

CONFERENCE OVERVIEW

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Workshops

Workshops are the formal training part of the conference. Over the years, they have become an increasingly important part of what we do at our annual conference. This year, in response to feedback from past conferences, we have reduced the length of the conference, but have increased the amount of time devoted to workshops. We feel this is important because of the need for all of us to learn as much as we can about existing indexing theory and technology, while at the same time learning and growing as a society in the new dot.com age.

Our workshops do have a new format, however. We are offering the traditional 3-hour half-day workshop, and a shorter, 1.5-hour workshop. We hope this change will increase flexibility and choice for conference attendees as they arrange their scheduling.

General Sessions

In an effort to keep the conference to 3 days, we have shortened the time devoted to General Sessions. Workshops will be held on Friday, Saturday, and Sunday morning. The rest of the day will be devoted to the business of ASI and our general session presentations.

Keynote Luncheon

Sunday, June 3, 12:30 – 1:45

Plan to attend the Keynote lunch, where we will present the Hines and Wilson awards, and hear our Keynote speaker Saul Carliner speak about information pollution. Professor Carliner, Assistant Professor of Information Design at Bentley College, has spoken at several STC conferences.

Networking and Editors' Lunch

Friday June 1, 12:15 – 1:45

Conference attendees always say they want more networking. We are trying to address that need by offering a networking buffet luncheon on Friday. This will be a registered event. For a separate fee conference-goers can attend a buffet luncheon and meet with editors from local publishers to discuss their skills and the importance of indexing to the publishing industry. We expect to have editors from Houghton-Mifflin, Addison-Wesley and members of the Massachusetts Chapter of the Editorial Freelancers Association. They have expressed an interest in meeting and recruiting indexers. They would like also to discuss current issues in indexing and publishing with our members.

Note: There is a separate registration and fee for this event

Welcome Reception

Thursday, May 31, 5:15 – 6:30

Plan to attend the welcome reception Thursday night before the conference begins. We'll have information available about local restaurants and sights as well as transportation and shopping information. Eat some yummy snacks and share a glass of wine or beer with your colleagues. Meet new and continuing board members.

NEW THIS YEAR:

New Conference Attendees Orientation Breakfast

Friday morning, June 1, 7:15 – 8:30

If you've never attended an ASI conference before, come and learn how to get the most out of an ASI conference. We guarantee it will make your conference time more productive.

Chapter Leaders' Breakfast

Saturday morning, June 2, 7:15 – 8:30

This is an annual event, held this year on Saturday morning. It's a great time to find out what ASI can do for Chapters. Learn how to apply for Professional Development Seminar seed money and other chapter activities.

Sunday Morning Business Meeting

Sunday, June 3, 11:45 – 12:30

After attending workshops, come to the ASI business meeting just before our Keynote Lunch. Bring your questions and comments for board members to hear.

Exhibit Hall

Both exhibitors and conference attendees have often wished for more time for visits to the exhibits area. This year we are offering special time set aside at the end of the day for visiting the exhibits. Grab a soda or a glass of wine and browse our exhibit area and see the latest indexing tools and products.

Sightseeing in Boston

There is so much to do in this wonderful city, we decided to let conference attendees form their own plans. We do plan to offer discounts to attendees on the best that Boston has to offer. Watch for details!

Workshops and Conference Events

Workshops take place concurrently all day Friday and Saturday, and on Sunday Morning. General sessions are scheduled for Sunday afternoon after the Keynote luncheon.

PROGRAM AND SCHEDULE

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THURSDAY, May 31, 2001

Board Meeting

8-5

The board meeting is open to any ASI member who wishes to attend.

WELCOME RECEPTION

5:15-6:30

Opening of the Exhibit area

Visit our exhibit area and meet old friends and new.

