

## VII SESSIONS AND FORMATS

Since 1999, the EAA has adopted a policy to limit the total number of parallel sessions and round tables to a maximum of 10, in order to allow some focus in the meeting and to avoid too many conflicting options for delegates. Also, while some annual meeting facilities offer the opportunity for many more parallel events, others do not and in this respect major differences between annual meetings should be avoided.

This policy implies that the total number of sessions and papers is limited. In principle, therefore, the length of sessions and round tables should be limited to one half-day (2 blocks, see § 15 below), with the time for presentation of individual papers no more than 20 minutes. Only EAA-members are allowed to propose and organise a session and no member shall be allowed to organise more than one session, although members may function as co-organiser or chair in other sessions. A maximum of two papers is allowed per delegate.

The above-mentioned policy also implies that the Scientific Committee may be required to make a selection among proposals. There are no fixed rules as to how this should be done, although some factors are important. In any case, regular sessions will normally be preferred above general sessions. While the Committee should aim for quality, it should be aware that this is not guaranteed by 'big names' and it is important that archaeologists early in their career be given a chance to organise a session or present a paper. Session-proposals with presenters from only one country are not normally considered to be in the spirit of the EAA Annual

Meeting. Innovative proposals – either by theme or by a divergent format – are considered to add flavour to a meeting although they should be carefully evaluated before being approved. The same applies to sessions continuing a theme from a previous Annual Meeting, which can be very relevant but also may have obvious disadvantages. It is acceptable that the end result of the work of the scientific committee has some bias towards themes, organisers or presenters from the host country.

The EAA Annual meeting currently has the following session formats:

**Regular session.** A regular session consists of no more than twelve 20-minute presentations, including discussion, introductory and closing comments. These concern a well-defined theme and are preferably submitted together by the organiser.

In cases where sessions are partly open when submitted, additional papers can be proposed between January and June. Proposals by the Scientific Committee (on the basis of abstracts submitted by members) need the approval of the organiser.

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The Scientific Committee may require to be consulted on appointing a person other than the organiser to chair the meeting.

**General session.** A general session equally consists of no more than twelve 20-minute presentations. General sessions are created either top down or bottom up. They are 'top down' when a specific theme is proposed by the Scientific Committee and members are invited to contribute papers in the first call for papers. They are 'bottom up' when a theme is identified by the Scientific Committee among papers proposed by members outside the context of a regular session. These are then grouped into a session and the Scientific Committee appoints a suitable chairperson. The task of instructing presenters in a general session is also a duty of the Scientific Committee.

**Round table.** A round table is an interactive event organised around a specific and tightly focused theme. Formal presentations are kept to a minimum and normally consist only of opening and closing remarks so that an open discussion is encouraged. Round tables are to be held in small rooms, with a maximum number of 30 participants and a seating arrangement suitable for general participation in the discussion.

**Closed round table.** A closed round table differs from a round table in that participation is by invitation only. A maximum of two closed round tables can be accommodated per annual meeting. If need be, this type of event can be held in addition to the maximum number of parallel events.

**Working Party meeting.** EAA Working Parties are created by the Board (upon approval by the ABM). This type of meeting allows members to participate in the preparation of policy statements or other documents and offers the Working Party an opportunity to communicate with the membership. The format is similar to that of a round table in that it aims at discussion, but it may include more presentations and involve a larger audience.

**Poster Session.** A poster session consists of a group of posters organised around a specific theme and submitted together by an organiser. Posters will normally be displayed for the duration of the meeting, but there will be a specific time slot in the program for specially prepared sessions.