



American Anthropological Association  
*Advancing Knowledge, Solving Human Problems*

# SPRING SATELLITE MEETING PLANNING MANUAL

SECTIONS AND INTEREST GROUPS

AAA MEETINGS TEAM  
AMERICAN ANTHROPOLOGICAL ASSOCIATION  
Updated 2025

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## Section Meeting and Interest Group Satellite Meeting Planning Manual

This manual is meant to serve as a guide and reference for any section or interest group of the AAA that is considering planning a meeting or conference outside of the AAA’s Fall Annual Meeting. A “Spring/Satellite/Section Meeting” takes a full year (or more) to plan properly from budgeting to execution. This manual has been developed by the staff of the American Anthropological Association, in partnership with the 2021-2022 Annual Meetings task force.

Meetings and conferences are central to our mission as an Association, but without effective professional planning, they come with considerable risk, both legal and financial. The AAA is the legal and financial umbrella that the sections operate under. Anything involving money or contracts must be arranged in cooperation with AAA systems. To protect our members and sections from these risks and preserve the resources of the AAA and our Sections, AAA staff is here to guide and help you along the way and must be involved in building your registration portal and the review and signing of contracts. The methods of organizing the Call for Papers and any other non-financial and legal planning are up to the section, though AAA staff are available for consultation.

## Important Links and Contacts

AAA Meetings Team	<a href="mailto:aaameetings@americananthro.org">aaameetings@americananthro.org</a>	All planning logistics, questions and concerns
AAA Controller	<a href="mailto:finance@americananthro.org">finance@americananthro.org</a>	Budgets and all things finance
Forms for submitting information- <b>Required by August 15<sup>th</sup> the previous year</b>	<a href="#">Hotel and Venue Information Form</a> <a href="#">Registration Portal Information Form</a> <a href="#">Submission Portal Information Form</a>	This is where you give us all the information to assist in planning your meeting
Social Media and Communication	<a href="mailto:Marketing@americananthro.org">Marketing@americananthro.org</a>  <a href="https://americananthro.org/wp-content/uploads/section-email-policy.pdf">https://americananthro.org/wp-content/uploads/section-email-policy.pdf</a>  <a href="https://americananthro.org/wp-content/uploads/standard-operating-procedures-for-social-media.pdf">https://americananthro.org/wp-content/uploads/standard-operating-procedures-for-social-media.pdf</a>	<p>All promotional materials including your section logo, graphics and imagery, and text must be provided.</p> <p>The AAA can send out up to 12 emails a year (1 per month) to all members of your section.</p> <p>The AAA can advertise your event on our social media channels. Social media graphics must be provided in both horizontal (1080 x 608 pixels) and square (1080 x 1080) formats to be posted across all channels.</p>
Budgeting Forms	<a href="#">Template and Example Budget</a>	Sample budget to base your work on and use as a template
<a href="#">SOAR</a>	<a href="#">Section Operations Administrative Resource - The American Anthropological Association</a>	This page on our website contains all the links mentioned in this document.
Reimbursement Form	<a href="#">Payment Form – American Anthropological Association</a>	Submit receipts, invoices, requests for reimbursement

## Section Meeting General Timeline

January – June of Year Prior to Meeting	Discovery stage- choose points of contact, possible dates, locations, themes, types of meeting, identify needs, start designing marketing materials, choose keynotes and special guests, and create a budget for your meeting.
June 30th of Year Prior to Meeting	Section meeting budget <b>due</b> to AAA controller (finance@americananthro.org)
July- fill out forms <a href="#">Section Operations Administrative Resource - The American Anthropological Association</a>	Sections who have submitted a section meeting budget should fill out the <a href="#">Registration Portal Form</a> (required), <a href="#">Hotel and Venue Form (optional)</a> , and <a href="#">Submission Portal Information Form</a> (optional).
August 15 <sup>th</sup> *If this deadline is missed, we cannot promise that your registration portal will be ready before January of the following year.*	<b>Deadline for information form submissions.</b> After the forms are received, AAA staff will reach out to the organizing points of contact with any questions and links to the registration portal and the submission portal (if you choose to have the AAA create the submission portal) for review.
August – October 15 *AAA Staff have very limited availability for any section meeting support in November and December. We highly suggest organizing your timeline so that everything is built or in process before the middle of October*	AAA Meetings works through hotel/vendor sourcing and contracting, acting as liaison between partners at Conference Direct, hotels, venues, vendors and the section leadership.  Registration portal is finalized. Submission portal is finalized if you choose to have our help with it. Requests for social media coverage and emails should be made to Josh Cohn: <a href="mailto:Marketing@americananthro.org">Marketing@americananthro.org</a>  <a href="#">Section Operations Administrative Resource - The American Anthropological Association</a>
October 1	Registration links are finalized and ready to go live on the date of section’s choosing. Sections internally process submissions. Sections perform a site visit, if they choose to.
October- Date of your Satellite Meeting	Sections finalize plans, create paraphernalia, make sure all vendors are reserved and legal/financial paperwork signed by AAA staff, create program and timelines, troubleshoot, etc.
Spring*	AAA section meetings take place