FRIDAY, June 1, 2001

New member/first time attendee's orientation

7:15-8:30

Friday Morning Workshops

Dr. Bella Weinberg

Pinpointing the Topic: Analysis of Entries in Book Indexes

8:45-12

3 hours

This intensive workshop will focus on analytical subheadings, which are created to represent the specific topics in a consecutive range of pages. This challenging aspect of book indexing will be examined from a variety of perspectives, both theoretical and practical. Level: Intermediate to Advanced

Joanne Clendenen and Kay Schlembach

Basic Indexing 1

8:45-12

3 hours

This workshop, and its companion held on Saturday, offers newer indexers and folks needing a refresher the opportunity to build, review, and reinforce fundamental skills. It offers a fast-paced introduction to indexing techniques in both back-of-the book and embedded text indexes. The workshop is conducted in two 3-hour sessions (See Saturday schedule), with homework assigned between sessions. A WORD embedded indexing exercise will be included for additional practice at home.

Lucie Haskins

How I Survived My First Year(s) Indexing and Lived to Talk About It

8:45-10:15

1.5 hours

This 90-minute workshop is in the form of a panel discussion. The other panelists are Joan Shapiro, and Michelle Wiseman. The panel is an outgrowth of discussion and a KeyWords article that took place after the Albuquerque conference. It is geared to indexing students, who have not yet started getting professional contracts, beginning indexers who are trying to build up their business, and "newer" indexers who have begun getting projects, but want to network with other beginners and exchange information.

Helen Ochej

Use of NLM's new MeSH Browser as a Medical Indexing Tool for Non-MEDLINE Indexers

10:30-12

1.5 hours

This 90-minute workshop will provide handouts with a short list of useful NLM URLs and a small brochure of MeSH Browser web pages. A computer demonstration will provide an introduction and orientation to the NLM web

page and its links to other browsers. Access and usage of the MeSH Browser will also be demonstrated.

Noeline Bridge

The Glory and the Nothing of a Name

8:45-12

3 hours

Canadian indexer Noeline Bridge discusses the problems of name entries in indexes. She has six categories of names she feels are particularly troublesome, such as non-Western names, geographic names, anonymous or very short names, names which change over time and whether foreign names should be indexed in their original form or in an anglicized version. Book and Internet resources offering guidance in making these decisions will be offered.

John Felts and Randy Ralph

Benchmarking Search Engine Performance

8:45-12

3 hours

Two University of North Carolina/Greensboro Librarians will present their research on the benchmarking of 8 major WWW search engines that purport to be global in nature. Evaluations were based on relevancy, recall, and response, using 25 students from a Library and Information Studies graduate class who submitted 10 subject-specific questions. It is hoped the research will help information architects better understand how search engines index sites and maintain their databases.

Pat Rimmer

Sustainability and the Environment: Think Act, Publish

8:45-12

3 hours

Part one of this workshop discusses how indexes can mislead readers when they are based on "old" knowledge vs. "new" practice. The evolution of new term for old concepts, such as "sustainability" for conservation, or "green" for "organic" are discussed. Part two will discuss publishing trends in environmental disciplines, with representatives from very large to relatively tiny publishers. Workshop attendees should also plan to attend the field trip on Saturday to the Boston Public Garden.

Break: 10:15-10:30

Lunch, 12:15-1:45: Networking and Editors' Lunch
Registered and paid attendees only

See description on page 3.

Friday Afternoon Workshops

Laurie Lewis

Pricing Strategies for Freelancers 2-5:15 3 hours

Lewis is the author of *What to Charge: Pricing Strategies for Freelancers and Consultants*. This workshop is for new and veteran freelancers. It offers logical approaches to the sometimes daunting task of fee setting. Different types of pricing are discussed. Strategies for effective record-keeping are also stressed.

Carolyn Weaver

Indexing by Moonlight 2-3:30 1.5 hours

This workshop explores the feasibility, complications, and rewards of moonlight indexing while employed in a full-time position. Tips on managing the limited time available, how to avoid conflict of interest and moonlighting survival techniques. Finally, Weaver will explore the factors that determine when it's time to either move to a full-time freelance career or call it quits as a moonlighter.

