

**Society of American Archivists
Council Meeting
August 1, 2019
Austin, Texas**

**Staff Report: 2019 Joint Annual Meeting
(Prepared by Nancy Beaumont)**

“Principles and Priorities for Continuously Improving the SAA Annual Meeting”

We are guided by SAA’s [“Principles and Priorities for Continuously Improving the SAA Annual Meeting.”](#) originally adopted in August 2013 and minimally revised in August 2018 following a member comment period.

Thanks to Erin Lawrimore’s suggestion, we have been able to add to our commitment to a “green” meeting by partnering with [Cool Effect](#) to offer attendees the opportunity to "participate in a simple way to reduce greenhouse gases produced by our travel to SAA Annual Meetings—and beyond!" I have provided text and an SAA logo and am awaiting the launch of our page on the Cool Effect site prior to the Joint Annual Meeting. We have chosen to support the Nitrous Oxide Abatement project, but will encourage members to explore the site and donate to whatever project appeals to them.

Program Development and Promotion

See my May 2019 Council report for many details (that I won’t repeat here) associated with the Program Committee’s development process, the Host Committee’s support, conference promotion, and use of social media before, during, and after the conference.

Registration

As of this writing at one week out, we have 1,614 paid registrants. We are on track to come in at (or a little short of) the budget of 1,779 paid attendees. As a result—and as always—we are paying very close attention to all expenses.

Exhibit, Sponsorship, and Advertising Support

Support from our industry partners for this Joint Annual Meeting has been strong (with all 66-booths sold!), though several of our previous sponsors have cut back on or eliminated their sponsorships. We are grateful to Gold Sponsor Preservica and Bronze Sponsors Arkivum, Atlas System, and Preservation Technologies for their support. Please thank our supporters at any and every opportunity!

Creating a “Welcoming Environment”

In acknowledgment of the challenges that many individuals face when attending conferences, we have taken a number of steps to make this Joint Annual Meeting as welcoming as possible:

- The SAA Code of Conduct (in shortened form) will be posted at the entrance to each session room. The signs indicate what an individual should do in the event of a Code violation. We have also shared the Code of Conduct with all speakers, and will do that again before we arrive on site.
- We will designate a total of five all-gender restrooms on Levels 2 and 4 of the hotel (those levels that only we occupy). In addition, one "family" restroom is available on Levels 2 and 3. See the conference hotel map in the print program and on the app.
- We will provide bystander intervention tips at a kiosk in the Registration Area.
- For attendees who registered after we altered the registration form to include preferred pronouns, their preferences will be printed on their badges. For all others, we will have stickers (“she/her,” “he/him,” “they/their,” and “ask me my pronouns”) to add to badges.
- SAA will provide fragrance-free hand soap in all the public restrooms on Levels 2, 3, and 4 of the hotel (the levels on which our meeting will be held) and also is providing a fragrance-free lounge area on Level 4. (See the hotel map in the program and on the app for location.)

Please see page 5 of the print program for this information as well as what to do to "In Case of Emergency.”

Live-Streaming

Our first-year experience with this innovation has been very challenging. We are finding it difficult to get speaker consent to be videotaped, even from those who don't object to audio-recordings. My early success in convincing a few of the presenters to agree to live-streaming so that their messages are shared more broadly is not holding true as we get closer to the conference.

We waited a bit to get consent from the speakers because of the myriad of details (and the four tech vendors) involved in implementing this project. As of this writing, we have agreement from just eight of the eighteen sessions that we hope to live-stream. We will continue working on this, of course. SAA is somewhat vulnerable in that the marketing of live-stream + on-demand video + audio recording of all sessions and section meetings was issued in mid-July. See [ARCHIVES * RECORDS 2019: Live Stream and Session Recordings | Society of American Archivists](#) We would appreciate your proactive support of this Council initiative—directed to enhancing accessibility to the conference—both before and during the conference.

As always, I welcome your comments and questions on any and all aspects of the Annual Meeting.