

Attention SAA 2008 Annual Meeting Speakers:

In response to the growing call for more content-rich information about the SAA Annual Meeting, all session speakers are invited to submit personal biographies and presentation-related materials (e.g., abstracts, papers, slideshow files, etc.) for posting on the official "ARCHIVES 2008: Archival R/Evolution & Identities" website (<http://www.archivists.org/conference/sanfrancisco2008/>).

Links to your submitted content will be accessible via your session description on the "Conference Schedule" page (<http://www.archivists.org/conference/sanfrancisco2008/schedule.asp>).

HOW TO SUBMIT A PERSONAL BIOGRAPHY

You can enter a **personal biography** by logging into the SAA website at: <https://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/person/Modify.html>
This link will take you directly to a page on which you may update your personal preferences. Near the bottom of that 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, paper, handouts, slideshows, etc.**, as email attachments to René Mueller (rmueller@archivists.org).

- * In your subject line, please indicate: 2008 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
(e.g., **session601-SmithA.doc, session601-SmithB.ppt, etc.**)

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.

SAA will post received files to the ARCHIVES 2008 website. All files will be posted as is (i.e., files will not be edited). Abstracts typed into the body of an email will not be accepted. Please place all information that you want to be made available into a text document.