Maria Coughlin and Alexandra Nickerson

Professionalism in Indexing 3:45-5:15 1.5 hours

What is a professional indexer, and how does he/she project a professional image? Tips on office supplies (stationery, business cards, web sites), plus guidelines on how to negotiate with publishers regarding schedules and rates. Plus some thoughts on relationships with other professionals, networking at conference, presenting a polished appearance, making meeting presentations, and creating literate, well-written publications and emails. This is a good companion to the cover letter/resume writing workshop.

Do Mi Stauber

Facing the Text I: Content Analysis and Entry Selection in Social Sciences and Humanities Indexing 2-5:15 3 hours

This participatory workshop in 2 parts (see Saturday morning) focuses on the practical aspects of indexing. Participants will interpret texts and index

structures, using examples from real books and indexes. Among subjects to be discussed: main topics, indexable topics, subheadings, cross references and wording. The second part of this workshop is offered on Saturday.

Kamm Schreiner

SKY Index™ Professional for Beginners and Advanced Users Workshop 2-5:15 3 hours

Kamm Schreiner of SKY Index offers this workshop to new and advanced SKY Index users. SKY Index™ Professional is designed exclusively for professionals who write indexes for a living. This workshop will cover basic and advanced techniques for using SKY Index™. Topics covered will include SKY Index™ design goals, data entry, editing, index configuration, and tips and techniques for using SKY Index™ effectively.

Karen Sperrn

Vocabulary Management Software 2-5:15 3 hours

This panel will include Vocabulary Management software vendors and users, who will demonstrate and explain thesaurus software by comparison and analysis. After a general presentation, the audience will divide into groups to be able to have individual discussion and demonstration time with each vendor.

Alan Baker

Indexing the MPR Sound Archive 2-5:15 3 hours

This session will start with a case study of the creation of Minnesota Public Radio's Digital Audio Archive focusing on issues such as: indexing strategy for digital rich media archives, content description: Archivists, Users, and Automation and metadata models and database interaction. We'll also conduct a mini workshop on Dublin Core.

Break 3:30-3:45

Reception in the Exhibitors' area: 5:15-6:30

SATURDAY, June 2, 2001

Chapter Leaders' Breakfast 7:15-8:30

International Affiliates Breakfast with President 7:15-8:30

Saturday Morning Workshops

Bill Meisheid

Web Indexing 8:45-12 3 hours

This was one of our most popular workshops last year. It will cover indexing for the web and intranet web sites, including tools, techniques, and technology. It will look at how things have changed since last year and what the changes mean to indexers. We will look at examples of good and bad web indexing implementations. We will look at what indexers can do to leverage their skills and what they need to learn to move forward in the web world.

Do Mi Stauber

Facing the Text: II 8:45-12 3 hours

See description on Friday

Susan Danzi Hernandez

Resume and Cover Letter Writing 8:45-12 3 hours

This workshop will help indexers prepare an effective cover letter and resume for their marketing efforts. Handouts will involve style and type-face selection, action word lists, and a variety of examples of finished document. The goal will be for every participant to leave with a working draft of an effective cover letter and resume. This is a particularly useful workshop for beginning indexers.

Ina Fourie

Distance Teaching of Indexing 10:30-12 1.5 hours

Ms. Fourie teaches indexing in South Africa to students working in both paper-based and electronic environments. South African students have a wide variety of computer skills, from outright novices, to computer software designers. Many students live long distances from universities and often have full-time jobs. Print-based vs. web-based instruction will be discussed, as well as innovative possibilities for delivering study materials and providing related links to software and web sites.

Carol Roberts
Scholarly Indexing 8:45-10:15 1.5 hours

This workshop will survey what scholarly indexing is and what it's like to work with academic presses. There will be a dialog with audience members who want to share their experiences. Indexing philosophy will be among the topics covered.

Carolyn Weaver
Journal Indexing 8:45-10:15 1.5 hours

Journal indexes share characteristics with back-of-the-book and database indexes, but are unique information architectures in their own right. Topics covered include vocabulary control, index design, and creating cumulative indexes.

