

The Pacific Northwest Chapter of the American Society of Indexers

presents:

2002 Fall Meeting

Saturday, September 28, 2002
University of Oregon Continuing Education
Baker Downtown Center
975 High Street, Eugene

Agenda

Friday, September 27

3 p.m. Peer Review, 5th Street Public Market Upper Food Court, 296 E. Fifth Street

This activity will occur in small, friendly groups of 2-4. In your group, you'll have an opportunity to share your index, receive feedback on your product, and do the same for someone else. Every effort will be made to match experience levels so that everyone benefits. Success requires that everyone bring an index to share. If you're new to indexing, create a sample index or bring one that you admire. If you are an in-house indexer, bring part or all of a completed project that you can share. Bring four copies.

Stay at the market for a **Networking Dinner** following the peer review (cost not included in registration).



Saturday, September 28

8 a.m. Registration and Continental Breakfast

8:30 a.m. Opening Session (announcements, volunteer recognition, and door prizes)

9:15 a.m. Break

9:30 a.m. Keynote Address: Journal Indexing

Journal indexes share many of the characteristics of back-of-the-book and database indexes, but are unique creatures with their own demands, complicated by a total lack of recognized standards. They can either be very large close-end projects (e.g., cumulative indexes to long runs of titles no longer being published) or annual indexes to current titles that provide an ongoing source of income while filling gaps when waiting for other projects to arrive. This session will explore the unique characteristics of journal indexes as well as the nitty-gritty details of how to bid on a project and manage workflow.

Carolyn Weaver is a former medical librarian who has been a freelance indexer since 1991, specializing in health, behavioral, and social sciences books and journals. She was a moonlighting indexer for nine years and moved to full-time indexing in February 2000. A co-founder and former President of PNW/ASI and the original list owner for Index-NW, she just completed two terms as Treasurer of ASI and is currently Webmaster for the Business Indexing SIG Web site.

Carolyn Weaver



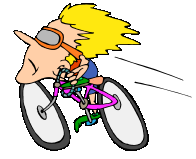
11:30 a.m. **Catered Lunch with Roundtable Discussions**

1:30 p.m. **Speed Plus Quality**

You've done some indexing, enough to feel that you know what you're doing. Now, how do you make better use of those billable hours? How can you increase your pages per hour without sacrificing quality? How can you continue improving the quality of your indexes without slowing your page rate?

A panel of four veteran indexers will answer these questions and more about increasing speed while maintaining quality in your indexing projects.

Panel Discussion



2:15 p.m. **Break**

2:30 p.m. **Marketing**

Four panelists will provide tips on how marketing your indexing services.

Panel Discussion

3:45 p.m. **Break**

4 p.m. **Committee Roundtables**

What do the Committees do, anyway? Here's your chance to find out. Sit at Round Tables with the Committee leaders and other volunteers to learn about the committees that make it all happen:

- Archives
- Marketing (including the Directory of Indexers, formerly known as the Publisher's Guide)
- Newsletter
- Nominations
- Pro Bono
- Programs
- Speakers' Bureau
- Volunteer Recognition
- Web Site

There'll be time for you to move around and sit in on a couple of different Committee discussions."

5:30 p.m. **Newtorking Dinner** (location to be announced at the meeting, cost not included in registration)



Sunday, September 29

8 a.m. **Officers' Meeting**

Everyone is welcome. The location will be announced at the meeting.



Directions

The Baker Downtown Center is located at 975 High Street in Eugene. To get there from either Interstate 5 North or South:

- Take exit 194B, which goes to I-105 westbound.
- Take Exit 2. Stay on the left and follow the signs for downtown and city center.
- After crossing the bridge, take the 8th Avenue exit and turn left at the second light (Pearl Street).
- Go two blocks to 10th Avenue and turn left.
- Cross High Street and pass the Continuing Education Center on the corner of 10th and High. Parking is in the lot on your left.



The Baker Downtown Center is also conveniently located near the LTD main Transit Station between 10th and 11th Avenues and Oak and Olive Streets. A map is available at <http://center.uoregon.edu/general/baker.php>.

Parking permits will be supplied to those who are driving to the meeting. The procedure on Saturday morning will be to park at the center, pick up your permit, and put it on your car.

