The Pacific Northwest Chapter of the American Society for Indexing

presents:

Preparing for the Future
September 14-15, 2018

Marriott Springhill Suites—Columbia Room
1421 SE Tech Center Drive, Vancouver, WA 98683
Friday September 14 – Social activity and Dinner
Saturday September 15 – Sessions and Dinner

Agenda

Friday, September 14

1:00 p.m.	**Lunch at the Grant House (pay your own way)**
	Walking tour of Fort Vancouver ($7 entrance fee for reconstructed part)
	Renaissance Trail option

For participants who live in the Portland-Vancouver area or travelers who would like to arrive early (and avoid the late afternoon traffic), consider joining us for lunch at the historic Grant House followed by a self-guided tour of nearby Fort Vancouver and adjacent historical sites. The Renaissance Trail along the Columbia River is nearby for people who would like to walk and explore some more.

If you are staying at the Marriott, you are welcome to store your luggage in a secure area of the hotel. We will gather in the lobby at 12:30 to carpool to the Grant House and Fort Vancouver. Participants from the Portland-Vancouver area can meet us at the Grant House at 1:00. Please indicate on the Registration Form at the end of this packet if you'd like to join us for lunch. If you can't make it in time for lunch, you're welcome to find us at Fort Vancouver later in the afternoon. If you have questions, please contact Sam Arnold-Boyd at cascadeindexing@gmail.com.

6:00 p.m.	**Friday Dinner (pay your own way)**

We will be choosing a restaurant near the Springhill Marriott and will carpool or walk from there. Gather in the lobby at 5:45, or meet at the designated restaurant. Vegetarian and gluten-free options will be available.

Saturday, September 15

8:30-8:45 a.m.	**Registration**	

Note: Breakfast for hotel guests is included in the price of hotel registration, and is available in the lobby area. Please have breakfast before the meeting.

8:45-9:00 a.m.	**Welcome and introductions**	**Sam Arnold-Boyd**
9:00-12:00	**Indexing in Digital Environments**	**Pilar Wyman**
		with panel anchored by **Jan Wright**

Pilar Wyman will discuss indexing for digital publications, giving an overview of the current state of the field and the software, skills, and training that indexers need to work in it. She will also give a glimpse into future possibilities and trends. The session will continue with a panel featuring Jan Wright along with a few local indexers who are working in different digital environments. It will conclude with Q & A time. At a convenient time, we will take a short break during this session.

12:00-1:30 p.m. **Networking Lunch.** Lunch will be pay-your-own-way at a variety of area restaurants. Attendees will choose a nearby location and get to know someone new or catch up with old friends. A delivery option is available for those who would rather remain on-site.

1:30-2:00 p.m.	**Business Meeting/Volunteer Recognition**	**Scott Smiley**
2:00-3:00 p.m.	**The New Tax Law and You**	**Greg Bessert**

Greg Bessert has represented tax and business clients through his Bessert Law Firm in Battle Ground, Washington since 1992. He will be presenting on how changes in the 2017 tax law affect self-employed people such as us. After going over scenarios of tax situations at three different income levels, he'll take questions and address inquiries submitted ahead of time.

3:00-3:15 p.m.	**Break**	
3:15-4:00 p.m.	**Disaster Planning for Your Business**	**Carolyn Weaver**

Carolyn Weaver, 2015 Hines Award recipient and PNW/ASI founding member, will lead a discussion on preparing your business for the unexpected, whether technological, environmental, or health-related. Good business practices, up-to-date security systems, and redundant backup systems are logical defenses against technological and environmental disasters. Unpredictable health-related disasters can be even more devastating for a small business owner, so we'll also discuss systems for maintaining up-to-date instructions for a "trustee" (family member or colleague) who can act on your behalf in dealing with clients and other business matters if you are suddenly incapacitated.

4:00-5:15 p.m.	**Knotty Bits Group Discussion**	**Judy Staigmiller**

A "knotty bit" is a perplexing indexing problem which can be a struggle for new and experienced indexers alike. Participants will submit "knotty bits" both ahead of time and during the discussion (as time allows), knowing that many minds working together are much better than one mind in isolation when it comes to generating possible solutions to aggravating conundrums. This is your chance to ask those niggling little questions that you're never sure how to answer. If you want to submit questions ahead of time, which will be read anonymously for group discussion, please send them to judyannst@gmail.com.