Janet Perlman
Bidding and Winning:
Writing Successful Proposals 10:30-12 1.5 hours

This workshop will offer guidelines for writing proposals for complex indexing jobs, with tips on evaluating time and determining price, and follow-up strategies after the proposal has been submitted. Level: Experienced

Jacqueline Radebaugh
Basic HTML for Indexers 8:45-12 3 hours

This workshop is designed for indexers who do not have formal training in HTML. HTML terminology, tags, and editors, and the structure of an HTML document will be discussed. Other topics include Meta tags, the Dublin Core, web page construction, and emerging technologies such as XML.

Break: 10:15-10:30

LUNCH BREAK: 12-2 You're on your own.

G/ES Field trip to the Boston Public Gardens

This self-guided tour of the Boston Public Gardens is open to all conference attendees. for information, contact:

Pat Rimmer
rimmer@ligtel.com
219-768-7701

Mail:
Pat Rimmer
PO Box 304
Shipshewana IN 46565

Saturday Afternoon Workshops

Marilyn Rowland/Dave Ream
Web Indexing Workshop 2-5:15 3 hours

An introduction to web indexing, including online examples and an evaluation of what makes a good web index. Other issues covered include maintenance problems, HTML and web authoring programs, design issues, and tagging structure and context. A survey of web indexing technologies is included.

Joanne Clendenen/Kay Schlembach
Basic Indexing 2 2-5:15 3 hours

See Friday morning schedule

Gale Rhoades
Using Macrex 2-5:15 3 hours

Gale Rhoades of Macrex will conduct this workshop for experienced MACREX users. Learn techniques to improve your productivity, eliminate repetitive tasks, create multiple indexes in a single pass and create indexes for nonbook materials and book indexes without final folios.

Maria Sullivan Young
Pattern Matching and Boolean
Operations in CINDEX 2-3:15 1.5 hours

These functions perform identically in both the Windows and Macintosh versions of CINDEX. By using patterns for searching and editing, you increase efficiency and ensure consistency. The syntax of patterns will be explained and practiced, and their usefulness demonstrated. Boolean searching will be explored.

Maria Sullivan Young
Efficient Data Entry
and Advanced Editing Techniques 3:45-5:15 1.5 hours

Techniques to increase your productivity will be explored and demonstrated with particular emphasis on data entry short cuts and working with groups and macros. Importing of data prepared in other applications (e.g., word-processors and speech-recognition software) or on other platforms (e.g., Windows, Macintosh, typesetting systems) will be discussed and strategies for coordinating "team-indexing" projects will be explored.

Margie Towery
Evaluating Scholarly Book Indexes 2-5:15 3 hours

This workshop focuses on scholarly books, primarily in the social sciences and humanities. The workshop will evaluate various components of scholarly indexes, with the goal of creating guidelines for indexers, author-indexers, and editors. The unique features of academic indexes, including run-in indexes, working with jargon, and the characteristics of various academic fields, e.g., history vs. literary criticism. The workshop is designed as a collaborative effort, with facilitator and attendees working together.

Janet Perlman
Benchmarks of a Quality Index 2-3:15 1.5 hours

This workshop will demonstrate how to evaluate and recognize quality (or lack of), in an index. Specific quality indicators will be provided and participants will have the opportunity to evaluate indexes

Becky Hornyak
Indexing in the Psychology Field 3:45-5:15 1.5 hours

This presentation is an outgrowth of the Psych/Sociology SIG. It will offer information about types of knowledge and resources available for indexers of psychology books and other forms of mental health information. Panelists will share their information with the audience and workshop participants are encouraged to contribute. Topics include categorization of mental disorders, typical abbreviations, drugs and side effects, brain structures and resources for the indexer.

BREAK: 3:30-3:45

Reception/Cash bar in
Exhibitors' Area 5:15-6:30

SUNDAY, June 3, 2001

Sunday Morning Workshops

Carol Roberts
Cindex for Macintosh 8:15-9:45 1.5 hours

Apple Computer users can attend this first-time ever workshop for Cindex for Mac. Carol Roberts will demonstrate the differences that exist for Mac users who wish to use Cindex as their indexing tool.