## Brief Overview of Planning Resources

Sections are **required\*** to work with the AAA to:

- Build your registration portal, which will be available through the AAA's database and connected to your members and attendees' AAA account
- Submit any contracts for legal review to the AAA
- Any legal contracts must be signed by either the AAA's Executive Director or Deputy Executive Director as they are only ones who can sign legal documents on behalf of the AAA and sections
- Make or receive any financial transactions through the AAA's finance department.

Sections have the **option** to:

- Ask the AAA staff member point of contact to build them a submission portal which you will be given full access to
- Ask the AAA staff for advice or any other questions you might have about meeting planning
- Ask the AAA to work with their partners at Conference Direct to negotiate hotel and venue contracts for sleeping rooms and conference space

\*Each section is under the legal and financial umbrella of the AAA and is not a separate legal entity. This means that the AAA must review and sign any legal documents on the section's behalf, and all financial transactions must go through the AAA finance department. Practically, what this means is that the AAA must build your registration portal so that your attendees can pay for registration through their AAA account. If someone from your section was to sign a contract, that would make them personally and individually liable for the contract and you would no longer be protected under the AAA.

## General Information

### Budgeting

Section budgets are due to the AAA controller ([finance@americananthro.org](mailto:finance@americananthro.org)) no later than June 30th each year. If a section plans to host a meeting, it must have a budget for that meeting in

their overall section budget for the year it takes place. It is not required that organizers work with the AAA staff to create the budget for their section meeting, but AAA staff are available to answer questions and provide guidance on budgeting should organizers need or want it. It is highly recommended that section meeting organizers put together a budget that is as detailed as possible, with as many line items as can be foreseen or known, rather than just budgeting a total cost in a single line item. For example, “meeting food and space,” “Equipment Rental,” “Accessibility,” are all good categories to break out. Detailed meeting budgets can help organizers plan their income and expenses more accurately and can be used as tools for future meeting planning, should a section’s meeting be repetitive year after year. The AAA has provided an example budget as well as a budget template. AAA staff can also provide advice and assistance in building a robust meeting budget, which can then be included in and submitted with the section’s overall budget. The sample budget and template can be found on the [SOAR](#) page.

### Registration

The AAA manages all financial matters on behalf of AAA sections, so all revenues generated, or expenses incurred must be processed by the AAA finance staff. This includes registration payments and special ticketed events. The AAA meetings staff will use the information collected in the [Registration Portal Information Form](#), submitted by August 15<sup>th</sup>, to build an online registration platform for each meeting. Registration will be available and open for attendees for section meetings beginning in October each year, so long as section planners have met all previous deadlines. The registration platform will be limited to up to four registration types per event (Member, Member Student, Nonmember, and Nonmember Student), and up to two pricing tiers per event, based on fixed dates (for example an early registration price and an onsite price, etc.). Sections wishing to deviate from this plan should consult with AAA meetings staff on what options may be available, and we can create a custom registration portal for you within reasonable and technological limits. The same platform will be used should sections wish to sell any items in conjunction with their meeting (tickets to events, workshop registration, merchandise, programs, etc.). Due to the time it takes to update the sales platform, sections may add items for sale to this platform no later than 60 days out from the meeting start date.

The information form you fill out also requires the section organizer to choose from one of AAA's refund policies and asks for information regarding discounted rates, GL codes, and many other details that are important for building the portal. The AAA meeting team will contact any clarifying questions as needed after we receive your form.

