Main Submission Site Login page:

If you are not yet a member of AAA, click on Join Now. You will be directed to the AAA website.

Use your Anthro Gateway login credentials.
Main Submission Site homepage:

Step 1: Click “Click here to begin a New Abstract”

Step 2: Select what type of review will be conducted from the dropdown.

Helpful Hints:

~Committees review Committee meeting submissions.
~Sponsoring/Reviewing reviews Scholarly session/special event submissions. *Main difference is that Sponsoring is Primary review.
~IG reviews Interest Group Session submissions.
~Other review only workshops or receptions (if not reviewed by a section or committee).
Step 3: Select the Primary Section, Committee, or Interest Group. (If Other is selected, no drop down is shown.)

Step 4: Add Session Title

Step 5: Add Proposal Category.

Click here to view pop up screen of category descriptions. See below image of pop-up.
Executive Session
AAA Executive Sessions are sessions sponsored directly by the AAA Executive Program Committee (EPC). These sessions speak directly to the theme of each annual meeting and are showcased throughout each Annual Meeting. Selection and participation in AAA executive sessions is highly competitive.

Roundtable
Roundtable sessions are topical programs comprised of individual participants and submitted for inclusion on the scholarly program by the sections. Participation in a roundtable discussion is weighted equally to that of delivering a paper presentation. Individually volunteered sessions are composed of full panel sessions submitted through the formal call for papers. These sessions are peer reviewed by sections and either accepted or rejected. If accepted, they are sent to the EPC to be included in the scholarly program – but are subject to further review by the EPC.

Public Policy Forum
AAA public policy forums are sponsored by the AAA Committee on Public Policy.
Task List:

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select “Save Submission”.

Abstract ID#267736
This is my submission title.
Proposal Category: Executive Session
Abstract Status: Active

1. Themes
   Please select the theme(s) for this submission.

2. Additional Review Sections
   Please select additional review sections to apply to this proposal.

3. Session Logistics and Consent
   Please answer the following questions.

4. Keywords
   Entry of 3 keywords is required.

5. Abstract
   Click here to enter your abstract information.

6. Proposal Presenters
   Click here to add presenters to your submission.

7. Notify Presenters
   Prompt submission presenters to complete required information.

8. Presenter Login Page
   Each presenter will use this task to login in with their AAANTHRO ID to pull in their Profile.

9. Proposal Presenter Profiles
   Click here to add presenters to this submission.

10. Presentations
    Click here to provide the individual presentations.

Save Submission
Task 1: Select a theme from the drop down, the primary theme is required and the secondary is optional.

Task 2: (Optional) Select second review and third review sections, if necessary.
Task 3: Complete the Session Logistics and Consent.

1. **Estimated Attendance**
   - (number only)
   - 150

2. **This session would be of particular interest to:**
   - [ ] Professional and Applied Anthropologists
   - [ ] Teachers of Anthropology in Community Colleges
   - [ ] Students
   - [ ] Those involved in Mentoring Activities

3. **Please select YES if you are requesting a Media Intensive Room**
   - [ ] Yes
   - [ ] No

   Media intensive rooms will include the following: dedicated internet line, dual monitor, audio visual mixer, and a camera. Sessions that are scheduled in a media intensive room must be aimed at a wider audience (the general public) and presented in a public friendly, easy-to-understand style. It is suggested that all panelist take part in a brief conference call (date TBD) for tips and guidelines for enhancing your presentation. A session in a media intensive room will use available features to augment attendee experience. Media intensive rooms are limited and will be placed accordingly, not all requests are guaranteed. In order to accommodate the maximum number of requests, it is critical to be flexible with scheduling preference. Presenters will be asked for final PowerPoint presentations 2 weeks in advance. The recordings will be closed captioned in English, no transcriptions will be produced. In consultation with the session organizer the recordings may be edited to eliminate dead-air time (e.g. speaker transitions), and/or showcase the highlights of the session in brief webinars, podcasts, etc. Following the annual meeting, the library will be showcased in a complimentary week-long rebroadcasting event for attendees of the annual meeting, where viewers will have the opportunity to engage in live forum and social media based discussions with other viewers.

