

2007 ASI MEETING REGISTRATION FORM
LIBERATING THE INDEX  PHILADELPHIA, PA  MAY 23 – 26, 2007

Send in your registration by one of the following ways:

- 1) Register online at 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 01/06 Yes No

Confirmation will be sent to those who register by May 2, 2007

Confirmation preference: email mail

2. Conference Registration

**JOIN ASI NOW AND REGISTER AS A MEMBER!
 CONTACT THE OFFICE OR GO TO THE WEBSITE**

Registration fees include program and meals indicated in the registration information.	Members		Non-Members		COST
	Before May 2	After May 2	Before May 2	After May 2	
Full conference registration	\$399	\$499	\$499	\$599	
One-day registration (Friday, May 25)	\$240		\$340		
One-day registration (Saturday, May 26)	\$180		\$280		
Workshop only registration (does not include workshop fees)	\$100		\$100		

3. Workshop Registration See the times and descriptions starting on pages 4 and 5.

Workshop Registration Pre-Conference Workshops includes workshop, handouts, continental breakfast, morning and afternoon refreshment breaks as appropriate.	Workshop Fees				COST
	MEMBER		NON-MEMBER		
	Before May 2	After May 2	Before May 2	After May 2	
Workshop 1 FULL DAY (Pre-conference) – Basic Indexing (Kay Schlembach)	\$245	\$295	\$295	\$395	
Workshop 2 FULL DAY (Pre-conference) – Creating Taxonomies and Controlled Vocabularies (Fred Leise)	\$245	\$295	\$295	\$395	
Workshop 3 (Pre-conference) – Scholarly Indexing (Carol Roberts)	\$135	\$185	\$185	\$235	
Workshop 4 (Pre-conference) – Creating Website Indexes (Heather Hedden)	\$135	\$185	\$185	\$235	
Workshop 5 (Pre-conference) – Indexing Lives (Martin L. White)	\$135	\$185	\$185	\$235	
Workshop 6 (Pre-conference) – Legal Indexing (Enid Zafran, Kate Mertes)	\$135	\$185	\$185	\$235	
Workshop 7 (Post-conference) – SKY Index Professional: From the Basics to the Advanced (Kamm Schreiner)	\$135	\$185	\$185	\$235	
Workshop 8 (Post-conference) – Writing Medical Indexes- An Introduction (Pilar Wyman)	\$135	\$185	\$185	\$235	
Workshop 9 (Post-conference) – CINDEX™ Basics (Frances S. Lennie)	\$135	\$185	\$185	\$235	
Workshop 10 (Post-conference) – So You Want to Index Computer Manuals? (Dick Evans)	\$135	\$185	\$185	\$235	

Continue registration on next page

SUBTOTAL _____

4. Separate Fee Events

Extra Meal Tickets for those not registered for the full conference program	COST	
Thursday, May 24 – Reception/Welcome Dinner, and Keynote Address: \$70	number of tickets _____	\$70/each
Friday, May 25 – Luncheon and Awards Ceremony: \$40	number of tickets _____	\$40/each
Friday, May 25 – Networking Reception: \$25	number of tickets _____	\$25/each
Saturday, May 26 – Lunch ASI Anniversary Celebration: \$40	number of tickets _____	\$40/each
Saturday, May 26 – Ghost Tour of Philadelphia: FREE to conference registrants, Non-registrants, \$15	number of tickets _____	\$15/each

TOTAL FEES (SECTIONS 2, 3, AND 4) _____

5. Breakout Sessions Registration

The breakout sessions are included in your registration fee. To indicate which sessions you anticipate attending, put an X in the box. See the times and descriptions starting on pages 6 and 7.

- 8:00am – 9:30am 1 – Indexing Children’s Books
- 8:00am – 9:30am 2 – Client/Indexer Relations
- 8:00am – 9:30am 3 – Matching Authorities and Presentation: Pre- and Post-Coordinate Indexing
- 8:00am – 9:30am 4 – How to Manage a Large Project: Or How I Indexed Over One Million Entries from 400 Unrelated Sources
- 10:00am – 11:30am 5 – Designing a Web Site for Freelance Indexing Services
- 10:00am – 11:30am 6 – Use of Indexes in Social Networking Applications
- 10:00am – 11:30am 7 – The Business of Indexing
- 10:00am – 11:30am 8 – Embedded Indexing
- 1:30pm – 3:00pm 9 – Student Research Habits and the Future of Subject Indexing
- 1:30pm – 3:00pm 10 – Rekeying or Re-indexing: Secrets for Doing It Fast
- 1:30pm – 3:00pm 11 – PDFs in the Indexing Process
- 1:30pm – 3:00pm 12 – Proofreading for Indexers
- 3:30pm – 5:00pm 13 – Liberating the Index from Proprietary Formats: An XML Tagging Scheme for Describing Index Information
- 3:30pm – 5:00pm 14 – The Virtual Office: Working Away from Home and on the Road
- 3:30pm – 5:00pm 15 – Writing for ASI

CHECK THE ASI WEBSITE FOR POSSIBLE ADDITION OF MORE SESSIONS.

6. Event/Meal Confirmation

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

- Thurs., May 24 – Continental Breakfast (Workshop Attendees Only) Yes No
- Thurs., May 24 – Welcome Reception/Dinner Yes No
- Fri., May 25 – Continental Breakfast Yes No
- Fri., May 25 – Award and Recognition Lunch Yes No
- Fri. May 25 – Networking Reception Yes No
- Sat., May 26 – Continental Breakfast Yes No
- Sat., May 26 – Lunch ASI Anniversary Celebration Yes No
- Sat., May 26 – Ghost Tour of Philadelphia Yes No

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 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 _____

REGISTRATION:

Attendees who pay the full conference registration fee will receive a reception and dinner on Thursday, a continental breakfast (pastries, coffee, and juice) and lunch on Friday, continental breakfast and lunch on Saturday, as well as morning and afternoon refreshment breaks each day. One-day registrants for either Friday or Saturday will receive the program and associated events for that selected day only. Workshop attendees and one-day registrants must pay a separate fee for the reception and dinner on Thursday. See the registration form to purchase tickets as well as additional meal tickets for persons accompanying attendees.

ASI POLICIES:

Fees payable in US Funds to ASI by check, Visa, MasterCard, Discover or American Express. Registration fees must accompany the registration form or registration cannot be processed. Registrations received after May 2, 2007 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 May 2, 2007 will be issued a refund less a \$50 processing fee.

NO REFUNDS AFTER MAY 2, 2007.