### Onsite Registration

The AAA allows onsite registration at section meetings; however, sections and their organizers are prohibited from collecting onsite payments in cash or via check. When an attendee registers specific information must be captured, along with their payment, so we can follow proper accounting and audit procedures. Onsite payments must be processed through the online portal and be paid for with a credit or debit card. Please reach out to AAA staff for any extenuating circumstances so we can work with you.

### Call for Papers

The call for papers and program development of section meetings is the responsibility of the section organizers. The AAA meetings staff can assist organizers, if they wish, with setting up a submission portal and call for papers using a Google Form. This form will be housed on the AAA's shared Drive, and we will give you editing permissions. You will be able to edit the form, add and remove questions, see the submissions, and export them as an excel sheet. You are also welcome to create your own form in a system of your choice. If you would like AAA staff to help set up the form, you should fill out the [Submission Portal Information Form](#), and we will reach out if we have any questions. Once the base form is created (or duplicated from a previous year), then the points of contact will receive an email sharing the submission form with them. We can also schedule virtual consultations with AAA staff to discuss details as needed. Support for the call for papers form can be given by the AAA meetings team at no cost to the section. Processing and reviewing the submissions is the responsibility of the section.

### Contracts

Venues, hotels, and many vendors/service providers will require contracts to be signed to carry out the business of section meetings. These contracts contain legal and financial obligations that sections themselves cannot agree to, since they are not their own legal entities. Therefore, all



contracts and agreements must be signed by the AAA. Additionally, contracts, especially ones for hotels and other complex arrangements are highly detailed and specific. They need to include language, text, and clauses to protect both your meeting and the AAA.

### Legal Review

AAA's legal counsel must review and approve all contracts signed for AAA or section business. Section organizers must put AAA meetings staff in touch with contracting organizations at the start of the contracting process to ensure contracts include all necessary clauses. AAA meetings staff will then handle processing the contracts through our internal processes for review, legal review, and signature.

### AAA's Assistance in Booking Venues and Vendors

You also have the option to ask the AAA to assist your search for venues for meeting space, sleeping rooms, A/V and food and beverage by using our partners at Conference Direct, who work with the AAA to plan the Annual Meeting. AAA staff will liaise between the section and Conference Direct and help guide this process. You should fill out the [Hotel and Venue Form](#) to indicate that you want to work with the AAA and Conference Direct to secure services or let us know as soon as possible at [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org).

### Site Selection

Some section organizers know exactly where they would like to host their section meeting, while other aren't sure and are open to suggestions. Section organizers are welcome to work with the AAA staff before they begin talks with any locations, cities, hotels, or venues. The AAA meetings staff and our partners at Conference Direct have the experience required to secure the most favorable rates and arrangements for your meeting. However, it is not required that you involve us in your planning. However, no matter what, the AAA must conduct the final review of contracts and sign them on your behalf.

### Sleeping Rooms

If a hotel block is needed for a section meeting, the meeting organizer should work with AAA staff to get a contract negotiated, reviewed, and signed by AAA leadership. The first step is to fill

out as much of the information as possible in the hotel and venue form, and then AAA meetings staff will reach out if we need more information and we will begin negotiations with conference direct and your potential hotels. You will be involved in the entire negotiation process. Once a contract is fully executed, the meetings staff will provide section organizers with a booking link they can post online and share with their attendees to secure their hotel accommodation at the negotiated rate. Rooms booked via other means will not be given the group rate and cannot be guaranteed per the negotiated contract.

Oftentimes, registrants begin thinking about travel or hotel reservations either after they've been accepted into the program for your meeting, or once the program has been released. We recommend that sections plan accordingly and send their Call for Papers accept/decline notices to submitters no later than 45 days prior to the hotel reservation deadline. Usually, when entering into a contract for a room block at a hotel, you are given a set rate and a certain number of rooms are reserved for your event at that rate. In return, you promise to pay the hotel for a minimum amount of those rooms whether they are booked or not. This is called 'attrition,' and usually the requirement is around 70% of the rooms reserved must be paid for. Sometimes the hotels include food and beverage minimums as well. AAA staff are happy to walk you through all of these details during the negotiation process.

