

## Conditions of submission for AAH Conference Sessions and Papers

### Code of Practice

- All convenors and speakers must agree (by completing and submitting agreement forms) to attend and pay the appropriate conference fee, by the specified deadline.
- No speaker is permitted to present more than one paper at the same conference and present a paper without first signing the 'Speaker's Agreement Form'.
- A session convenor cannot give a paper outside of their own session, but they are permitted to give a paper within their own session.
- The session convenors are the final arbiters of what papers go in the sessions (subject to, and in accordance with available times and slots as agreed by the conference organiser)
- Session convenors must make prospective speakers aware that they will be required to pay the appropriate fee by a specific deadline.
- All prospective speakers are expected to present an abstract by an agreed deadline, to be publicised in the AAH Bulletin, on the AAH website and in conference programme. The title of sessions and paper abstracts will continue to appear in the conference archive section of the AAH website, and will, of course, continue to appear in archive copies of AAH publications (subject to updates and changes).
- Session convenors must strictly adhere to the timetable of speakers in the conference programme. If a speaker fails to show for their session, convenors should either leave the slot blank, present the paper (if appropriate) or use the time for discussion.
- Convenors and speakers must adhere and agree to any guidelines provided by the organizer, regarding presentation of papers, submission formats, technical requirements etc.
- All speakers and session convenors will be encouraged to become members of the AAH. However, AAH membership is not compulsory to submit a session or paper proposal, or attend the conference itself.
- Issues of appeal (in the case of any potential session convenor or speaker who feels that there has been a procedural irregularity) will be dealt with by the AAH Executive Committee.

**Important:** Speaker and Convenors must pay the appropriate conference fee by the agreed deadline. Speakers and Convenors who do not pay on time, or in full, will not be permitted to attend the conference until due payment is received. Individuals who fail to pay outstanding conference fees will be unable to attend future conference and other AAH events until the outstanding balance is paid.

This code of practice is based on terms and conditions discussed and agreed at the AAH AGM, 6 April 1997