

Dear Fellow Indexers,

The *Pacific Northwest Chapter of the American Society of Indexers* is proud to present:

**KATE MERTES
NASCAR INDEXING:
CREATING AND MAINTAINING SPEED**

Time is money, and indexers are business people. We all want to work quickly and efficiently without sacrificing quality. So this workshop is about NASCAR indexing. NASCAR drivers don't win races because they drive carelessly and cut corners, or because they only drive in easy races. They win because they're good, they're fast, and they're good at being fast. Indexers can do the same.

This workshop is divided into three parts.

First, we'll discuss philosophical aspects, if you will: why we want to be fast, the relationship between speed and quality, just what qualifies as "fast" in indexing, and how to figure out what your current speed is and what you should aim for.

Next, we'll go over the baseline requirements an indexer needs for speed.

Finally, we'll talk about and even try out some actual speed-producing skills and practices.

Kate Mertes Kate Mertes is sole proprietor of Mertes Editorial Services, providing indexing, information retrieval, and editorial expertise for complex, challenging projects in law and the humanities. Kate took her B.A. in medieval studies, a Ph.D. in medieval history, and a post-doctoral degree in theology, and after teaching at university level for several years moved into publishing with a stint at Oxford English Dictionaries. After nine years as a managing editor of indexing with Research Institute of America, a legal publishing company, Kate devoted herself to her own business full-time in 1998. She has lived in Alexandria, VA, since 1992. Kate served on the Board of the American Society of Indexers (ASI) from 1998 to 2004, and was president of ASI in 2002-2003. She is also a founding fellow of the Consortium of Indexing Professionals. Some of her recent projects include indexing the Oxford Jewish Study Bible, a 1600 page edition of the works of Sir Edward Cook, and Corbin's 12-volume text on contract law; final editing of the English translation of the Spanish commentary on the Code of Canon Law; and developmental editing for a history of the afterlife in Western culture. As president of the Washington, DC chapter of ASI, Kate is planning a new usability study that DCASI and possibly other chapters can administer to provide a wide database on what makes a useful index.

The workshop will be held in the *Washington State University Tri-Cities Campus Consolidated Information Center, 2770 University Drive, Richland, Washington (room CIC 120)*.

Other meeting activities include:

Peer Review session Friday afternoon from 4:30 to 6:00

Board of Directors Meeting will take place Sunday morning at 8:30 a.m. at the Hampton Inn.

Included are an agenda, a registration form, some important details about attending the meeting, and directions to the site.

Everyone interested in indexing is welcome at our meeting. You can expect to strengthen your indexing skills, gain inspiration and ideas, acquire professional contacts, and make new friends. If you've wondered about this field, or if you're a long-time professional, we're sure that you'll find this meeting informative and fun. So make plans now to join us September 30–October 2 in ☐ *SUNNY* ☐ Richland. We'll see you there.

Sincerely,

Your Richland Coordinating Committee

Please direct any questions to David Billick at DavidBil@microsoft.com or 425-706-0685.

AGENDA

FRIDAY, SEPTEMBER 30

4:30 P.M. **Peer review**

Peer review takes place in small, friendly groups of two to four. We'll assemble in the Library of the Consolidated Information Center (CIC). You'll have an opportunity to get feedback on your index and offer feedback on others' work. Success requires that everyone bring an index to share. Peer Review participants should bring four or five copies of an index for review. If you haven't written an index to share, you might choose a short index from a book in your field, make 4-5 copies, pre-review one copy yourself in red pen, then use that copy to compare during the discussion offered by the other participants at the meeting. For those new to Peer Reviews, there are some general guidelines for face-to-face peer reviews on the PNW/ASI web site: <http://www.pnwasi.org/peerguidelines.html>. If you have other questions, please contact Martha Osgood, indexer@backwordsindexing.com or 541-484-1180.

7:00 P.M. **Informal dinner**

We'll gather at the Consolidate Information Center Library (directions below) following the peer review sessions and leave in groups around 6:30. A list of nearby local eateries will be provided.

