

ASI 34th Annual Meeting Registration Form

May 16 – 19, 2002 • Moody Gardens, Galveston, TX

Send in your registration by one of the following ways:

- 1) Mail with payment to: ASI, 10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033
- 2) Fax with credit card information: (303) 422-8894
- 3) Register online at www.asindexing.org

One registration form per attendee. Copy this form as needed.

Note: Hard copies of the form are required. Please, no phone registrations.



1. Registrant Please Print or Type. Please fill out contact information as you want to appear on name badge and attendee list.

Name: _____ Day Phone: (____) _____
First Last Suffix/Degree

FAX: (____) _____

Affiliation: _____

E-mail address (print clearly): _____

Address: _____

City: _____ State/Province: _____

Postal/Zip Code: _____ Country: _____

First-time Attendee? Yes No

New Member since 01/02 Yes No

Is this a new address: Yes No

Confirmation will be sent in writing to those who register by April 29, 2002.

2. Early Bird Registration Fees until April 15, 2002

**Sign up as a new ASI member now and also save!
Contact the office or go to the website**

Registration fee includes all sessions, attendee packet, breakfasts and lunches - Friday, Saturday & Sunday; receptions and breaks.	Registration Fees				COST
	MEMBER		NON-MEMBER		
	By April 15	After April 15	By April 15	After April 15	
Meeting Registration	\$580	\$680	\$680	\$780	
One Day Registration (program, breakfast, lunch, breaks and any receptions for this day only) Check day(s) you wish to attend - <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	\$350	\$350	\$350	\$350	

3. Separate Fee Events

	COST
Editors' Reception - Friday, 6:00pm - 8:00pm (see description page 3) Indexers need to register and pay the \$25 fee for this event. Editors, publishers, and in-house staff with responsibility for hiring indexers are welcome to attend free. Just check this box <input type="checkbox"/> and place \$0 amount in the cost column.	\$25
RiverBoat Dinner Cruise - Saturday, 7:00pm - 10:00pm (see description page 3)	\$50
Moody Gardens Attractions Passes - Purchase a special group attractions pass that gives unlimited use of the entertainment and education attractions for the duration of your conference for a discounted fee. These discounted passes will not be available to purchase on-site. (see description page 4)	\$35
Extra luncheon tickets for guests - Lunch is included for those registered. Lunch tickets for guests are available to purchase at \$30 each	Indicate day(s) and quantities of extra luncheon ticket(s) <input type="checkbox"/> Friday _____ <input type="checkbox"/> Saturday _____ <input type="checkbox"/> Sunday _____
Tours - Must register for these events by April 15 due to limited capacities. <input type="checkbox"/> Nature Tour <input type="checkbox"/> Historical Tour (see descriptions page 4) <input type="checkbox"/> Check here if you would like us to place you in the other, if your choice is under- or overbooked. <input type="checkbox"/> Check here if you would like a refund if your choice is under- or overbooked.	\$30/ each
	\$35

Continue registration on next page

SUBTOTAL _____

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Full Name _____

	COST	
One-to-One Peer Reviews – Friday, 12:00pm – 2:00pm 30-minute session, limited number of reviews available. Sign up early! One per attendee. (see description page 4)	\$50	
<p>Those wishing to have an index reviewed must submit the specialty or subject area of the index she or he will bring to the session, so that the coordinators can schedule a session with a reviewer experienced with the area.</p> <p>Please describe: _____</p> <p>_____</p>	FEE SUMMARY	
	SECTION 2 _____	
	SECTION 3 _____	
		TOTAL FEES _____

4. Meal Attendance Counts

To give us an accurate count, please check the functions you plan to attend that are included in your registration fee:

EVENT	Thursday	Friday	Saturday	Sunday
Opening Reception				
Continental Breakfast				
Lunch				
New Members/First-time Attendees Breakfast				
SIG/Chapter Leader's Breakfast				

5. Additional Registration Needs

Special Needs (Please describe): _____

Vegetarian Meals Requested? Yes No

Need a roommate? Yes No

Male Female Smoking Non-smoking

Roommates: Your name will be added to a list of others requesting roommates. You will be sent this list by fax or e-mail.

6. Payment Information

Method of Payment: Check Check # _____

MasterCard Visa American Express

Card Number _____

Expiration Date _____

Exact Name on Card _____

Signature _____

7. Workshop Registration: The workshops are included in your registration fee. Due to capacities, we do need you to indicate the workshops you will be attending to ensure there is space for you by putting an **X** in the box. See the times and descriptions starting on page 11.

	Workshop	
Thursday	WS 1 Evaluating an Index	
	WS 2 Intro to CINDEX for Windows	
	WS 3 Indexing Solutions	
	WS 4 Painless Index Editing	
	WS 5 Time Management for Freelancers	
	WS 6 Defining Quality	
Friday	WS 7 Basic Indexing	
	WS 8 Editorial Panel	
	WS 9 IXgen Utility for FrameMaker	
	WS 10 Work Methods	
	WS 11 SKY Index™ Professional for Beginners	
	WS 12 Advanced - SKY Index™ Professional	
	WS 13 Journal Indexing	
	WS 14 Quantum Indexing	
	WS 15 Windows/MS Office	
	WS 16 Index-Editor Relations	
	WS 17 Advanced Techniques in CINDEX I	
	WS 18 Survivor: Staying in the Indexing Game	
	WS 19 Indexing ELIS	
	WS 20 Advanced Techniques in CINDEX II	
	WS 21 Indexing by Moonlight	
Sunday	WS 22 The Psychology of Indexing	
	WS 23 How to Develop an Index Style Guide	
	WS 24 Getting the Best from Macrex	
	WS 25 CINDEX for Mac	
	WS 26 Performance Among Nine WWW Search Engines	
	WS 27 Serial Indexing	
	WS 28 Unsolved Mysteries	

ASI POLICIES:

Fees payable in US Funds to ASI by check, Visa, MasterCard, or American Express. Registration fees must accompany this form or registration cannot be processed. Registrations received after May 1, 2002, will be processed onsite and your name will not be included on the attendees list.

CANCELLATION POLICY: ALL CANCELLATIONS MUST BE IN WRITING.

Cancellations received in writing by May 1, 2002 will be issued a refund less a \$50 processing fee. No refunds after May 1, 2002.