### Vendor Selection

As organizers begin the planning of their meetings, the need for different services may arise – such transportation, catering, audio visual services and technology, accessibility, and entertainment. The AAA meetings staff does not keep a catalogue of providers for these services, as section meetings are spread far across the country and do not often occur in the same place frequently. Organizers are free to search the local area of their meeting and choose whichever vendors they prefer. Whenever possible, it is highly recommended to ask multiple vendors of the same type for quotes for their services and choose the quotes that are the most competitively priced for the services needed. Different areas of the country can have differing rates for services, so requesting quotes/proposals from multiple companies can help ensure the price quoted is well within the local market. The AAA meetings staff are available to help guide

section organizers and answer any questions they may have about choosing their service providers/vendors.

## Finance

The AAA finance staff processes all revenues and expenses for the AAA as well as each of the association's sections. Since the AAA is a nonprofit legal entity, and the individual sections of the AAA are not, AAA's finance staff are required to oversee section finances. Feel free to reach out to the meeting team at [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org), or [finance@americananthro.org](mailto:finance@americananthro.org) any time with financial questions, and we will make sure you get the correct information.

### Paying Deposits from Contracts

Many contracts include deposit and payment schedules within them. These schedules can be one-time payments, or they can be recurring over multiple months. Tracking on these payment due dates is not the responsibility of the section organizers. The AAA finance team will do this for sections. Once a contract is reviewed, approved, and signed by the AAA, through the appropriate channels with the meetings staff, the section treasurer will be asked to approve paying the deposits and payments outlined in the contract. Once that approval is obtained, the meetings staff will work with the finance team to ensure these payments are made on time, and from the section's account. All invoices should be sent to [finance@americananthro.org](mailto:finance@americananthro.org).

Payments will be sent electronically through a fund transfer.

### Paying Invoices from Vendors

Sometimes, vendors who provide services to section meetings do not require contracts and instead just send an invoice or a bill to be paid. These invoices should be sent to [finance@americananthro.org](mailto:finance@americananthro.org) as soon as they are received. The controller will request approval to pay the invoice from the section treasurer. Once that approval is secured, the controller will process the invoice through AAA systems to have the invoice paid.

### Getting Reimbursed for Expenses Incurred for Section Meeting Business

Sometimes it is necessary to pay for ancillary expenses for your meeting with your own funds and then request reimbursement afterwards. These expenses could be for travel, meals, or

meeting supplies onsite. If an organizer needs to request reimbursement for expenses, they incurred for the business of planning their section meeting, they should fill out the [reimbursement form](#) and attach receipts. The controller will request approval of the section's treasurer to reimburse these funds and process the necessary paperwork with the organizer to have the funds sent electronically to their account.

#### [Requesting a Payment for Honoraria, etc.](#)

If an organizer needs to request a payment to an individual without the presence of an invoice, for honoraria or other purposes, they should fill out the [reimbursement form](#) and include payment rationale. The controller will request approval of the section's treasurer to release these funds and process the necessary paperwork with the organizer to have the funds sent electronically to the recipient's account.

#### [Advertising/ List Serve / Email Communication](#)

The AAA is happy to add your meeting to our social media schedule at your request. We will not automatically advertise your meeting, so you will need to send us an email making the request to be added to our social media schedule.

The AAA can send a mass email to all the section's members depending on available resources. Details can be found here: [Email Policies](#). The section's roster is usually the most accurate and up to date list of current members and emails. We can also advertise your meeting on our social media, details can be found here: [Social Media Policies](#). You will need to make a request for social media advertising and provide us with the text and any graphics you wish to be used.

#### [Reports](#)

Once registration opens for a section meeting, organizers will be given a spreadsheet of your registration reports once a week by email. You are also welcome to request an updated report at any time by emailing [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org), and we will get back to you as soon as possible.

If organizers have specific needs for additional data regarding their meeting, they should share those requests with the AAA meetings staff. The meetings team will do all they can to

accommodate requests, so long as it's within the available resources provided by the AAA's database software.

### Websites

It is each section's responsibility to manage the content on their section meeting webpage, should they choose to have one. The AAA staff are not responsible for updating web content for section meetings. It is highly recommended that sections create pages on their existing websites for their meetings and list information such as schedule of events, program information, keynote or prominent speakers, registration pricing, hotel information and pricing and links leading to your registration portal, hotel block booking link and local information. Oftentimes attendees contact the AAA for information about section meetings, and without a comprehensive website to direct them toward, this information is hard to provide.

