



## Celebrate CAA2023 and CAA@50 By Sharing Your Photos

To celebrate all the wonderful people and events that have taken place at CAA's in the past, we are collecting images of previous CAA International conferences.

Images and metadata will be maintained in CAA's digital files to help document the organisation's history and activities. Images and the descriptive information provided may also be displayed at CAA2023 or at a future CAA conference. Images will not be accessible or distributed to anyone outside of CAA's Steering Committee or conference organising team nor published without permission of the photographer. For more information, please visit: <https://members.caa-international.org/submit-your-caa-photos/>.

If you have any questions, please contact CAA Membership Secretary Emma Slayton at: [membership@caa-international.org](mailto:membership@caa-international.org).

### Guide to Submitting Photos

To submit images, please complete the excel spreadsheet. At the top, please enter the Submitter's Name; Email Address; and Initials and Date to acknowledge reading and agreeing to the terms of use. Then complete as many of the fields as possible for each image and name the files according to the convention below. Images without metadata for the fields marked with red asterisks will not be accepted for the CAA@50 Photo Archive:

File Name*	Please use the following naming convention: "YourLastName_CAAYear_ImageNumber." For example, an image taken at CAA2022 by Emma Slayton should be named Slayton_CAA2022_1. The end number can be sequential or the original photo number, just as long as the file names are unique. If you are unsure of the CAA conference at which it was taken, please use CAAXxxx, replacing any x's with parts of the year that are known. For instance an image taken in the 1990s, would use CAA199x.
Who took the photo?*	Name of the individual who took the photo. If you are not the photographer, please ensure that you have the right to share the image.

Who is in the photo?	Please name everyone you can who appears in the photo, from left to right with a semi-colon(;) between names. Preferred naming format: John Smith, but parts of names are fine if that is all the you know. Names do not need to be provided for large group photos.
Where was the photo taken? *	Was the photo taken during a session, a coffee break, a social event, etc. The second sheet in the file has the complete location list as well as what should be included in each.
CAA Session?	If the photo is from a session, which session was it? If the photo was not taken at a session or you are unsure, please leave blank
During which CAA International Conference was this taken? *	Please select the conference and year from the drop down below (or select Unsure)
If the photo was taken prior to 1995 or you are unsure at which CAA it was taken, please provide additional information.	Please list the known or possible conference(s)/year(s) when the photo was taken
Is there any other information you can provide about the image?	Please share any information you feel would provide helpful context for the image

**Image Specifications:** Photos can be in any standard digital format, like jpg, tiff, or png. Images should be at least 1500 x 1500, although significant photos, especially those taken at conferences before smartphones, can be submitted at lower resolution if that is all that is available. Individual image files should be no larger than 10 MB.

Once you have completed your metadata file and renamed all the photos you wish to submit, please replace Name and Date in the current spreadsheet's filename with your last name and today's date. Then **save the metadata spreadsheet and your photos together** in one folder that can be zipped. Please name the folder using the following convention and then zip it: CAA@50\_YourLastName\_YourFirstInitial\_DateSubmitted  
For example: CAA@50\_Slayton\_E\_yyyymmdd

**Submitting the File via Email:** If the zipped file is not too large to email, it can be sent to the Membership Secretary at the email address below.

**Submitting via a File Sharing Site:** If your file is too large to email, please upload the zipped file to a file sharing site, such as Google Drive or DropBox, if possible. If you do not have access to a file sharing site, please email the membership secretary and a link where you can upload your file will be provided.

Please send all files and download links to the Membership Secretary at: [membership@caa-international.org](mailto:membership@caa-international.org). Thank you for submitting images!