Do Mi Stauber
Introduction to Macrex for Shoppers 10-11:30 1.5 hours

The best way to choose an indexing software package is to explore each one thoroughly. In this workshop, enthusiastic user Do Mi Stauber provides in-depth information about Macrex, including a guided tour and a "full-speed" indexing demonstration. A free demo of the program on CD comes with registration.

Maria Sullivan Young
CINDEX for Windows Workshop 8:15-11:30 3 hours

A comprehensive review of program features used in the indexing process from start to finish. This workshop is for indexers new to CINDEX as well as longtime CINDEX users who are moving from the DOS environment to Windows. Working with multiple open indexes, moving material between applications, and embedding of index entries from CINDEX into work-processing documents will be demonstrated.

Thérèse Shere
Indexing Cookbooks 8:15-11:30 3 hours

Cookbooks are a special kind of technical/reference book. This workshop will investigate how they differ from other texts indexers encounter, basics of cookbook indexing, special issues and how to handle them, and cookbook index styles and formats.

Peg Mauer
Embedded Indexing: What Is It and How Do I Do It? 8:15-11:30 3 hours

This workshop is for beginner, intermediate, and advanced indexers who want to learn what embedded indexing is and how to create embedded indexes. Some familiarity with Word or FrameMaker is expected. Demonstrations using both Word and FrameMaker are included.

Seth Maislin
Case Studies from Lycos.com 8:15-9:45 1.5 hours

Explore real-life information structure challenges from the Internet world. Wrap your brain around two large projects, from the behind-the-scenes hierarchy and editorial infrastructure to user interface layout. Maislin will present the project definition, mediate a brainstorming and problem-solving discussion, and then demonstrate the most current product solution. No experience required.

Enid Zafran
Legal Indexing 10:00-11:30 1.5 hours

Enid Zafran and her panel of experienced legal indexers will discuss current issues in legal indexing including changes in terminology, electronic delivery of documents, and large legal indexing projects.

Break 10-10:15

**Business Meeting;
Hines and Wilson Awards** 11:45-12:30

LUNCH and Keynote Speaker 12:30-1:45

Nationally known speaker Saul Carliner will discuss "Information Pollution" and the need for quality control and searchability of information in the dot.com age.

GENERAL SESSIONS:

Sunday afternoon, June 3, 2-5

Our general session portion of the conference is short this year, but it doesn't lack quality. Our general session presentations will be 40 minutes each, with a break between panels.

Kate Mertes
Professional Standards for Indexers: A Modest Proposal

Certification and standardization of indexing is something ASI has discussed off and on for a long time. The litigatory and administrative problems are enormous, but many of us view ourselves as professionals. What does that mean if we have no objective professional standards? Come join Kate Mertes in a discussion of this always controversial topic.

Robert Huerster
Indexing the Consumer's Union Web Site

Consumer's Union is one of the largest consumer research and protection organizations in the United States. Robert Huerster will demonstrate the index constructed for the CU web site using HTML Indexer.

Susan Holbert
How to Make More Money: Negotiating for Fun and Profit

Many indexers find negotiating fees distasteful, mystifying, or downright scary. If you find it hard to turn down low-paying jobs or raise rates on a regular basis, this talk is for you. Learning good negotiating skills increases your clients' respect for you, enhances your self-image, and improves your overall professionalism.

Kelley Summers
Indexing Daily Publications

The techniques used at BNA for indexing daily publications will be discussed.

INFORMATION ABOUT THE PRESENTERS

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Alan Baker is director of the Minnesota Public Radio Sound Archive and indexing project.

Noeline Bridge is a member of the Indexing and Abstracting Society of Canada. She has been a freelance indexer for 10 years, following her career as a librarian and cataloger.

Joanne Clendenen is a freelance indexer in Houston, TX. Joanne concentrates on indexing scholarly works.

Maria Coughlin is director of Coughlin Indexing Services and a long-time professional indexer. She has run a successful freelancing business for several years and is an active member of ASI.

John Felts and his partner Dr. Ralph conduct research on internet search engines at the University of North Carolina at Greensboro Library and Information Sciences Department.

Ina Fourie is on the faculty of the Department of Information Science at the University of South Africa. She has been teaching various aspects of computerized information retrieval and organization to undergraduate and postgraduate students.

