

# 2005 ASI Meeting Registration Form

## The Westin Pasadena, Pasadena, California • May 12 – 14, 2005

Send in your registration by 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.

*Note: Hard copies of the form are required. Please, no phone registrations.*



### 1. Registrant Please Print or Type. Please fill out contact information as you want it to appear on name badge and attendee list.

Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_  
First Last Suffix/Degree

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

Address: \_\_\_\_\_ E-mail address (print clearly): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Is this a new address:  Yes  No

First-time Attendee?  Yes  No

New Member since 01/05  Yes  No

**Confirmation will be sent in writing to those who register by April 29, 2005**

### 2. Early Bird Registration Fees – until April 11, 2005

**Sign up as a new ASI member now and also save!  
Contact the office or go to the website**

Registration fee includes program and meals indicated on page 5 of the program.	Registration Fees				
	MEMBER		NON-MEMBER		COST
	By April 11	After April 11	By April 11	After April 11	
<b>Meeting Registration</b>	\$349	\$449	\$449	\$549	
<b>One Day Registration</b> program and associated events for selected day only.					
Friday	\$225		\$325		
Saturday	\$155		\$255		

### 3. Pre-Conference Workshop Registration See the times and descriptions starting on page 6.

Pre-Conference Workshops includes workshop, handouts, continental breakfast, morning and afternoon refreshment breaks as appropriate.	Workshop Fees				
	MEMBER		NON-MEMBER		COST
	By April 11	After April 11	By April 11	After April 11	
Workshop 1 - Indexing for Beginners	\$235	\$285	\$285	\$335	
Workshop 2 - Thematic Term Selection and Structure	\$135	\$185	\$185	\$235	
Workshop 3 - Introduction to Metadata and Controlled Vocabularies	\$135	\$185	\$185	\$235	
Workshop 4 - Using DEXter, an Indexing Add-in for Microsoft Word	\$135	\$185	\$185	\$235	
Workshop 5 - Lives and Letters	\$135	\$185	\$185	\$235	
Workshop 6 - From the Alamo to Zydeco Music	\$135	\$185	\$185	\$235	
Workshop 7 - Practical Design of Controlled Vocabularies	\$135	\$185	\$185	\$235	
Workshop 8 - Marketing	\$135	\$185	\$185	\$235	
Workshop 9 - Microsoft for Indexers	\$135	\$185	\$185	\$235	
Workshop 10 - SKY Index Shortcuts	\$135	\$185	\$185	\$235	
Workshop 11 - NASCAR Indexing: Creating and Maintaining Speed	\$135	\$185	\$185	\$235	

**Continue registration on next page**

SUBTOTAL \_\_\_\_\_

**4. Separate Fee Events**

			COST
<b>Sunday, May 15, 2005 – Getty Museum Tour</b> (see description page 11)	number of tickets _____	\$25/each	
<b>Extra Meal Tickets for those not registered for the full conference program</b>		\$70/each	
Thursday May 12, 2005 Reception and Dinner: \$70	number of tickets _____	\$40/each	
Friday May 13, 2005 Luncheon with Keynote Speaker: \$40	number of tickets _____		

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

**5. Breakout Sessions Registration**

The breakout sessions are included in your registration fee. To give us an indication of which sessions you anticipate attending, put an **X** in the box. See the times and descriptions starting on page 6.

<input type="checkbox"/> 8:00am – 9:00am	1 – Oregonian Index Conversion Project
<input type="checkbox"/> 8:00am – 9:00am	2 – Locating and Evaluating Online Indexing Resources
<input type="checkbox"/> 10:00am – 11:30am	5 – Today's Technology
<input type="checkbox"/> 10:00am – 11:30am	6 – Indexing Political Science and Public Policy
<input type="checkbox"/> 10:00am – 11:30am	7 – Indexers as Consultants
<input type="checkbox"/> 2:00pm – 3:00pm	9 – Ask an Indexer
<input type="checkbox"/> 2:00pm – 3:00pm	10 – A Taxing Business: Embedded Indexing at the IRS
<input type="checkbox"/> 3:15pm – 5:15pm	13 – Business Models/Practices
<input type="checkbox"/> 3:15pm – 5:15pm	14 – Word Association Testing and Thesaurus Construction
<input type="checkbox"/> 3:15pm – 5:15pm	15 – Bits and Bytes

Check the ASI website for possible addition of more sessions.

**6. Meal Attendance Confirmation**

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

EVENT	Thursday	Friday	Saturday
Welcome Reception and Award Dinner			
Continental Breakfast			
Keynote Luncheon			
Reception			
Breakfast			
Lunch			

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](mailto: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 \_\_\_\_\_

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

Signature \_\_\_\_\_

**ASI POLICIES:**

Fees payable in US Funds to ASI by check, Visa, MasterCard, Discover or American Express. Registration fees must accompany this form or registration cannot be processed. Registrations received after April 29, 2005 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 29, 2005 will be issued a refund less a \$50 processing fee. No refunds after April 29, 2005.

Contact Information:

American Society of Indexers, 10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033  
 303-463-2887 • Fax: 303-422-8894 www.asindexing.org • [info@asindexing.org](mailto:info@asindexing.org)