

# 2010 ASI Annual Conference Registration Form • May 13–15, 2010 • Minneapolis, Minnesota

You may register in one of the following ways:

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

One registration form per attendee. Copy this form as needed. **Please, no phone registrations.**



## 1. Registrant

Fill out contact information as you want it to appear on name badge and attendee list.

Name: \_\_\_\_\_ Day Phone: (\_\_\_\_\_) \_\_\_\_\_  
First Last

Affiliation: \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ First-time Attendee?  Yes  No

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ If you are a first time attendee would you like a Buddy assigned to you?  Yes  No

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ If you are a veteran attendee, would you like to be a Buddy?  Yes  No

Is this a new address:  Yes  No New Member since 01/09  Yes  No

E-mail address (print clearly): \_\_\_\_\_ Confirmation preference:  email  mail

**Confirmation will be sent to those who register by April 9, 2010**

**JOIN ASI NOW AND REGISTER AS A MEMBER! CONTACT THE OFFICE OR GO TO THE WEBSITE**

## 2. Conference Registration

Registration fees include program and meals indicated in the registration information.	Members		Non-Members		COST
	Before April 9	After April 9	Before April 9	After April 9	
Full conference registration	\$399	\$499	\$550	\$650	
One-day registration (Friday, May 14)	\$240		\$340		
One-day registration (Saturday, May 15)	\$180		\$280		

## 3. Workshop Registration

See the times and descriptions in the Conference Program.

Includes workshop, handouts, breakfast, morning and/or afternoon refreshment breaks as appropriate.	Workshop Fees				COST
	Members		Non-Members		
	Before April 9	After April 9	Before April 9	After April 9	
Workshop 1 (Full-day, May 13) Principles of Indexing (Seth Maislin)	\$245	\$295	\$295	\$395	
Workshop 2 (Full-day, May 13) Taxonomy and Thesaurus Creation (Heather Hedden)	\$245	\$295	\$295	\$395	
Workshop 3 (Half-day, May 13) Indexing in InDesign (Jan Wright)	\$300	\$350	\$350	\$400	
Workshop 4 (Half-day, May 13) Will Someone Read This? Writing Abstracts that Work (Virginia Heinrich)	\$135	\$185	\$185	\$235	
Workshop 5 (Half-day, May 13) On Aboutness (Kate Mertes)	\$135	\$185	\$185	\$235	
Workshop 6 (Half-day, May 13) More Naked Indexers (Fred Leise and Margie Towery)	\$135	\$185	\$185	\$235	
Workshop 7 (Half-day, May 16) SKY Index 7.0 (John Bealle)	\$135	\$185	\$185	\$235	

## 4. Separate Fee Events

Extra meal tickets for those not registered for the full conference program		COST
Thursday Welcome Reception	number of tickets _____	\$40/each
Friday Lunch/Wilson Award Presentation	number of tickets _____	\$40/each
Friday Reception/Poster Presentations	number of tickets _____	\$40/each
Saturday Lunch/Hines Award Presentation	number of tickets _____	\$40/each
<b>Separate Fee Required for Tours:</b>		
Saturday Walking Tour of Downtown Minneapolis	number of tickets _____	\$8/each
Saturday Twin Cities Highlights Tour <i>sponsored by the Twin Cities Chapter</i>	number of tickets _____	\$25/each

**CONTINUE REGISTRATION ON NEXT PAGE**

TOTAL FEES (SECTIONS 2, 3, AND 4) \_\_\_\_\_

### 5. Breakout Session Attendance

The breakout sessions are included in your registration fee. To indicate which sessions you anticipate attending, put an X in the box. See the times and descriptions in the registration program.