4. **Please explain the rationale for requesting to be placed in the media intensive room.**

   If YES was selected in the previous question, please show this:

   [ ]

5. **Proposal Submission Consent**

   By submitting your proposal to be considered for the Annual Meeting program, you are granting the American Anthropological Association the right to reproduce the information you submit herein (title, author, keywords, abstracts) in any and all media.

   [ ] I agree
Refund Policy

The registration fee is a commitment to your participation in a session and the conference, pending acceptance of your proposal, thus the registration fee is non-refundable.

All requests for refunds or cancellations must be made in writing. Prior to the April 14, 2017 deadline, proposals may be withdrawn by sending an email to aaammeetings@americananthro.org. Between April 15, 2017, and October 28, 2017, a written refund request will be subject to a $25 administrative fee, except for persons who submitted a proposal that was not accepted for the final program.

Program participants (this includes paper/poster presenter, chair, organizer, discussant, moderator, and panelist) registration fees are non-refundable; cancellations will not be accepted nor refunds issued.

No refunds will be granted for requests received after October 28, 2017. Under no circumstances will AAA issue refunds for no-shows. Badge sharing, splitting, and reprints are strictly prohibited.

If you registered as a non-member with a membership requirement exemption and decide to join AAA, the registration conversion can be accommodated within 30 days of the original transaction.

I agree

Comments to Organizers (Optional)

If you have any special requests – i.e. religious, academic, or personal conflicts, please indicate below. Please note that every effort will be made to accommodate special requests, but we cannot guarantee this. (Be brief. Comments must fit entirely within box without scrolling.)

NOTE: Comments will be reviewed in June during session scheduling.

Please do not schedule on Thursday morning.
Task 4: Keywords
(You can click on the link to download the full list of keywords.)
Task 5: Add your session abstract.

Select if you would to add a discussion period to the session.

Task 6: Proposal Presenters. Add in name, email, and role.
If minimum roles are not met, this error message will show on main Task List.

Green check mark indicates task is completed.

Task 7: Notify Presenters: Clicking here will notify all presenters to login and complete their respective tasks.
Task 8: Presenter Login Page
(you will see this page, but only the presenter will be able to login with their Anthro Gateway credentials).
Task 9: Proposal Presenter Profiles (this is where you can re-arrange the order of the presenters). Use the arrows to adjust the order.

Task 10: Presentations (this is where you can update the presentation titles for all presenters). The blue text box is clickable and once clicked will send a notification to the presenter to complete the task.
Task 10 (cont.): Presentation Titles (this is where you can update the presentation titles for all presenters). The blue text box is clickable and once clicked will send a notification to the presenter to complete the task.

Task 10 (cont.): Sample email received by presenter.
You have not yet completed all the required tasks for this abstract. Once you complete them, you will be able to officially submit this abstract.

Save Submission: You will not be able to submit the proposal until all tasks are complete. Red x’s will show on any outstanding tasks.

Preview Submission: Click here to preview the submission (shown on next page).
Abstract ID: 267797
This is my submission title
Proposal Category: Executive Session
Abstract Status: Active

Presenters:
Usha Suv
Director
AAA

Role: Paper Presenter
Ushma Suvannakar
Director
American Anthropological Association
Role: Paper Presenter

Keywords
1. Music and sound
2.

Discussion
• No

Abstract
This is my abstract. It will be no more than 300 words. I will be clear in my description of what this session entails.

Themes
Theme
Theme 2

Additional Review Sections
Second Review Section
Third Review Section

Session Logistics and Consent
Estimated Attendance
150

This session would be of particular interest to:
Teachers of Anthropology in Community Colleges

Please select YES if you are requesting a Media Intensive Room
YES
No
Please explain the rationale for requesting to be placed in the media intensive room.

Proposal Submission Consent
I agree
Refund Policy
I agree

Comments to Organizers (Optional)
Please do not schedule on Thursday morning.

Presentations
My title
Usha Suv