

Session Organizer Agreement

AAA/CASCA Annual Meeting – Nov. 15-19, Toronto, ON, CA

Before providing your digital signature on the General Call for Participation submission portal, please share and review this document with your *entire* panel.

Session Organizer Responsibilities

The American Anthropological Association is committed to creating an Annual Meeting and anthropological community that are supportive, inclusive, conducive to anthropological research. This year, we are asking you, in your role as a session organizer, to help fulfill this commitment by:

- Collecting and submitting all pertinent information related to your session and each of the participants by the designated deadlines. This includes collating and delivering accessible presenter materials (e.g., PowerPoint slides, lists of terms, and outlines and agendas) to help interpreters and captioners prepare to support your session.
- Serving as the point of contact for all co-panelists and participants in the session and relaying important information regarding deadlines and speaker tasks.
- Maintaining contact with the co-panelists and participants in your session in preparing for the Annual Meeting.

To assist you in carrying out these responsibilities as session organizer, we encourage you to attend AAA Annual Meeting instructional webinars, view resources and online guides, and make sure your co-panelists are aware of these resources as well.

Right to Reproduce Information

By submitting your proposal and providing your digital signature in the online submission portal, you agree, **on behalf of your panel**, to grant the American Anthropological Association the right to reproduce the information you submit herein (title, author, keywords, abstracts) in any and all media. Further, you grant permission for the American Anthropological Association to make your submission, and its presentation available across any of the Annual Meeting's platforms (in-person, or streamed into the virtual platform).

Access Needs and/or Accommodation Requests

For any further questions about accessibility of (the 2023 AAA/CASCA Annual Meeting), access needs, or accommodations, please email accessibility@americananthro.org (this link opens a new window).