

2003 Joint ASI – IASC/SCAD Meeting Registration Form

Hyatt Regency Hotel, Vancouver, BC, Canada • June 19-21

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

This form is for ASI members and those with non-Canadian addresses.

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 it 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 01/03 Yes No

Is this a new address: Yes No

Confirmation will be sent in writing to those who register by June 2, 2003

2. Early Bird Registration Fees until May 19, 2003

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

Registration fee includes program, continental breakfasts, receptions, conference dinner and awards luncheon.	Registration Fees				
	MEMBER		NON-MEMBER		COST
	By May 19	After May 19	By May 19	After May 19	
Meeting Registration	\$349	\$449	\$449	\$549	
One Day Registration (program and associated events for selected day only) Check day you wish to attend – <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	\$205	\$265	\$265	\$325	

3. Pre-Conference Workshop Registration See the times and descriptions starting on page 6.

Pre-Conference Workshops (includes workshop, handouts, continental breakfast, morning and afternoon refreshment breaks as appropriate)	Workshop Fees				
	MEMBER		NON-MEMBER		COST
	By May 19	After May 19	By May 19	After May 19	
Workshop 1 – Basic Indexing Workshop	\$225	\$325	\$275	\$375	
Workshop 2 – Facing the Text	\$125	\$175	\$150	\$200	
Workshop 3 – You Say Cookies, I Say Biscuits	\$125	\$175	\$150	\$200	
Workshop 4 – CINDEX™ for Windows	\$125	\$175	\$150	\$200	
Workshop 5 – SKY Index™ Professional for Beginners	\$65	\$90	\$75	\$100	
Workshop 6 – Advanced Techniques for SKY™ Professional	\$65	\$90	\$75	\$100	
Both SKY™ Workshops	\$125	\$175	\$150	\$200	

Continue registration on next page

SUBTOTAL _____

4. Separate Fee Events

		COST
Sunday, June 22 - Victoria Excursion (see description page 5) Must register by May 15 due to limited capacity	number of tickets _____	\$125/ each
Extra Dinner and Luncheon tickets for those not registered for the full conference program Thursday Welcome Reception and Conference Dinner: \$50	number of tickets _____	\$50/ each
Saturday Awards Lunch: \$30	number of tickets _____	\$30/ each

TOTAL FEES (SECTIONS 2, 3, AND 4) _____

5. Breakout Sessions Registration

The breakout sessions are included in your registration fee. To give us an indication of which sessions you anticipate attending, put an **X** in the box. See the times and descriptions starting on page 7.

<input type="checkbox"/> 8:00am – 8:45am	1 – Starting Your Indexing Business
<input type="checkbox"/> 8:00am – 9:45am	2 – Speaking in Tongues: Indexing of Foreign Language Materials
<input type="checkbox"/> 8:00am – 9:45am	3 – Abstracting: From Basic Indicative Abstracts to Critical Abstracts
<input type="checkbox"/> 8:00am – 9:45am	4 – Managing a Multi-Volume Indexing Project: An Evolutionary Approach
<input type="checkbox"/> 9:00am – 9:45am	5 – Writing Your Own Paycheck
<input type="checkbox"/> 10:00am – 11:00am	6 – How to Build a Classification Scheme
<input type="checkbox"/> 10:00am – 11:00am	7 – Designing Indexes from Shared Content for Multiple Delivery Formats
<input type="checkbox"/> 10:15am – 12:00pm	8 – How to Develop a Style Guide
<input type="checkbox"/> 10:15am – 12:00pm	9 – Technical Indexing Progression
<input type="checkbox"/> 11:00am – 12:00pm	10 – User-Oriented Representation of Documents for Interactive IR: Connecting Beyond-Topical Criteria of User-Defined Relevance with the Surrogate Features of an IR Database
<input type="checkbox"/> 11:00am – 12:00pm	11 – Enhancing Productivity through Technology
<input type="checkbox"/> 1:30pm – 3:15pm	12 – Getting It Right: Indexing for Specific Audience and Text
<input type="checkbox"/> 1:30pm – 4:30pm	13 – Mapping the Meanings
<input type="checkbox"/> 1:30pm – 4:30pm	14 – Legal Indexing: Specialties within the Specialty
<input type="checkbox"/> 1:30pm – 4:30pm	15 – Windows/MS Office: Skills for Indexers and Editors
<input type="checkbox"/> 3:30pm – 4:30pm	16 – REVIEW – Field Trip: Beyond Indexing Software

6. 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
Welcome Reception & Dinner			
Continental Breakfast			
SIG/Chapter Leaders' Lunch			
Meet the Author Reception			
Awards Luncheon			
Closing Reception			

7. 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.

8. Payment Information

Method of Payment: Check Check #: _____ MasterCard Visa American Express

Card Number _____ Expiration Date _____

Exact Name on Card _____

Signature _____

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 June 2, 2003 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 June 2, 2003 will be issued a refund less a \$50 processing fee. No refunds after June 2, 2003