

Checklist for Presenters
Beyond Borders
August 6 – 11, 2012
San Diego Hilton Bayfront

This checklist is a brief summary of important deadlines and information that you will need as you prepare for your participation in *Beyond Borders*. Please keep this document easily accessible for quick reference.

By Wednesday, July 6

Register for the Meeting at the Early-Bird Discount. Register by Friday, July 6, and you'll save at least \$50 off the advance registration rate and \$110 off the on-site rate.

Make Your Hotel and Travel Arrangements. Make your hotel reservations and travel arrangements to ensure discounted rates and the lowest available airfare. The hotel cut-off date for the preferred conference rate is **Thursday, July 12 – or whenever the hotel room block has sold out.** Call 619-564-3333 (or toll free, 800-445-8667, for Hilton central reservations) or go to www2.archivists.org (and click on the conference graphic) to make your hotel reservation. Discounted rates are: \$199 single/double occupancy, \$20 per additional person (plus applicable taxes) per night.

Send Your Presentation Draft to Other Session Participants. To facilitate a smooth flow of information and to avoid repetition during your session, we suggest that presenters circulate copies of their presentations to each other well in advance of the meeting. All presenters should review the presentations they receive and discuss conflicts or overlap with others in the session.

By Friday, July 20

Advance Registration Deadline. If you missed the Early-Bird deadline above, register by Friday, July 20, to save at least \$60 off the onsite registration rate. **After July 20, you must register onsite at the San Diego Hilton Bayfront. All speakers must register in order to have a name badge for admission to meeting rooms.**

If You're a Panelist, Participate in a Conference Call. Good planning pays off! Talk with your co-presenters in advance to ensure a smooth presentation.

Send an Electronic Copy of Your Presentation to the Conference Office (at conference@archivists.org). Meeting attendees may view presentations before and after the conference on the conference website (<http://www2.archivists.org/conference/2012/san-diego>). Consider adding #SAA12 and your session number to the footer of each slide so that attendees can Tweet about your session. After you provide a copy of your presentation, the conference office will convert it to a PDF and post it. Please note that by sending a copy of your presentation in electronic format, you grant permission for it to be viewed by all *Beyond Borders* attendees and SAA members.

Thank you for your participation in
Beyond Borders!