#### Friday, May 14, 2010

- 8:45am - 10:15am Seminar 1: Public Policy Indexing
- 8:45am - 10:15am Seminar 2: How Not to Taxonomize
- 8:45am - 10:15am Seminar 3: Streamlining Our Work Processes
- 8:45am - 10:15am Seminar 4: Working with Off-Shore Editors: Culture and Communication
- 10:45am - 12:15pm Seminar 5: Cross-References
- 10:45am - 12:15pm Seminar 6: A (Relatively) Quick Way to Create Name Indexes for Social Science Books
- 10:45am - 12:15pm Seminar 7: Bidding and Pricing: As Always, "It Depends"
- 10:45am - 12:15pm Seminar 8: Revitalizing Your Chapter Meetings
- 1:45pm - 2:30pm Seminar 9: Special Presentation: Wilson Award Recipient
- 1:45pm - 2:30pm Seminar 10: WordEmbed
- 1:45pm - 2:30pm Seminar 11: And So to Bed: An Exploration of the Index of Diary of Samuel Pepys
- 1:45pm - 2:30pm Seminar 12: How to Start Your Freelance Indexing Business
- 2:45pm - 3:30pm Seminar 13: Indexing Working Styles
- 2:45pm - 3:30pm Seminar 14: Camera-ready Indexing of Word Documents: The Good, The Bad, and the Very Ugly
- 2:45pm - 3:30pm Seminar 15: After the Prize: Indexing the Albert Einstein Papers
- 2:45pm - 3:30pm Seminar 16: A Year in the Life of a Newbie
- 4:00pm - 5:30pm Individual SIG Meetings

#### Saturday, May 15, 2010

- 8:45am - 10:15am Seminar 17: Getting Paid
- 8:45am - 10:15am Seminar 18: Indexing for Career-Changers
- 8:45am - 10:15am Seminar 19A: Confessions of an Award-Winning Indexer: Part I
- 8:45am - 9:30am Seminar 20: Guiders™: A Web Site Navigation Tool
- 9:30am - 10:15am Seminar 21: Working with Subcontractors: Benefits and Perils
- 10:45am - 12:15pm Seminar 19B: Confessions of an Award-Winning Indexer: Part II
- 10:45am - 12:15pm Seminar 22: Indexing the Bible
- 10:45am - 11:30am Seminar 23: Embedded Indexing in Framemaker
- 10:45am - 11:30am Seminar 24: How to Handle Illustrative Materials
- 11:30am - 12:15pm Seminar 25: ASI Training Course Q & A
- 1:45pm - 3:15pm Seminar 26: CINDEX™

CHECK THE ASI WEBSITE FOR POSSIBLE ADDITIONS OR CHANGES.

**Contact Information:**  
**American Society for Indexing,**  
**10200 West 44th Avenue, Suite 304,**  
**Wheat Ridge, CO 80033**  
**303-463-2887 • Fax: 303-422-8894**  
**www.asindexing.org • info@asindexing.org**

### 6. Event/Meal Confirmation

Your meals will be ordered with the hotel based on your attendance indicated below. Will you be attending the following?

- Thurs., May 13, Welcome Reception  Yes  No
- Fri., May 14, Breakfast  Yes  No
- Fri., May 14, Lunch/Wilson Award Presentation  Yes  No
- Fri., May 14, Reception/Poster Presentations  Yes  No
- Sat., May 15, Breakfast and Business Meeting  Yes  No
- Sat., May 15, Lunch/Hines and other ASI Award Presentations  Yes  No

Vegetarian Meals Requested?  Yes  No

Need us to order special meals for you due to food allergies or health issues? Contact us at info@asindexing.org to make these arrangements.

### 7. Additional Registration Needs

Special Needs (Please describe): \_\_\_\_\_

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 receive this list by fax or e-mail.

### 8. Payment Information

Method of Payment:  Check Check #: \_\_\_\_\_

MasterCard  Visa  American Express  Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV # (3 digit number on back of card) \_\_\_\_\_

Exact Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

### PAYMENT OF REGISTRATION BENEFITS:

Full conference registration fee includes attendance at the welcome reception on Thursday, a full breakfast, lunch and reception on Friday, full breakfast and lunch on Saturday, as well as morning and afternoon refreshment breaks each day. One-day registrants for either Friday or Saturday may attend the program and associated events for that selected day only. Individuals attending only the workshops and one-day registrants must pay a separate fee for the welcome reception on Thursday. See the registration form to purchase tickets as well as additional meal tickets for persons accompanying attendees.

### ASI POLICIES

Fees payable in US Funds to ASI by check, Visa, MasterCard, Discover or American Express. Registration fees must accompany the registration form. Registrations received after April 9, 2010 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 April 9, 2010 will be issued a refund less a \$50 processing fee. **No refunds after April 9 2010.**