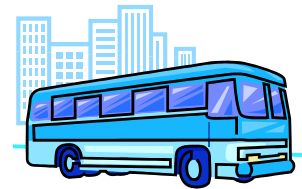
Transportation

Buses (Mass Transit)

The Lane Transit District (LTD) provides public mass transit service by bus throughout the Eugene-Springfield metropolitan area, as well as Junction City, Coburg, Veneta, Thurston, McKenzie Bridge, Lowell, and Cottage Grove. Fares are \$1.25 one-way or \$2.50 for a one-day pass. Day passes can be purchased from the bus driver. For more information about schedules, routes, and fares, call (541) 682-5566 or visit LTD's Web site at <http://www.ltd.org/>.

Taxis and Shuttle Services

- Budget Taxi, (541) 683-8294
- Emerald City Taxi, (541) 686-2010
- Eugene Airport Shuttle, (541) 554-6134
- Express Cab Company and Shuttle, (541) 341-8444
- West Lane Cab, (541) 461-6666
- Yellow Cab, (541) 746-1234 or (541) 343-7711



When scheduling shuttle rides to the airport, plan for a pick-up at least an hour and a half in advance (also remember to add time to get through the security checkpoints at the airport).

Other Numbers

Amtrak (433 Willamette Street, downtown Eugene), (800) 872-7245

Greyhound Bus Lines (987 Pearl Street, downtown Eugene), (800) 231-2222

Oregon Coachways, Inc. (serves Eugene-Medford-Ashland, Portland-Astoria), (800) 814-2902

Airlines:

Air Canada, (888) 247-2262

Alaska, (800) 252-7522

Delta, (800) 221-1212

Horizon, (800) 547-9308

Northwest/KLM, (800) 225-2525

Southwest, (800) IFLYSWA [(800) 435-9792]

United, (800) 241-6522

Need a ride?

Check the Pacific Northwest Indexers Listserv (INDEX-NW) at indexing@lyris.pnl.gov for more information or contact Debra Spidal, PNW/ASI Secretary, at indexer@eoni.com or (541) 962-6259.

Lodging

Indexer Inns and a wide variety of hotels are available near the University of Oregon campus.

Indexer Inns

Indexer Inns are local folks with a spare bed or couch to offer. These were created in 1999 to help out-of-towners reduce travel costs and network with other Pacific Northwest indexers. If you are interested in hosting or staying in an Indexer Inn, contact Sue Edwards at susany-97403@att.net.



Hotels/Bed and Breakfasts

The Campus Inn and Timbers Motel are within walking distance from the Baker Center. More places are listed at Oregon Lodging (<http://www.oregonlodging.com/cgi-bin/search.cgi?letter=Eugene>). Browse to each hotel's Web site for more information. Your first click brings up an expanded Oregon Lodging page, which has a link to the hotel's own Web site if there is one.

A guide to tourist activities in the Eugene-Springfield area will be posted on the PNW/ASI Web site and on INDEX-NW shortly. Check the INDEX-NW listserv for more details.

Registration Form

Yes, I plan to attend the PNW/ASI 2002 Fall Meeting!

My check or money order (in U.S. dollars) is enclosed for (select one):

Early registration (postmarked by August 31):

- \$65 for ASI and IASC/SCAD members
- \$85 for non-members

Regular registration (postmarked Sept. 1-14):

- \$85 for ASI and IASC/SCAD members
- \$105 for non-members

Sorry, we cannot accept credit cards.

Registration information:

Name: _____

Address: _____

City, State/Zip or Postal Code/Province, Country:

E-mail address (for late-breaking meeting info): _____

We will include your first and last name on your name tag, plus the city where you're from, unless you request differently here:

Will you be joining us for dinner? (Dinner is not included in your registration fee.)

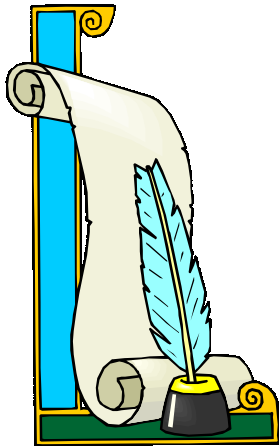
On Friday? Yes No

On Saturday? Yes No

Saturday lunch is provided. Select your meal preference below:

- Yes, please order me a lunch with meat.
- Yes, please order me a vegetarian lunch.
- No thanks, don't order me lunch.

Please list any additional dietary concerns here: _____



Send this registration form and your check to:

Debra Spidal
Secretary, PNW/ASI
1403 Sixth Street
La Grande, OR 97850
(541) 962-6259
indexer@eoni.com

Cancellation policy: Cancellations before September 12 receive a 75% refund. Refunds will not be given after September 12 without the chapter treasurer's permission.