### Co-Sponsored Meetings

Some sections and interest groups of the AAA choose to host joint meetings together or with other organizations outside the AAA. This is a great opportunity for members who may be affiliated with more than one section to come together and cross collaborate. The same process will be followed for co-sponsored meetings. Sections/interest groups planning a joint meeting should identify one lead representative from each section/interest group to be the liaison to work with AAA Meetings staff. All planning procedures will then proceed as outlined in this document. Finances, if need be, can be easily separated between sections/interest groups as the liaisons to those groups and their officer's wish.

If you are working with an outside organization, please be sure to discuss those details with AAA staff so we can be sure everything is compliant. **Note:** if you want a joint meeting with an outside organization to be advertised by the AAA, you must provide the information and request that the AAA advertise it. We will not automatically advertise an outside meeting, especially if the registration portal is not housed in the AAA's database. You are still required to have all MOUs or other documents reviewed and signed by AAA staff.

## Accessibility

The AAA staff will be available to help ensure any attendees of any meetings who have access needs or accommodation requests are supported. The Americans with Disabilities Act (ADA) states that disabled people have the “right to fully participate in all aspects of society.” The AAA requires sections/interest groups to meet ADA compliance and will encourage them to go beyond compliance by planning and implementing accessible meetings that welcome and support the needs of all attendees. The AAA has been developing programs and processes for the Annual Meeting to make our meeting more accessible to attendees. Those same programs and processes will be available for section/interest group meetings as well. Some costs when considering accessibility include but are not limited to an accessible website, CART or AI captioning services, ASL interpreters, alternative versions of all meeting collateral (ASL, Braille, large print, screen reader-friendly documents, etc.), assistive listening devices, different seating options, and designated space for a quiet room. More information about AAA accessibility initiatives can be found on <https://www.americananthro.org/Accessibility>.

## Steps to Planning a Section Meeting

### 1. Discovery and Budgeting – Early-Spring the Year Prior to Meeting

In Early-Spring of the year prior to the year you’re planning to have your meeting, you should begin drafting your budget for your section’s meeting. While not required, it can be helpful to reach out to the AAA staff for assistance and to make sure your budget is accurately forecasting anticipated costs. Meeting budgets should be broken out by line to identify individual costs and projected revenues. We have provided a template and example budget to assist with this.

**Common meeting budget line items to consider are:**

- Catering/food
- Facility/room rental
- Audio/Visual
- Transportation expenses for shuttles (at least \$1000 per round trip, per day)
- Honoraria/registration expenses the section is planning to cover on a participant's behalf.
- Shipping charges
- Printing costs/supplies
- Accessibility

**During this time, also think about:**

- Choosing a venue or a few venue options
- Dates
- Housing options
- Writing your Theme and Description
- Choosing artwork and color schemes
- Creating a poster, digital artwork for advertising, other advertising items
- Start advertising that there will be a conference to members of your section and the public.
- Identifying and inviting Keynotes and distinguished lecturers

**2. Budget Submission – by June 30th**

Each year, sections are required to submit their completed budgets to AAA's Controller ([finance@americananthro.org](mailto:finance@americananthro.org)) for review and approval no later than June 30th. Sections wishing to hold a meeting must include the meeting budget in their overall section budget. You can find the template and sample budget on the [SOAR](#) page on our website and at the beginning of this document.

**3. Complete Information Forms- July**

Following a section submitting a budget that includes a meeting, a representative of the section should fill out the information forms. These forms are [Hotel and Venue Information Form](#), [Registration Portal Information Form](#), and [Submission Portal Information Form](#). The registration form is required, as you are required to use our system for registration. The other two forms are optional. The forms are linked at the beginning of this document and can also be found on the [SOAR](#) page on the AAA's website. You are welcome to fill it out as soon as you are ready, after

submitting your budget. The earlier the better! **The due date for the forms is August 15<sup>th</sup>.** This gives us enough time to build your portals and begin negotiations.

**Sections must use the AAA's registration portal to host registration** and should allow for **at least** a 45-day turnaround between when information is submitted and when registration will go live. These are approximations and exact launch dates will be shared once the AAA Meetings Team has had time to review your materials.

#### 4. [Set up a virtual meeting with the AAA meetings team- July/August](#)

In this meeting we will discuss the information that you entered in your forms, answer any of your questions and make sure we have all the information we need to continue planning. Below are some topics we will discuss:

**Registration:** The AAA meetings team will use the information entered in the form to build your registration portal. In this meeting, we can clarify any details before we send the information to our IT department or go over the first draft of the portal.