Lucie Haskins is a beginning indexer, who left corporate America after 20 years upon completion of the USDA Basic Indexing Course. She designed this workshop after experiencing her first ASI conference last year.

Susan Danzi Hernandez is a former mechanical engineer and Air Force officer. She has been indexing since 1998. She has researched and received instructions in resume and cover letter writing while in graduate school and while marketing her own business.

Susan Holbert has produced both a software program and a video on indexing. She has been a popular presenter at local chapter meetings and other indexing venues.

Becky Hornyak has a Master's degree in Counseling and years of experience in the mental health field before becoming an indexer 5 years ago.

Robert Huerster is Research Librarian, Indexer, and Thesaurus Editor at Consumer Reports. He is currently working on the redesign of the Consumer Reports web site, www.ConsumerReports.org

Laurie Lewis is the author of *What to Charge: Pricing Strategies for Freelancers And Consultants*. She is a former executive officer of the Editorial Freelancers Association, and has met many indexers over the years.

Seth Maislin is an active ASI member who is currently on the Board of Directors. He is currently employed by Lycos.com, doing content analysis and search engine assessment.

Peg Mauer has served on the board of ASI, and is manager of the Society for Technical Communications (STC) Indexing SIG. She has received numerous awards from STC for technical manuals and her web site.

Bill Meisheid is owner of Sageline Publishing and Software. He was Microsoft's first MVP (Most Valuable Professional), for Help systems. He is a certified RoboHELP instructor and an active consultant.

Kate Mertes has been indexing for over twenty years. She is an active ASI member who has served as a Wilson Award judge, board member and committee chair

Alexandra Nickerson is a past director and president of ASI, has been indexing since 1965; she has been an instructor for the USDA indexing course and chair of the Heartland Chapter of ASI, of the Wilson Award Committee, and of the Education Committee.

Helen Ochej is a technical information specialist at the National Library of Medicine Indexing Section. She has been indexing and revising the MEDLINE database since 1995.

Janet Perlman runs Southwest Indexing, specializing in scientific, medical, and engineering materials. She also provides indexing services on Spanish-language materials. She is the editor of *Running an Indexing Business*. (in press)

Jacqueline Radebaugh owns Krauss Information Services. She is currently constructing a web-based index for a computer science textbook. She has developed a series of web pages at www.loc.gov/marc/

Randy Ralph teaches at UNC-Greensboro. He has extensive experience in online information retrieval, database design and management, thesaurus construction and search interface design.

Dave Ream owns and operates Leverage Technologies, a software company providing design and analysis of database systems, SGML/HTML design and electronic publications.

Gale Rhoades runs the North American office of Macrex and provides technical support for Macrex

Pat Rimmer has been an active member of ASI for two years working on the Contracts and Agreements Committee at the national level and Nominating, By-laws and Publicity committees for the Heartland Society. She indexes a wide variety of subjects with specialties in textbooks and scholarly works,

Carol Roberts has been a full-time indexer for 6 years. She currently manages the Scholarly Indexing SIG, and has taught beginning and intermediate indexing courses.

Marilyn Rowland is an experienced indexer and web page designer. She is co-editor, with Diane Brenner, of *Beyond Book Indexing, How to Get Started with Web Indexing, Embedded Indexing, and Other Computer-Based Media*

Kay Schlembach is a freelance indexer in Houston, TX. Kay concentrates on textbooks and business publications.

Kamm Schreiner is the developer of SKY Software, Inc., one of the most popular dedicated indexing software packages

Thérèse Shere is an experienced indexer and proofreader of cookbooks. She has extensive experience in the food business and has co-owned a gourmet bakery

Karen Sperrn is Indexing Project Manager for Archive Impact. She is also the Program Coordinator for the New York Chapter of ASI.

Do Mi Stauber managed the Twin Oaks Indexing Collective for two years, supervising and training a group of indexers. She is an experienced Macrex user as well as the author of *Jewels in the Cavern: The Special Challenge of Scholarly Indexing*.

