrid, allowing for both onsite and online attendance. At least one session organiser must be present onsite, as fully online sessions cannot be accommodated.
- All meeting rooms are fully equipped with computers, laptops, cameras, microphones, speakers, and projectors; the exact type of equipment may vary based on local conditions.
- Make sure you are in email contact with all your presenters and ask them to inform you whether they wish to present online or need to cancel (in that case, inform the EAA Secretariat urgently). Request pre-recorded presentation from those planning to present online and make sure you receive the recording in advance of the Annual Meeting. Warn all presenters that in case they must switch from onsite to online presentation at the last minute, they still must endeavour to provide you with their pre-recorded presentation unless exceptional conditions apply.
- Familiarise yourself with the room in which your session will be held and the equipment provided. There will be a technician and/or volunteer on hand throughout the session to assist with audio-visual aids.
- If possible, arrange a meeting of all presenters beforehand to go through the schedule and any other relevant items.
- Be prepared to brief speakers on how you propose to introduce them to their allotted time and how you propose to indicate that their time is up. In addition, if it is not included in the session programme, inform speakers how you intend to handle questions and discussion.

- Ensure that speakers have uploaded their PowerPoint presentations to the onsite computer. These must be loaded in due time before the session begins. Online participants are required to submit a pre-recorded presentation to the session organiser(s) well in advance of the session to help avoid technical issues related to unstable internet connection. Session organisers are responsible for ensuring all online participants have provided them with the pre-recorded presentations and that they have familiarised themselves with the online participation manual provided by the EAA Secretariat.
- Make sure all your speakers are present before the session starts and that they are familiar with the programme and that they are aware of the 'running order' of speakers (including any changes) and for how long they are allowed to speak.

During the session

- Remember that it takes several minutes for the change-over between papers; during this time the chairperson is the link who thanks the previous speaker and introduces the next.
- Alert onsite speakers to talk to the microphone, so that online participants can hear and see the onsite speaker. Check that the session is live streaming; in case of problems, please talk to the IT support / volunteer available in the lecture room.
- In case of a no-show, do not alter the session schedule but rather use the time for discussion or presentation of posters submitted into the session.
- Remember that all participants at the AM are there as individuals, not as spokespersons for the organisations that employ them (unless they specifically indicate the contrary). Be prepared to divert 'pointed' questions if attendees or participants attempt to solicit views about the policies and practice of particular organisations.
- Identify a rapporteur for a round table discussion, as this is generally very helpful.
- Prior to discussion/questions, request those posing questions, or making points, to introduce themselves to the audience – this helps people make follow-up contact with one another. Make sure that those participating in the discussion wait for the microphone to arrive if there is one and are audible to the whole audience including the online participants. With the help of the volunteer, check questions / comments from the online participants and read them out to the onsite audience.
- Remember to acknowledge and thank all contributors in an appropriate way.

After the session

- Prepare a report on the results of a round table or a dedicated working meeting and ensure that any proposals to be made to the EAA Executive Board are received by the EAA Secretariat.
- Session reports are welcomed by the editors of *TEA* (tea@e-a-a.org). If you presented a proposal to the ExB, and this was accepted, you will be required to prepare a short report for publication in *TEA*.
- By submitting the session proposal you agreed that the recording of the session can be published on the conference web platform. This includes the following tasks that you as the session organiser must perform:
 - check that all presenters consented to having their presentation recorded and published on the conference web platform,
 - check that there are no requirements to e.g. cut out a presentation for a specific reason.