

The Pacific Northwest Chapter of the American Society of Indexers

presents:

2005 Spring Meeting

Saturday, April 2, 2005
Baker Downtown Center
University of Oregon
975 High Street, Eugene

Friday, April 1: Preconference Activities

4:30 p.m. Peer Review
1866 Russet Drive, Eugene
(Cathy Martz' house; driving directions will be e-mailed to registrants.)

Improve your skills in how to think like a professional indexer, while expanding your abilities to see the index from a user's point of view. Bring four or five copies of a two-column, single-spaced, 10-point index you've written and join the discussion. Plan to check your ego at the door, knowing that we're all in this together. This is stimulating, eye-opening, and a lot of fun.

6:30 p.m. Pre-Conference Dinner at Cathy Martz's Place

An informal social gathering/pizza party hosted by Cathy Martz. The menu includes pizza (half veggie, half not), chips and dips, salad and a veggie tray, soft drinks, tea and coffee. BYOB. Donations to the Pizza Pot gladly accepted!

Saturday, April 2

8:30 a.m. Registration and Continental Breakfast

9:00 a.m. Welcome

David Billick

9:15 a.m. Business Meeting

Martha Osgood
Sherry Smith

9:45 a.m. Break

10:00 a.m. Exploring Index Design:
Intermediate & Advanced Indexing Workshop

Kari Kells
Sherry Smith

This workshop is for indexers who have mastered the basics of the craft as well as for those just beginning to learn about indexing. Participants will be asked to index a short text (20-30 pages) that blends both abstract concepts and concrete ideas. We will explore the variety in approaches to this indexing project. Discussions will focus on the primary principles of indexing and how those are handled in the indexes: making decisions about readers; identifying the metatopic; analyzing the text; determining the appropriate level of detail; gathering scattered and similar information; remaining consistent with depth; structure and wording; providing multiple access routes; and phrasing entries for brevity and usefulness.

Kari Kells, who has been indexing since 1994, was a founding member of PNW/ASI. She teaches indexing through Index West (her business), the USDA Graduate School, and Emporia State University.

Sherry Smith, co-president of the PNW Chapter, has been a freelance indexer



since 1996, specializing in economics, public policy, history, environmental studies, agriculture, and aviation. She also teaches basic indexing and offers workshops for advanced indexers.

Kari and Sherry will soon release their new book, *Inside Indexing: The Decision-Making Process*.

12:00 p.m. Lunch with Networking Roundtables

1:15 p.m. Ergonomics for Indexers

Karen Poague
Brady

Sitting at a computer for hours at a time is hard on our backs, shoulders and neck. Physical therapist Karen Poague Brady will help us improve our posture and demonstrate stretching exercises to alleviate stiffness and pain. She will also discuss techniques that will help indexers avoid repetitive stress injury (RSI) such as carpal tunnel syndrome, and provide advice on completing a project if a work-related injury persists.

Karen Brady has been a physical therapist for over 25 years. She is the owner of Physical Therapy Services in Eugene.

2:15 p.m. Break

2:30 p.m. Experts' Reviews of Indexing Techniques

Julie Kawabata
Cher Paul
Scott Smiley
Carolyn Weaver

Four experienced indexers will highlight examples of good and bad indexing in their individual specialties, using specific examples in published texts, and offering suggestions about ways to address the problem issues in their fields.

Julie Kawabata, a full-time indexer since 1990 and current ASI Board member, specializes in technical and business books. She is a former technical librarian.

Cher Paul, former PNW/ASI Treasurer, has been in publishing since 1978 and began indexing in 1988 on a very occasional basis. She has been offering editing and indexing services as a full-time freelancer for the last 4 years.

Scott Smiley, PNW/ASI Treasurer, specializes in the social sciences, humanities, business, and environmental studies. He is a geographer and former accountant and has been indexing since 2000.

Carolyn Weaver, a former medical librarian and PNW/ASI Past President, specializes in health, behavioral, and social sciences books and journals. She has been indexing, both as a moonlighter and full-time, since 1991.



