

Checklist for Presenters
ARCHIVES 360°
August 22 – 27, 2011
Chicago Hyatt Regency Hotel

This checklist is a brief summary of important deadlines and information that you will need as you prepare for your participation in *ARCHIVES 360°*. Please keep this document easily accessible for quick reference.

By Wednesday, July 6

Register for the Meeting at the Early-Bird Discount. Register by Wednesday, July 6, and you'll save at least \$50 off the advance registration rate and \$110 off the on-site rate.

Make Your Hotel and Travel Arrangements. Make your hotel reservations and travel arrangements to ensure discounted rates and the lowest available airfare. The hotel cut-off date for the preferred conference rate is **Monday, August 1 – or whenever the hotel room block has sold out.** Call 888-421-1442 or go to www2.archivists.org (and click on the conference graphic) to make your hotel reservation. Discounted rates are: \$199 single/double occupancy, \$224 triple occupancy, and \$249 quadruple occupancy (plus applicable taxes) per night.

Send Your Presentation Draft to Other Session Participants. To facilitate a smooth flow of information and to avoid repetition during your session, we suggest that presenters circulate copies of their presentations to each other well in advance of the meeting. All presenters should review the presentations they receive and discuss conflicts or overlap with others in the session.

By Wednesday, July 27

Advance Registration Deadline. If you missed the Early-Bird deadline above, register by Tuesday, July 27, to save at least \$60 off the onsite registration rate. **After July 27, you must register onsite at the Chicago Hyatt Regency Hotel. All speakers must register in order to have a name badge for admission to meeting rooms.**

If You're a Panelist, Participate in a Conference Call. Good planning pays off! Talk with your co-presenters in advance to ensure a smooth presentation.

Send an Electronic Copy of Your Presentation to the Conference Office (at conference@archivists.org). Meeting attendees may view presentations before and after the conference on the conference website (<http://www2.archivists.org/conference/2011/chicago>). After you provide a copy of your presentation, the conference office will convert it to a PDF and post it. Please note that by sending a copy of your presentation in electronic format, you grant permission for it to be viewed by all *ARCHIVES 360°* attendees and SAA members.

Thank you for your participation in
ARCHIVES 360°!