Kelley Summers has been a full time professional indexer since 1980. She is now a manager in the indexing services department at BNA, specializing in indexing of the environment and occupational safety-related publications.

Margie Towery has indexed scholarly books for seven years. She is the author of *Indexing Specialties: History* and is co-manager of the Psychology/Sociology SIG

Carolyn Weaver is a former medical librarian who has been freelancing since 1991. She is currently Treasurer for the American Society of Indexers.

Dr. Bella Hass Weinberg is a noted scholar and indexing theorist, as well as a past president and board member of the American Society of Indexers. She is currently a Professor in the Division of Library and Information Science, St. John's University, Jamaica, New York.

Maria Sullivan Young provides technical support for Indexing Research and the Cindex family of products

Enid Zafran is a longtime ASI member active on many committees. She is an experienced legal indexer with BNA and with Indexing Partners.

REGISTRATION INFORMATION

Registration Information

Registration Desk Schedule

Thursday, May 31	3-7 pm	Friday, June 1	7 am-7 pm
Saturday, June 2	8 am-7 pm	Sunday, June 3	8 am-3 pm

Course Cancellation

ASI reserves the right to cancel any workshop that does not meet minimum attendance requirements. Tickets for cancelled workshops may be exchanged for space in an available workshop. No refunds will be offered.

Registration Information

We are doing registration a little differently this year, and we hope it will be simpler.

Comprehensive Fee:

We are offering a comprehensive conference fee schedule as follows:
\$550 for ASI members who register before April 30.

\$650 for nonmembers and members who register later than April 30

\$750 for nonmembers who register later than April 30.

This comprehensive fee will cover attendance at two 3-hour or four 1.5-hour workshops on Friday and Saturday, and one 3-hour or two 1.5-hour workshops on Sunday morning, and includes the General Session registration for the Sunday Brunch and Keynote speaker and the Sunday afternoon General Session. It also includes admittance to the Welcome Reception Thursday night, and the Reception in the Exhibitors' area on Friday and Saturday (cash bar at all 3 receptions).

Selected Days (A La Carte) Option:

We are also offering an a la carte option for conference attendees. All conference attendees must register for the General Session at \$175.00. They can then register for workshops at the daily rate.

The fees for each Workshop Session (morning or afternoon) are:

\$125 for members registering before April 30

\$150 for nonmembers registering before April 30, and nonmembers registering after April 30

\$175 for nonmembers registering after April 30

Again, the General registration fee must be paid by all attendees. Partial payments cannot be accepted. Checks and money orders for conference

registration should be made payable to **AMERICAN SOCIETY OF INDEXERS** and mailed to: ASI, 10200 West 44th Ave #304, Wheat Ridge CO 80033. Questions can be addressed to ASI by phone at 303-463-2887, fax at 303-422-8894 or email asi@resourcenter.com

International Members

ASI is pleased to extend member rates to all international attendees.

Student Rate

Students may register for the conference at a flat fee of \$125 per day.

Special Services

If you have a disability which may require special accommodation in order to fully participate in the ASI Annual Meeting, please contact the ASI office at 303-463-2887 to discuss your specific needs.

Hotel

ASI has reserved a block of rooms at special rates at the Boston Park Plaza Hotel, 64 Arlington Street, Boston, MA 02116-3912. Your support in staying at the Park Plaza helps control meeting costs therefore we appreciate your support in staying at the headquarters hotel. Rates are \$119 per night single, \$129 double. This special rate is available until April 30, 2001. Rooms are available on a space available basis after that date.

Boston is a very popular city and the hotel tends to sell out – Book your reservation early.

For reservations, call the Boston Park Plaza Hotel 1-800-225-2008 or 617-426-2000 and identify yourself as an American Society of Indexers attendee to receive these special rates.

Airline

ASI has negotiated 5-10% discounts depending on the fare class with United Airlines. Contact Gale at Preferred Travel 800-848-6864. Please identify yourself as an ASI member.

Deadline

Registrations received on or before April 30 qualify for early discounted registration fees.

Name Tags

All attendees must register and wear their name tags to gain entrance to the sessions or exhibits.