5:15-5:30 p.m.	**Wrap-up**	**Sam Arnold-Boyd**
6:00 p.m.	**Chapter Dinner (pay your own way)**	

We will be choosing a restaurant near the Springhill Marriott.
Vegetarian and gluten-free options will be available.

Sunday, September 16

8:30 – 10:30 a.m.   **PNW/ASI Board Meeting**
Springhill Suites, Cascade Room
All chapter members are encouraged to attend.

Our Speakers

Pilar Wyman, Chief Indexer of Wyman Indexing since 1990 and Associate of Potomac Indexing since 2006, has been at the forefront of educating others about indexes for digital environments through her work with ASI's Digital Trends Task Force (DTTF) and through many workshops, presentations, and publications. She creates indexes in all formats as well as embedded indexes in Word and InDesign, and hyperlinked indexes. Her leadership and skills include the wider world of indexing as well. She oversaw the Best Practices for Indexing guide during her tenure as ASI president, and is ASI's International Representative and Chair of the Publication Committee. She is an active member of her local Mid-South Atlantic Chapter and is a founder of the Institute of Certified Indexers. She was an exam reviewer for the ASI Training in Indexing course for 6 years, and she taught the USDA Basic and Applied Indexing courses for 13 years. In her non-indexing life, she has had stints as a librarian, tech teacher, tech writer, and research assistant.

Jan Wright, of Wright Information Indexing Services, has decades of experience at the forefront of indexing in all its forms: ebooks, back-of-the-book indexes, text files, keywording, online indexing, video indexing, HTML and help file indexing, XML, and index-entry embedding within Word, InDesign, or FrameMaker files, in both Macintosh and Windows formats. In her work with the DTTP and through her presentations and publications, she has been instrumental in educating indexers, publishers, and EPUB standards groups about eBook and eContent indexing. InDesign CC's capacity to output active eBook indexes is one result of her work. Jan won the H.W. Wilson Award for Excellence in Indexing in 2009, was awarded the Hines Award in 2013, has taught indexing through USDA and UC Berkeley for many years, and has presented on technical indexing techniques at conferences around the world.

Carolyn Weaver. a founding member of the Pacific Northwest Chapter, has served as both President and Treasurer of ASI, and as an exam reviewer for the ASI Training in Indexing course. She is the recipient of the 2015 Hines Award and currently serves as PNW/ASI Treasurer. She was a medical librarian for 35 years, including 11 years as a moonlighting indexer, before transitioning to full-time indexing in 2000. Her indexing specialties include health, behavioral, and social sciences.

Greg Bessert, principal of Bessert Law Firm since 1992, is a frequent speaker for local organizations on taxation and also estate planning. A graduate of Oregon State University and Gonzaga Law School, Greg also holds an LL.M. in Tax Law from the University of Florida. Through his firm, Greg helps all types of clients resolve taxpayer issues with federal and state tax laws. The firm follows a flexible business model and offers creative solutions to clients pertaining to estate planning and business transactions as well as taxation matters.

Environmental Issues

Because a number of chapter members have medically-diagnosed chemical allergies, 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 soaps on the day of the meeting. Look for "fragrance free" on labels, not "unscented" which may still include fragrances. All meeting rooms are, of course, smoke-free.

Lodging

Marriott Springhill Suites

Overnight accommodations are available September 14 to 16 at the special rate of $119 per night (two nights available at this group rate). These are small suites that consist of a king bed, plus a sitting area with a sofa that opens to a double bed, a chair, a desk, and a mini kitchen with microwave and small fridge. (Hot plates are available upon request) A room with 2 queens can be requested instead, if available, for an additional fee. **Book your group rate for PNW-ASI**, or you may call 1-360-260-1000 and ask for the PNW/ASI rate. The special rate is guaranteed for Friday and Saturday night. If you wish to extend your stay at the hotel, please contact Eric Schneider at eric.schneider@marriott.com. Breakfast is included in the price of the reservation (full buffet, not just a continental breakfast). Please note that the **discounted rate is guaranteed only for reservations made by August 15**. You are encouraged to reserve your room early, even if you have not yet registered for the conference.

There is a walking trail very near the hotel. Other amenities include free WiFi and parking.

