

Attention *ARCHIVES 2013* Participants!

As a presenter at *ARCHIVES 2013*, you have many opportunities to share your work beyond the third week of August.



First, don't forget to register. All presenters are required to register for *ARCHIVES 2013*. Early-Bird registration ends July 5. Click [here](#) to register now!

Post your bio. All session participants are invited to submit personal biographies for posting on the official *ARCHIVES 2013* website. *Scroll down for detailed instructions.*

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.*

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.

HOW TO SUBMIT A PERSONAL BIOGRAPHY

You can enter a **personal biography** by logging into the SAA website at: <http://www2.archivists.org/saa-profile>. This link will take you directly to a page on which you may update your personal preferences. From the dropdown box, choose "Update my personal profile." Near the bottom of the following page is a field in which you may enter your biography. Once entered, a link to your bio will appear immediately on the Conference Schedule.

HOW TO SUBMIT PRESENTATION-RELATED MATERIALS

You may submit **abstracts, papers, handouts, slideshows, etc.**, as e-mail attachments to conference@archivists.org or to René Mueller (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.).