

# Guidelines for seeking event support and/or sponsorship of conferences, symposiums, workshops, and public outreach/science communication events from The Society for Archaeological Sciences

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(It helps to read the whole thing before getting in touch; trust us.)

## Who does this apply to?

Organizers of archaeological science events that originate outside of the SAS Executive Board. Individuals planning events independently of SAS may seek logistical, fundraising, and funding support by proposing that SAS become an event co-sponsor. These guidelines apply to non-SAS members and to SAS members who are not part of the Executive Board. Requests for event support/co-sponsorship made by SAS members will receive priority consideration in the case of many requests received in a short period of time but anyone with a relevant event is encouraged to apply.

## How does this work?

1. Contact the SAS board by e-mailing the General Secretary at [sasgensecretary@gmail.com](mailto:sasgensecretary@gmail.com) with a short message introducing your event and why you think it is relevant to The Society for Archaeological Sciences.
  - a. **Exception:** If you intend to only request help promoting your event through social media you do not need to go through the rest of this process. Please reach out to the General Secretary or send a direct message to the Vice President of Social Media and Outreach via the SAS Facebook Page ([www.facebook.com/SocArchSci/](http://www.facebook.com/SocArchSci/)). Requests for social media promotion accompanied by other forms of support should proceed as below.
2. After receiving a reply indicating the interest of SAS, follow-up by sending a 1-2 page proposal that outlines the scope of the event, explains how the event promotes the archaeological sciences to the broader archaeology, museum, and/or conservation community, lists all existing organizers and co-sponsors, identifies event dates and venues, and specifically requests what you need from SAS.
  - a. Examples of logistical support include helping to publicize the event through SAS social media channels, accepting donations for the event through our registered non-profit entity, or organizational assistance for event planning.
  - b. Fundraising support could entail SAS reaching out to contacts in industry to solicit donations for the event, providing organizers with a list of potential donors, or helping the organizers assemble materials (e.g. form letters) for soliciting donations.
  - c. Direct funding support from SAS for the event is also an option. Requests for direct funding support must specifically state the use to which funds will be put. For example, SAS could sponsor an early career researcher poster prize at a conference with a monetary award provided by SAS or provide student travel bursaries to help defray the cost of attendance for students presenting their research. In the case of awards, travel bursaries, or other competitive scenarios, SAS reserves the right to have a role in the selection of recipients.

3. After reviewing the proposal, if the SAS Executive Board finds supporting the event to be in the interest of the Society, you will receive a reply indicating what type of support can be provided and a list of options for how the organizers can promote SAS before, during, and after the event. Examples include:
  - a. Use of the official SAS logo, provided in high resolution by the SAS, on the event website or website of the organizers before, during, and after the event indicating that the Society is a co-sponsor.
  - b. Sending one e-mail to all registered event attendees promoting membership in the SAS.
  - c. Printing the SAS logo and contact information on/in physical event materials such as badges, lanyards, program/book of abstracts, signage, etc.
  - d. Making social media posts acknowledging the role of SAS in supporting the event.
  - e. Providing SAS with photos, audio, and/or video footage of the event or specific individuals like award winners for use in SAS promotional materials.
4. Reply to the SAS either accepting or requesting a modification to the terms proposed. A final agreement must be approved by a majority vote of the SAS Executive Board.

#### When should you start the above process?

As soon as possible, regardless of what type of support is requested. Once you know that you are planning an event and want support from SAS you should reach out to the Executive Board. This is especially important if you intend to request direct funding since the SAS budget is fixed at the start of the fiscal year and includes limited funds for event co-sponsorship. **Requests for direct funding support must be received at least 6 months before the event start date; sooner is better.** Even if you are not requesting a monetary contribution from SAS, get in touch early so that we all have more time to work together in support of the event. "Last minute" informal (see Exception, item 1 above) requests to promote an event through social media may be accepted without going through the above process but promotion may be of limited effectiveness close to the start date.

#### After the event

Organizers will submit a short (1 page) summary and any requested documentation to the SAS Executive Board no later than two business weeks after the event end date. **Event support limited to social media promotion only is exempt from these reporting requirements.**

1. If direct funding support from SAS was received, document how the funds were used. This should entail a line item breakdown with associated receipts or invoices. For awards and bursaries, images of fund transfer receipts (check, bank wire transfer, PayPal, etc.) are required unless a prior alternative arrangement is reached with SAS.
2. List of ways that the event organizers promoted/continue to promote SAS with associated documentation (e.g. image of event program with the SAS logo on it, forwarded e-mail communications promoting SAS membership, screenshot of website with SAS logo or functional URL for website, etc.).
3. Provide any previously agreed upon electronic recordings (photos, audio, video) of the event or event attendees at the same time as the above items.