



**34th Annual Meeting and Conference of
Computer Applications and Quantitative Methods in Archaeology
CAA2006 • FARGO • APRIL 18-21, 2006**

P.O. Box 5075
Fargo, ND 58105

<http://www.caa2006.org/>
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Guidelines for Paper Presenters and Chairs

Papers have been organized into *thematic sessions* based on the topic areas selected, the keywords provided, and the abstract content. There are two categories of paper: long papers, which last 30 minutes, and short papers for 15 minutes. These time periods must include time for setup, if any, for your presentation, and for questions.

Session chairs are asked to monitor time limits closely and keep presenters to their time limits. Presenters should remember to glance periodically at the session Chair, who will be giving you time indicators as you near the end of your allotted time. Please be considerate of the presenters to follow you and keep to your allotted time.

Changes in the schedule must be avoided unless requested by the CAA2006 Organizing Committee. Therefore, presentations should not be shuffled or moved up if a scheduled speaker does not show up.

Most sessions start at 9:30 am, lunch is from 12:30 pm to 2:00 pm, and sessions end at 5:15 or 5:30 pm. In a few instances, however, in order to keep papers in the same topic together, the start time may be earlier, or the session may extend into the lunch period or later usual at the end of the day. Therefore, please be mindful of the exact times of your session.

There is a 15-minute block of time for most sessions to have discussion after the session is over. Session chairs can use that time, or part of it, or adjourn, if that is the will of the presenters and audience. Not all sessions have a discussion time due to time constraints.

Guidelines for Poster Presentations

Posters will be displayed from the morning of April 19 until 12:30 p.m. on April 21. We hope to put most of them up on April 18, with the remainder put up early on the morning of the 19th.

While delegates are free to examine posters at any time, there are two times at which we ask presenters to try and be present at their posters to speak with delegates and answer questions. Those poster session days and times are **April 19, 11:00 a.m. to 12:30 p.m.**, and **April 20, from 2:00 p.m. to 3:30 p.m.**

The poster display area for graphics and a textual summary will normally be 1.0 m x 1.25 m (roughly 3 ft x 4 ft) or larger and generally should not exceed 2.4 m (ca. 8 ft) in length. Text should be readable when standing 1-2 m from the poster, which typically means at least 16-20

point text, double-spaced. Each poster should clearly display the title, authors, and affiliations, preferably at the top of the poster.

Tables will normally not be provided, but may be possible if needed. Electricity cannot be guaranteed. If you have special needs, contact us and we will see what we can do.

Preparation Hints. Useful information related to the preparation of posters has been assembled by the American Anthropological Association (AAA) (<http://www.aaanet.org/mtgs/poster.htm>).

The AAA site includes a short bibliography of sources related to poster preparation. Another website with poster guidelines and hints is hosted by the Society for American Archaeology (SAA) (<http://www.saa.org/publications/SAAbulletin/14-5/SAA10.html>).