SATURDAY, OCTOBER 1

8:30 A.M. **Registration, Social time (continental breakfast)**

9:00 A.M. **Volunteer Recognition, Announcements, Election results**

10:00 A.M. **NASCAR INDEXING: CREATING AND MAINTAINING SPEED
KATE MERTES**

11:30 A.M. **Box Lunch**

12:30 P.M. **NASCAR INDEXING, continued**

2:00 P.M. **Break (refreshments)**

2:20 P.M. **NASCAR INDEXING, concluded**

4:00 P.M. **Meeting Concludes**

6:00 P.M. **Informal dinner**

The *Atomic Ale Brewpub and Eatery* (1015 Lee Blvd., Richland). House gourmet pizzas are baked in the wood-fired oven; also available are appetizers, sandwiches, salads, and soups. House brews on tap! This is a non-smoking establishment. (Dinner is not included in your registration fee.)

SUNDAY, OCTOBER 2

8:30 A.M. **Board of Directors meeting**

Hampton Inn Riverview conference room.

REGISTRATION FORM

YES! I plan to attend the PNW/ASI Fall 2005 Meeting, featuring

KATE MERTES' "NASCAR INDEXING"

Select one of these four:

Early registration postmarked by Sept. 20:

\$55 for ASI and IASC members

\$65 for nonmembers

Regular registration postmarked after Sept. 20:

\$65 for ASI and IASC members

\$75 for nonmembers

REGISTRATION INFORMATION:

Name: _____

Address: _____

City, State/zip or Province, Country: _____

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

We will use your first and last name, plus city, on your name tag unless you request differently here: _____

Please indicate your organizational affiliation (circle one): ASI IASC other

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 one:*

Yes, please order me a lunch *with meat* for Saturday.

Yes, please order me a *vegetarian* lunch for Saturday.

No, thanks, don't order me lunch for Saturday.

Please list any additional dietary concerns here: _____

SEND THIS REGISTRATION FORM AND YOUR CHECK TO:

Scott Smiley
PNW/ASI Treasurer
2402 NW Schmidt Way #192
Beaverton, OR 97006-4658

—by September 20 for early registration rates!

MEETING LOGISTICS & OTHER DATA

DIRECTIONS: Both Friday and Saturday activities will be held in the:

Consolidated Information Center, 2770 University Dr., Richland.

- ▶ **From I-182 East**, take Exit 5B marked "Geo. Washington Way" and continue on George Washington Way, going North for 4.8 miles. Turn right onto First Street and then take the next right onto University Drive. Follow the road down the hill into the parking lot of the CIC.
- ▶ **From I-82 West**, Exit 102, I-182/US-12 East toward Richland/Pasco. Merge onto I-182 East. Take Exit 5B, George Washington Way, and follow the directions above.
- ▶ **For a map to the site**, go to <http://libraryweb/about/map.stm>.
- ▶ **See the Consolidated Information Center Web site**, for more information <http://www.tricity.wsu.edu/ConsolidatedInformationCenter.html>.

FRAGRANCE FREE POLICY: At the request of several Society members, we are declaring that the meeting room be fragrance-free. At least one member has a diagnosed severe chemical sensitivity, and several others become uncomfortable around strong aromas. Therefore, we request that attendees avoid using scented products such as perfumes, colognes, shaving lotions, hair spray, hand and body lotion, or heavily-scented soaps on the day of the meeting.

CANCELLATION POLICY: Refunds will be given at the discretion of the Chapter Treasurer.

LODGING: The Hampton Inn in Richland (486 Bradley Blvd) is located approximately four miles from the CIC facility. The Inn has reserved a block of rooms PNW-ASI attendees through **September 10**. The single room rate is \$87. Mention the Group Confirmation code "ASI" when making reservations. The Hampton Inn Web site (<http://www.northwestinns.com/richland.html>) describes the amenities available to guests including free continental breakfast, exercise room and free wireless Internet access. Phone 509-943-4400 for reservations.

Other nearby hotels include:

Red Lion Hotel Richland
802 George Washington Way
(509) 946-7611

Richland Days Inn
615 Jadwin Ave.
(509) 943-4611

Shilo Inn Rivershore
50 Comstock St.
(509) 946-4661

LOCAL TRANSPORTATION: The Hampton Inn provides free 24-hour shuttle service from the Tri-Cities Airport.