3:45 p.m. Program wrap-up and prize drawings

David Billick

6 p.m. Networking Dinner (cost not included in registration)
McGrath's Fish House
1036 Valley River Way, Eugene
541-342-6404; <http://www.mcgrathsfishhouse.com/>



Sunday, April 3

8 a.m. PNW/ASI Board Meeting and Breakfast
Of Grape and Grain
49 West 29th (at 29th and Willamette Streets)
541-686-9463; <http://www.ofgrapeandgrain.com/>

Martha Osgood
Sherry Smith

PNW/ASI members are welcome to attend this meeting with the Board and chapter leaders. The cost of breakfast is not included in the registration fee.

Environmental Issues

Because a number of chapter members are sensitive to airborne substances, PNW/ASI meeting sites have been declared fragrance-free zones. 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. All meeting rooms are of course smoke-free.

Directions

The Baker Downtown Center is located at 975 High Street in Eugene.

Directions 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 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/bdc_map.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

Amtrak (Train)

433 Willamette Street, Eugene
(800) 872-7245; <http://www.amtrak.com/>

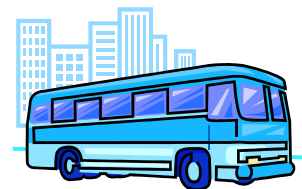
Amtrak has connections from the north arriving in Eugene on Friday at 1:40pm, 5:05pm, and 8:05pm. The station is conveniently located downtown and within approximately 8 blocks of the motel and conference center.

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
- V.I.P. Taxi, (541) 484-0920
- Express Cab Company and Shuttle, (541) 341-8444
- Yellow Cab, (541) 746-1234 or (541) 343-7711



When/if 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).

Need a ride?

If you will need a ride from the airport or the downtown train station to the motel or to the Indexer Inn where you are staying, please contact Beth Palmer to make arrangements several days to a week before you arrive. We'll make sure you get around while at the conference, and back out to your major transportation venue at the right time. Beth can be reached at (541) 896-3334 or index@palmerpublishingservices.com.

Other Numbers

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
America West, (800) 235-9292
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

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 Beth Palmer at (541) 896-3334 or index@palmerpublishingservices.com.



Hotels/Bed and Breakfasts

Campus Inn
390 West Broadway
Eugene, OR 97401
(800) 888-6313 or (541) 343-3376
<http://www.campus-inn.com/>
\$58.00 plus tax (Ask for the "Pacific Northwest Indexer Group Rate".)

PNW/ASI has reserved a block of ten rooms at the Campus Inn, which is next door to the Baker Conference Center for April 1 & 2. The deadline to reserve a room at the group rate is March 21, after which the reserved rooms will be released to other guests.

More lodging options are listed at the Baker Center general information page, http://center.uoregon.edu/general/bdc_map.php Scroll down to the bottom of the page and click on Hotel Information. Browse to each hotel's web site for more information.

Registration Form

Yes, I plan to attend the PNW/ASI 2005 Spring Meeting!

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

Early registration (received by March 20):

- \$45 for ASI and IASC/SCAD members
- \$60 for non-members

Regular registration (received after Mar. 20):

- \$55 for ASI and IASC/SCAD members
- \$70 for non-members

Sorry, we cannot accept credit cards.

Registration information:

Name: _____

Address: _____

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

E-mail address: _____

(E-mail address used for late breaking meeting info; also published in the directory of attendees distributed at the meeting)

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

Saturday lunch is provided. The menu includes both chicken and vegetarian options.

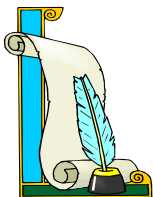
Please list any special dietary concerns: _____

R.S.V.P. for optional events (meals are not included in registration fee; pizza party contribution is optional.):

Will you be attending the pizza party on Friday? Yes No If yes, number of attendees: _____

Will you be joining us for dinner on Saturday? Yes No If yes, number of attendees: _____

Will you be attending the Board Meeting on Sunday? Yes No If yes, number of attendees: _____



Send this registration form and your check, payable to PNW/ASI, to:

Scott Smiley, PNW/ASI Treasurer
2402 NW Schmidt Way, Apt. 192
Beaverton, OR 97006-4658
scottsmiley@earthlink.net

Cancellation policy: Cancellations before March 20 receive a 75% refund.
No refunds after March 20.