

2014

# Archives ★ Records

ENSURING ACCESS

## ANNUAL MEETING REGISTRATION FORM

To register online using our secure ARCHIVES★RECORDS 2014 registration form, go to [www.archivists.org/2014](http://www.archivists.org/2014).

### 1. REGISTRATION

One registrant per form. Please type or print clearly.

LAST NAME FIRST NAME MI NICKNAME FOR BADGE

INSTITUTION NAME

MAILING ADDRESS

STREET OR PO BOX

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

THIS ADDRESS IS FOR MY  HOME  BUSINESS  OTHER

USE THIS AS MY PREFERRED MAILING ADDRESS FOR ALL SAA BUSINESS.

IF STUDENT, NAME OF SCHOOL

( ) ( ) ( )  
PHONE HOME PHONE FAX

E-MAIL ADDRESS

#### Are you a CoSA Member?

No  Yes

#### Are you a NAGARA Member/ Subscriber?

No  Yes

#### Is your employer an Institutional Member of SAA?

No  Yes

Nonmembers employed by member institutions are eligible to receive partial discounts on SAA event registration.

#### SAA/ARMA Reciprocal Rate:

No  Yes

ARMA ID#: \_\_\_\_\_

### 2. REGISTRATION FEES

Weekly registration includes all Plenary and Education Sessions and Exhibit Hall.

Registration fee does not include Pre-conference Programs or Ticketed Events. (See reverse.)

Please check appropriate box:


	MEMBERS	EMPLOYEES OF MEMBER INSTITUTIONS	NONMEMBERS
<b>Early-Bird</b> (by 7/7) .....	<input type="checkbox"/> \$319	<input type="checkbox"/> \$389	<input type="checkbox"/> \$509
<b>Advance</b> (by 7/18).....	<input type="checkbox"/> \$369	<input type="checkbox"/> \$439	<input type="checkbox"/> \$559
<b>On-Site</b> (after 7/18).....	<input type="checkbox"/> \$429	<input type="checkbox"/> \$499	<input type="checkbox"/> \$599
<b>One-Day</b>			
<input type="checkbox"/> Wednesday 8/13 <input type="checkbox"/> Thursday 8/14 <input type="checkbox"/> Friday 8/15 <input type="checkbox"/> Saturday 8/16.....	<input type="checkbox"/> \$189	<input type="checkbox"/> \$249	<input type="checkbox"/> \$299
Student.....	<input type="checkbox"/> \$139	N/A	<input type="checkbox"/> \$209
Guest* .....	<input type="checkbox"/> \$129	N/A	<input type="checkbox"/> \$169


Subtotal Conference Fees \$ \_\_\_\_\_

\***Guest Registration:** Designed especially for spouses, partners, and children of conference attendees, guest registration allows the guest to attend the Plenary Sessions, the All-Attendee Reception, and the Exhibit Hall. Guest registrations must accompany the conference attendee's registration. When registering a guest, please be sure to provide full names below.


\*GUEST NAMES \_\_\_\_\_

#### Support services

  Check here if you have any special needs in order to participate fully in this event. The conference staff will contact you.

  Check here if you would like to learn more about child care options that are being considered for this event. (Email address required under Registration.)

#### Will you help reduce our footprint?

  Check here to opt out of receiving a print Onsite Program. A mobile app will be available.