**Booking Venues and Vendors:** If you would like our help in booking your venue, hotel block, and other vendors, then we will have an initial conversation about that at this meeting. After that, there will likely be some back and forth between the AAA Meetings team, the Section/IG, and our contacts at Conference Direct, who is our partner meeting planning professionals. This could include email communication and additional virtual meetings, as necessary. AAA staff will act as a mediator and ensure the process of negotiating the contracts moves forward. Once the negotiations are complete, AAA's internal council and the section leadership will review any contracts. Council or section leadership may ask for edits. Once all are satisfied with the contracts, the AAA's Executive Director or Deputy Executive Director will sign them on behalf of your section.

You do not have to use our help to make your arrangements for your meeting venue and sleeping rooms. If you negotiate your own meetings space and vendors, when the contract is ready to be signed, please contact the AAA meetings team at [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org) with all the relevant information and a copy of the



contract(s). Then the contract(s) will be reviewed by the AAA's legal counsel, and then signed by the Executive Director or Deputy Executive Director to be finalized. **Note-** only the AAA's executive director and deputy executive director are officially able to sign contracts. If someone from your section signs a contract, that would make that person individually liable for the contract and not under the AAA's protection.

**Finances:** All payments must be made through the AAA's Finance team. The AAA's meetings email, [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org), and [finance@americananthro.org](mailto:finance@americananthro.org) should both be included in correspondence about financial matters.

**Call for Papers:** This is optional. If you would like an AAA staff member's help with your submission portal, then we will build you a google form based on the specifications that you submit in the submission portal information form. We will give complete editing access to the representative from the section, who will be able to edit the form and see and export the submissions.

#### 5. [Registration- July-September](#)

The [Registration Portal Information Form](#) contains questions that will address all the details we need in order build your registration portal. We will ask any final questions we need clarified in our meeting, or by email before sending your information to our IT department. Then, the AAA's IT department will build your registration portal in our database. When it is ready, we will send you a link for review. It will include all pricing tiers, extra events, and any other details that you indicated in the information form. Our IT department will also create codes for complementary registrations, and you will indicate in the form what budget (GL Code) registration will use.

#### 6. [Access and edit your paper submission portal - August/ September](#)

It is up to the section how you will handle your call for papers submission portal. The AAA can set up a form for you to use to collect submissions to your calls for papers, if you would like us to. This form will be housed on the AAA's Google Drive, and we will give you editing permissions. The AAA meetings team will create the outline of the form based on the information that you enter on the form and send the link to the section point of contact. The section's contact will be able to edit the form, add and remove questions, see the submissions,

and export submissions as an excel sheet. Once the base form is created (or duplicated from a previous year), then the section's points of contact will receive an email sharing the form with them. The meetings team can also schedule video conferences with section leadership to discuss details as needed. Support for the call for papers form can be given by the AAA meetings team at no cost to the section. You are also welcome to create your own form in another Drive or use a different system of your choice.

If you have any questions, you can email the meetings team at any time ([aaameetings@americananthro.org](mailto:aaameetings@americananthro.org)). **Please give the meetings team as much time as possible (at least two weeks) to set this up for you before the portal is due to open.**

#### 7. Hotel & Vendor Sourcing & Contracting – August - November

All contracts with any vendors which sections wish to use for their meetings must be reviewed by AAA's legal counsel and can only be signed by AAA's Executive Director/Deputy Executive Director. Sections are not separate legal entities and therefore cannot enter into legally binding agreements. If section leadership signs a contract, they, individually, are responsible for that contract. While it is not required to allow AAA Meetings staff to assist you in finding the right hotel or vendor for your meeting, typically we can secure the best rates and deals. We are

##### **Meeting Planning Tip:**

##### **Firm vs. Flexible Meeting Dates**

- Are your meeting dates flexible? There are some instances where specific dates for a meeting must be used. However, there is great bargaining power in being flexible.
- Oftentimes, sections prefer a certain set of days for their meeting, such as Thursday through Saturday. In the meetings industry, this is called a meeting "pattern."
- Being firm on your meeting pattern, but flexible on your dates (being open to any Thursday through Saturday in March, for example), could result in huge cost savings, a reduction in sleeping room rates, and better incentives from the hotel.

happy to work with you to identify your wants and needs and use our wide network and partners at Conference Direct to source the appropriate vendors for you at the best price.

