

## **Attention ARCHIVES 2013 Participants:**

### **Check out the new conference website and mobile app!**

Today we're rolling out a [new website](#), interactive schedule, and mobile app for *ARCHIVES 2013*. We're very excited about how these new tools help participants interact with conference information, and the increased visibility they bring to you, our speakers and presenters. The mobile app and online schedule are hosted by Sched.org.

The most important feature to highlight for you is that each presenter has their own speaker profile, which can include a picture and links to your social media accounts and websites. This has exciting potential to increase the visibility and impact of your work, and to allow an even greater sense of community and networking for all the participants at *ARCHIVES 2013*.

**We've already created a profile for you with some basic data.** If you've already provided us with a bio, you should find it there waiting for you. Your profile picture, website, and/or social media links are up to you, though. We strongly encourage you to take advantage of these features: they not only help your professional profile, but they strengthen the entire online presence of the event.

**You will be receiving a separate email very shortly, via Sched.org, that will have a link for you to set your password and edit your profile.**

If you have any questions, please direct them to Matt Black, Web and Information Systems Administrator, and he will be very happy to help.

### **There are other opportunities to share your work beyond the third week of August...**

**Submit your presentation.** All session participants are also invited to submit presentation-related materials (e.g., abstracts, papers, slideshow files, etc.) for posting on the official *ARCHIVES 2013* website. Scroll down for detailed instructions, including acceptable file formats and naming conventions. *Please note that only presentations submitted to and posted by the Conference Office will be available post-conference.*

**Get published!** Share your *ARCHIVES 2013* presentation with an even broader and more diverse audience by also submitting it for publication consideration in *The American Archivist*. Editor Greg Hunter is eager to work with you to make the transition from oral presentation to journal article. With a readership of more than 6,600, *The American Archivist* is available both in print and online. For more information, click [here](#), or contact Greg Hunter at [americanarchivist@archivists.org](mailto:americanarchivist@archivists.org).

## **HOW TO SUBMIT PRESENTATION-RELATED MATERIALS**

You may submit **abstracts, papers, handouts, slideshows, etc.**, as e-mail attachments to [conference@archivists.org](mailto:conference@archivists.org) or to René Mueller ([rmueller@archivists.org](mailto:rmueller@archivists.org)). Links to your

submitted content will be accessible via your session description.

When submitting materials:

- \* In your subject line, please indicate: 2013 Speaker Materials.
- \* In the body of your email, please include:
  - Your name,
  - The number and title of your session,
  - The title of your paper/poster presentation.
  
- \* **Very Important!** In addition, please name your files according to the following guideline: **session###-YourLastName.xxx**. If you are submitting multiple files, please **add an "A," "B," etc.** after your last name to distinguish them and to indicate the order in which you would like the links to appear. (e.g., **session601-SmithA.doc, session601-SmithB.ppt, etc.**) SAA will post received files to the *ARCHIVES 2013* website. All files will be posted as is (i.e., files will not be edited). ***Abstracts typed into the body of an e-mail will not be accepted.*** Therefore, please place all information to be published into a text document. As a courtesy, please keep your files to a minimum size. Accepted file types include PDFs, [open document formats](#) (.odt, .ods, .odp, etc.), and proprietary file formats (.docx, .xls, .ppt, etc.).