### 3. PRE-CONFERENCE PROGRAM FEES

	SAA Members (Advance/Regular)*	Employees of SAA Member Institutions (Advance/Regular)*	Nonmembers (Advance/Regular)*
1507 Accessioning and Ingest of Electronic Records [DAS] (8/10)	<input type="checkbox"/> \$199 / \$269	<input type="checkbox"/> \$229 / \$299	<input type="checkbox"/> \$259 / \$319
1508 Archives: Principles and Practices (8/10-8/11)	<input type="checkbox"/> \$289 / \$349	<input type="checkbox"/> \$329 / \$389	<input type="checkbox"/> \$379 / \$429
1509 Advocating for Archives (8/11) **	<input type="checkbox"/> \$39 / \$49	<input type="checkbox"/> \$49 / \$59	<input type="checkbox"/> \$79 / \$99
1510 Curating Research Assets and Data Using Lifecycle Education [DAS] (8/11)	<input type="checkbox"/> \$199 / \$269	<input type="checkbox"/> \$229 / \$299	<input type="checkbox"/> \$259 / \$319
1511 Managing Storage Environments for Sustainable Preservation (8/11)	<input type="checkbox"/> \$189 / \$249	<input type="checkbox"/> \$219 / \$279	<input type="checkbox"/> \$249 / \$299
1512 Arrangement and Description of Electronic Records [DAS] (8/11-8/12)	<input type="checkbox"/> \$299 / \$369	<input type="checkbox"/> \$339 / \$409	<input type="checkbox"/> \$399 / \$459
<input type="checkbox"/> Day 1 only (8/11)	<input type="checkbox"/> \$199 / \$269	<input type="checkbox"/> \$229 / \$299	<input type="checkbox"/> \$259 / \$319
<input type="checkbox"/> Day 2 only (8/12)			
1513 Copyright Law for Archivists: A Risk Assessment Approach (8/11-8/12)	<input type="checkbox"/> \$289 / \$349	<input type="checkbox"/> \$329 / \$389	<input type="checkbox"/> \$379 / \$429
1514 Planning New and Remodeled Archival Facilities (8/11-8/12)	<input type="checkbox"/> \$289 / \$349	<input type="checkbox"/> \$329 / \$389	<input type="checkbox"/> \$379 / \$429
1515 Cataloging Visual Materials: From Prints and Photos to Digital Files (8/12)	<input type="checkbox"/> \$189 / \$249	<input type="checkbox"/> \$219 / \$279	<input type="checkbox"/> \$249 / \$299
1516 Using Open-Source OCR Tools for Digitization Projects (8/12)	<input type="checkbox"/> \$189 / \$249	<input type="checkbox"/> \$219 / \$279	<input type="checkbox"/> \$249 / \$299

\*The Advance deadline is July 18. Regular rates apply after that date.

\*\* All archivists are welcome to attend this workshop, which is limited to 60 attendees. A small non-refundable fee is being charged to reserve your space.

Subtotal Pre-Conference Fees      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

### 4. SPECIAL EVENTS

Please indicate if you plan to attend – even if the event is free to registrants – so that we may have an accurate estimate of attendance.

	#TICKETS	
NAGARA Membership Dues/Website Subscription	_____	\$75 for membership dues or website subscription.
SAA Research Forum (8/12)	_____	Free to registrants; \$50 / \$25 (students) for those not registered for the conference.
CoSA Work Session/Lunch (8/13)	_____	Complimentary lunch for up to two representatives per state/territory; \$15 each additional representative.
ACA Annual Business Meeting/Member Luncheon (8/14)	_____	\$30 for ACA Members (includes plated lunch).
All-Attendee Reception (8/15)	1 _____	Free to registrants.
• Beverage Band for All-Attendee Reception	_____	\$10 (must be 21 years or older).
• Guest Ticket to All-Attendee Reception	_____	\$40 adult (includes beverage band)/\$10 children 12 and under.
Archives Leadership Institute Alumni Reception (8/16)	ADULT _____ CHILD _____	\$40; open to all ALI alumni plus guest.
Archives Leadership Institute Practice Workshop (8/17)	ALUMNUS _____ GUEST _____	\$50; waived for 2014 ALI cohort.
Subtotal Event Fees \$ _____		

### 5. METHOD OF PAYMENT

All registrations must be accompanied by payment, and all payments must be made in U.S. funds. The conference office accepts checks, VISA, MasterCard, American Express, and Discover. Please make checks payable to SAA. Do not send cash.

Total: \$ \_\_\_\_\_     Check # \_\_\_\_\_    Checks must include name(s) of registrant(s).

VISA     MasterCard     American Express     Discover

CREDIT CARD # \_\_\_\_\_    EXPIRATION DATE \_\_\_\_\_    CSV \_\_\_\_\_

NAME ON CARD (PLEASE PRINT) \_\_\_\_\_    TELEPHONE NUMBER IF NAME ON CARD DIFFERS FROM ATTENDEE \_\_\_\_\_

CARDHOLDER'S SIGNATURE \_\_\_\_\_

For fastest service: Register online at [www.archivists.org/2014](http://www.archivists.org/2014)

Submit via fax (with credit card information) to: **312-606-0728**

Or send completed form with payment to:  
Society of American Archivists  
ARCHIVES★RECORDS 2014 Registrar  
17 North State Street, Suite 1425  
Chicago, IL 60602

Questions? 312-606-0722 or 866-722-7858 (toll-free)

Please do not submit registration via more than one method.