



### Attention *Beyond Borders* Session Participants:

As a session presenter at *Beyond Borders*, you have many opportunities to share your work beyond the fourth week of August.

**First, don't forget to register.** All presenters are required to register for *Beyond Borders*. Early-Bird registration ends July 6. Click [here](#) to register now!

**Post your bio.** All session participants are invited to submit personal biographies for posting on the official *Beyond Borders* 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 *Beyond Borders* website. *Scroll down for detailed instructions, including acceptable file formats and naming conventions.*

**Get published!** Share your *Beyond Borders* 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 content. With a readership of more than 6,500, *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 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](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: 2012 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 *Beyond Borders* 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.).