*\* Sections should refrain from announcing any “Save the Dates” about their section meeting or meeting location until the venue contract has been secured and executed.*

#### 8. Access and review your registration portal and request any edits- August/ September

Once your registration portal has been built into our database, we will send you a link to the portal. You should click through and test it to make sure that all the information is correct. You can request any edits or additions at this point. Once it is approved, we will make the registration portal live and you are welcome to begin advertising registration.

#### Reports:

You are welcome to request the latest report of your registrations whenever you would like by emailing [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org). We will export the latest report and email you a spreadsheet.

#### 9. Group Emails and Social Media promotion- September- the Meeting

You can ask our marketing department to send up to 12 emails per year (1 per month) to your entire section. The complete guidelines can be found linked on the [SOAR](#) page, but in short, you should email Josh ([Marketing@americananthro.org](mailto:Marketing@americananthro.org)) the complete information you want to be included in the emails. That should include the body of the text, the heading, any images, or graphics (graphics should be no wider than 600px).

Josh can also promote your event on AAA's social media. In short, please send him exactly what you would like to promote. He will reply if he has any questions. **Note-** your meeting will only be advertised by the AAA if you specifically request it and provide us with the graphics and text.

## 10. Registration Portal available to go live- October

The section chooses the opening dates and closing dates for the portal. It is up to you if you will allow onsite registration. If you do, you will need to be prepared with a plan for printing badges if you use them. October and November are the busiest months at the AAA, because they lead up to the AAA's Annual Meeting in November. So, it would be best to have the satellite meetings planning completed before our busiest season. This will also allow you to advertise your spring/section/ satellite meeting at the AAA's Annual Meeting. *\*Note- Regardless of whether AAA assists sections with their programming and Call for Papers process, **ALL sections registration must be handled through AAA's systems.** Sections are not permitted to collect their own revenues for section meetings and/or events.*

### During this time, also think about:

- Other ways to advertise for the conference, including at the AAA 's Annual Meeting.
- Consider if you want to do a site visit.
- Make sure keynotes are confirmed and they have the information they need for travel and reimbursement.
- Decide on meeting paraphernalia including nametags, badges, signs, printed materials, creation of information packets about the local area, and designing your program.
- Make sure you have all the vendors you need, which may include A/V, Food and Beverage, Transportation, Accessibility accommodations, etc.

## 11. Call for Papers Goes live and submissions are processed – Early-November-New Year

You should begin to advertise your meeting's call for papers as soon as the paper portal opens. The AAA strongly encourages managing the submissions as they come in. **The section is responsible for portal management, peer review and accept/decline notifications.**

### Once the Portal is closed, you should also be working on:

- Creation of panels, adding discussants
- Scheduling of all sessions
- Finalizing the timeline of the entire event
- Finalizing any excursions, evening activities, workshops, installations, or other special events
- Decide if you will have volunteers and if so, what are their duties and work schedule.

- Create/print out badges, posters and wayfaring signs.
- Make sure transportation is finalized if you will be contracting any (and make sure the send the contracts to AAA)
- Make sure all catering, hotel block and all other reservations are finalized.
- Troubleshooting
- Create the program (PDF and App or printed)
- Decide if you will issue any certificates of participation for attendance and create them if necessary.
- Make sure all is prepared for any awards ceremonies or other official section events.

## 12. Meetings Actualize

Onsite operations and logistics of the meeting are usually the sole responsibility of the section organizers and members. An employee of the AAA typically does not travel to meeting locations for onsite support, however if circumstances require onsite support, AAA meetings staff can be asked to attend. This may incur additional costs to the section, depending on location and other factors.

## 13. Final Invoice Reconciliation – Post Meeting

AAA meetings staff works with the section leadership and planning members to receive and process all final invoices and payments due through the payment processing procedures outlined in this document. All invoices should be paid directly by the AAA and not by individual members. If extenuating circumstances necessitate reimbursements or cash transactions, please contact [aaameetings@americananthro.org](mailto:aaameetings@americananthro.org) to discuss how we can process this.

## Conclusion

Spring Section meetings are an important part of the American Anthropological Association. AAA staff is here to support you as you plan your meeting. We hope that all your meetings will be smooth, dynamic and exciting events that help to further the discipline of Anthropology.