



SOCIETY FOR AMERICAN ARCHAEOLOGY

Online Seminar Series FAQ's

Q: I have not participated in an online seminar before. Will I get instructions?

A: SAA sends two emails regarding your online seminar. The first email contains information on how to install and test WebEx in advance of the seminar. The second email contains a link and passcode you will need for access on the day of the class. If you do not have these emails please check your spam folder. Some systems automatically quarantine mass generated emails.

Q: What computer equipment do I need to participate in an online seminar? Do I need a microphone?

A: The online seminars are PowerPoint slides with audio of the instructor. You may listen to the presentation through phone or computer speakers. Interactivity is via a chat box, so a microphone is not necessary.

Q: I registered but I did not receive a confirmation. How do I obtain one?

A: Make sure to double check your spam filter, since the confirmation is automatically generated. Please send an email to onlineseminars@saa.org if you need to verify your registration or get a receipt for payment.

Q: I do not live in the Eastern Time zone. Can you offer online seminars that accommodate members in my time zone?

A: The online seminars currently require staff support from our Washington, DC office. Therefore we schedule them between 9:00 am 5:00 pm Eastern Time. We make every effort not to schedule seminars before 9:00 am Pacific Time.

Q: I tried to register right after I got the email announcement but the registration link was not working and/or I could not find the registration link on the webpage. Where is the link? Is the system down?

A: If you do not see a registration link by the seminar's date and time, then seminar is full. This can happen when the seminar has filled up quickly, and we are still in the process of shutting down the registration page.

Q: If it is an online seminar how can it be sold out?

A: The meeting software license has "seat" limits. In addition, SAA wants our online seminars to be as interactive as possible, so we limit class size to allow for Q&A between instructor and participants.

Q: I see that groups can register an unlimited number of participants, so why aren't there more group seats available?

A: Each registration, whether individual or group, is for only one internet connection. It is the number of internet connections that is limited by our license. This preserves the quality of the presentation. It is also why group users must all be present at the same physical location to view the presentation.

Q: I could not get a seat in the seminar. Can I watch it online?

-OR-

Q: I registered/paid for an online seminar but I will not be able to attend because of a scheduling conflict. Will it be available for viewing after the class?

A: SAA records and archives the free Online Seminars and the Knowledge Series lectures. They are archived on the Member side of the SAAWeb . These recordings are available only to members as a benefit of membership in the Society. In the future we hope to be able to provide a way to watch the two-hour courses online.

Q: I just renewed my membership. Why isn't the registration system letting me register at the Member rate?

A: Member rates apply to current members only. If you paid Membership dues in the fall it may have been for the next calendar year and not the remainder of the year in which you paid your dues.