ARCHIVES 360˚ Bios, Abstracts, and More!

Attention *ARCHIVES 360˚* Participants:

As a presenter at ***ARCHIVES 360˚***, you have many opportunities to share your work beyond the fourth week of August.

Post your bio. All session participants are invited to submit personal biographies for posting on the official *ARCHIVES 360˚* website. *Scroll down for detailed instructions.*

Submit your presentation. All session participants are also invited to submit presentation-related materials (e.g., abstracts, papers, slideshow files, etc.) for posting on the official *ARCHIVES 360˚* website. *Scroll down for detailed instructions, including acceptable file formats and naming conventions*.

Get published! Share your *ARCHIVES 360˚* presentation with an even broader and more diverse audience by also submitting it for publication consideration in *The American Archivist*. Editor Mary Jo Pugh is eager to work with you to make the transition from oral presentation to journal content. With a readership of more than 6,500, *The American Archivist* is available both in print and online. Click here for more details or contact the editor directly at MaryJoPugh@aol.com.

HOW TO SUBMIT A PERSONAL BIOGRAPHY

You can enter a **personal biography** by logging into the SAA website at: http://www2.archivists.org/saa-profile. This link will take you directly to a page on which you may update your personal preferences. From the dropdown box, choose "Update my personal profile." Near the bottom of the following page is a field in which you may enter your biography. Once entered, a link to your bio will appear immediately on the Conference Schedule.

HOW TO SUBMIT PRESENTATION-RELATED MATERIALS

You may submit **abstracts, papers, handouts, slideshows, etc.**, as e-mail attachments to conference@archivists.org or to René Mueller (rmueller@archivists.org). Links to your submitted content will be accessible via your session description.
When submitting materials:
* In your subject line, please indicate: 2011 Speaker Materials.
* In the body of your email, please include:
    --Your name,
    --The number and title of your session,
    --The title of your paper/poster presentation.
* **Very Important!** In addition, please name your files according to the following guideline: **session###-YourLastName.xxx**. If you are submitting multiple files, please **add an "A," "B," etc.** after your last name to distinguish them and to indicate the order in which you would like the links to appear. **(e.g., session601-SmithA.doc, session601-SmithB.ppt, etc.)**

SAA will post received files to the *ARCHIVES 360˚* website. All files will be posted as is (i.e., files will not be edited). ***Abstracts typed into the body of an e-mail will not be accepted.*** Therefore, please place all information to be published into a text document. As a courtesy, please keep your files to a minimum size. Accepted file types include PDFs, [open document formats](#) (.odt, .ods, .odp, etc.), and proprietary file formats (.docx, .xls, .ppt, etc.).