

**Society of American Archivists
ARCHIVES 2008:
Archival R/Evolution & Identities**

Checklist for Presenters

This checklist is a brief summary of important deadlines and information that you will need as you prepare for your participation in ARCHIVES 2008. Please keep this document easily accessible for quick reference.

By Friday, May 2, 2008

- ❑ **Submit Your AV Requests to Your Session Chair.** We recommend sending your request via email or setting up a conference call with all presenters to discuss overall session needs.

By Wednesday, May 7, 2008

- ❑ **Chair's Deadline to Submit Session AV Requests to SAA 2008 Conference Office.** Chairs should use the AV Requirements Form included in the Chair Packet. Please return by the deadline. The costs associated with requests received after this date will be the responsibility of the presenters requesting the equipment. Presenters will be invoiced prior to the meeting.

By Thursday, July 3, 2008

- ❑ **Register for the Meeting at the Early-Bird Discount.** The Early-Bird Registration discount ends on July 7, 2008. Register by this date to save \$50 off advance registration rates and \$100 off on-site rates.
- ❑ **Make Your Hotel and Travel Arrangements.** Make your hotel reservations and travel arrangements to ensure discounted rates and the lowest airfare available. The hotel cut-off date for the preferred conference rate is **Saturday, July 26 – or whenever the hotel room block has sold out.** . Please call 415/771-1400 to make your reservations or go to www.archivists.org (and click on the conference graphic) to make your reservation online. Be sure to mention that you're attending the SAA Annual Meeting to receive the discounted rate of \$149 single/\$169 double, 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 30, 2008

- ❑ **Advance Registration Deadline.** If you missed the Early-Bird Registration deadline above, be sure to register by July 30 to receive the Advance Registration rate. **After July 30, you must register onsite at ARCHIVES 2008.**
- ❑ **If You're a Panelist: Participate in a Conference Call.** In preparation for your presentation, the chair and session liaison will coordinate to schedule a conference call with the panelists to discuss your session.
- ❑ **Send an Electronic Copy of Your Presentation to SAA.** The conference organizers would like to offer meeting attendees the opportunity to view presentations after the conference on the SAA 2008 Annual Meeting website (www.archivists.org). If you'll supply a copy of your presentation, we'll convert it to a PDF and post it. Please note that by sending SAA a copy of your presentation in electronic format, you grant permission for your presentation to be viewed by all SAA 2008 Annual Meeting attendees.