

**The Association of Catholic Diocesan Archivists
Annual Meeting and Biennial Conference
July 18th through July 23rd**

Tentative Schedule

Sun	7/18/2010	3:00pm	5:00pm	Pre-conference arrival and registration
Mon	7/19/2010	9:00am	4:30pm	Introduction to Archives and Records Management
Mon	7/19/2010	3:00pm	5:00pm	Arrival and Registration
Mon	7/19/2010	5:00pm	5:30pm	First-Time Attendee Tour
Mon	7/19/2010	7:00pm	8:30pm	Welcome & Keynote
Tues	7/20/2010	9:00am	9:30am	Opening
Tues	7/20/2010	9:30am	9:45am	Chicago Archives Virtual Tour
Tues	7/20/2010	9:45am	10:45am	Authorization and Responsibility of the Archivist
Tues	7/20/2010	11:00am	12:15pm	Clergy Personnel Records
Tues	7/20/2010	1:00pm	2:30pm	Managing Litigation Holds
Tues	7/20/2010	3:00pm	4:30pm	Issues Concerning Sacramental Records
Wed	7/21/2010	9:00am	10:30am	Electronic Tools used to Manage Records
Wed	7/21/2010	10:45am	12:15pm	ERM Panel Discussion
Wed	7/21/2010	1:00pm	2:30pm	Evolution and Management of Email
Wed	7/21/2010	3:00pm	4:30pm	Email Panel Discussion
Thurs	7/22/2010	9:00am	10:30am	Photographs
Thurs	7/22/2010	10:45am	12:00pm	Panel on Interns
Thurs	7/22/2010	1:00pm	2:30pm	Grant-writing
Thurs	7/22/2010	3:00pm	4:30pm	Copyright
Fri	7/23/2010	10:00am	10:00am	Bus departs for O'Hare

Is this your first ACDA Biennial Conference? Yes _____ No _____

How would you like your name displayed on your nametag?

Don't forget to visit www.diocesanarchivists.org for information about the biennial conference.

SPECIAL NEEDS INFORMATION

If you have any special needs such as specific dietary needs or require special accommodations, please describe them below. Please remember that there is a significant walk from the residence hall to the dining hall. For those unable to walk this distance, we will try to provide ground transportation to and from the residence hall.

PLEASE SEE REVERSE SIDE FOR REGISTRATION FORM

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Please send this form and your non-refundable deposit of \$100.00, payable to the Association of Catholic Diocesan Archivists, no later than June 4, 2010 to: **ACDA, Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center 711 W. Monroe St., Chicago, IL 60661**. The balance is due by July 2, 2010. Registration material postmarked after June 4, 2010 will incur a late fee of \$25.00.

Name:		
Diocese/Order:		
Address:		
City:	State:	Zip:
Phone:	Country:	
Email Address:		

Registration:	Fees:	Total
<input type="checkbox"/> 4-day conference (includes a <u>single occupancy</u> room and board, Monday 3 PM through Friday 10 AM)	\$650.00	_____
<input type="checkbox"/> 4-day conference AND Beginners Pre-Conference Workshop (includes a <u>single occupancy</u> room and board, Sunday 3 PM through Friday 10 AM)	\$700.00	_____
<input type="checkbox"/> 4-day conference (includes meals from Monday dinner through Friday breakfast, no room)	\$475.00	_____
<input type="checkbox"/> 1-day attendance Tuesday, Chancellor's Day (includes 2 meals & evening banquet, no room)	\$180.00	_____
<input type="checkbox"/> 1-day attendance Monday OR Thursday (includes 3 meals, no room)	\$150.00	_____
<input type="checkbox"/> Pre-Conference Workshop Only (includes room Sunday night, dinner Sunday through dinner Monday)	\$150.00	_____
	Total:	_____
	Deposit:	\$100.00
	Balance:	_____

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