Transportation

Shuttle Services
The Marriott Springhill has a shuttle to take hotel guests to locations within a five-mile radius of the hotel. If you would like to use this service, make arrangements with the staff at the Marriott.

Need a ride?
Post a note on the Pacific Northwest Indexers Listserv (INDEX-NW) at indexing-pnw@lists.pnwasi.org to request or offer a ride to your colleagues.

Directions and traffic note

Marriott Springhill Suites is located at 1421 S.E. Tech Center Drive, Vancouver WA, less than 9 miles from the Portland International Airport (PDX).

Plan for heavy traffic on Friday afternoon, especially on I-5 northbound. If possible, arrive early and consider joining us for lunch at the Grant House and a tour of Fort Vancouver. (*See* Friday's agenda.)

Southbound on I-5 (from Seattle**)**

1. Take I-5 to exit 7, I-205 south.
2. Take the exit for Highway 14 east.
3. Follow steps 4-6 below.

Northbound on I-5/I-205 (from Eugene)

1. Take I-5 north to I-205.
2. Follow I-205 across the Columbia River into Washington.
3. Take the exit for Highway 14 east.
4. **Take exit 8 for 164th.**
5. **Left onto 164th, and drive until you reach Tech Center Drive (light after 15th)**
6. **Right onto Tech Center Drive. Hotel is on your right.**

From Portland

1. Take I-5 or I-205 north across the Columbia River into Washington.
2. Take the exit for Highway 14 east.
3. Follow steps 4-6 above.

Parking at the hotel is complimentary. You can see maps and directions at:
http://www.marriott.com/hotels/maps/travel/pdxvs-springhill-suites-portland-vancouver

Area Information

Come a little early or stay a little after the meeting and take advantage of what the Portland/Vancouver area has to offer. Here are a few ideas:

- Powell's City of Books, W. 10th and Burnside, http://www.powells.com/. This is an experience not to be missed! his is the largest independent bookstore in the U.S, covering an entire city block with multiple floors.
- Fort Vancouver National Historic Park (Vancouver) https://www.nps.gov/fova/index.htm (our Friday afternoon destination!)
- Lan Su Chinese Garden, 239 NW Everett Street, near the Old Town/Chinatown Max stop, https://www.lansugarden.org/
- Ikea, shopping near the Portland Airport, http://www.ikea.com
- Japanese Gardens in Washington Park, https://japanesegarden.org/
- OMSI, the Oregon Museum of Science and Industry, 1945 SE Water Ave., http://www.omsi.edu
- Oregon Historical Society, 1200 SW Park Ave. (downtown), http://www.ohs.org/
- Oregon Zoo, 4011 SW Canyon Road, https://www.oregonzoo.org/
- Pearl District (for eating and shopping), http://explorethepearl.com/
- Pittock Mansion, 3229 NW Pittock Drive http://www.pittockmansion.org/
- The Portland Art Museum, 1219 SW Park Ave. (downtown), https://portlandartmuseum.org/
- Ridgefield National Wildlife Refuge and Steigerwald Lake National Wildlife Refuge, both near Vancouver.
- World Forestry Center, 4033 SW Canyon Road http://www.worldforestry.org/

Visit Vancouver has more good ideas: http://www.visitvancouverusa.com/things-to-do/events/
Visitor's Guide with a 2-minute video: https://www.visitvancouverusa.com/howtovancouver/

Sherry Smith Award for a new indexer

The Sherry Smith Award of the Pacific Northwest Chapter of the American Society for Indexing will grant $100 to help one new indexer per year attend a PNW fall conference. In order to apply, you must:

1. Be currently enrolled in an indexing course for initial training in indexing. This includes the ASI Training in Indexing course, the UC Berkeley Extension Indexing: Theory and Application course, or individual instruction from an established professional indexer.

OR

2. Be in your first year after completion of one of the courses above, as of the date of the fall conference.

AND

Apply no later than one month before the fall conference (August 15, 2018). Application is by email to the membership coordinator, indicating your name, location, course/teacher, completion date if applicable, and contact information for verification.

Winner must be willing to volunteer for the Program Team for a one year period after selection, which is a group of indexers who help plan the fall conference. The purpose of the award is to help emerging indexers experience the benefits of networking with other indexers while we harness your ideas and energy to invigorate future conferences.

The winner will be selected by random drawing from the pool of applicants who meet the criteria. The winner will be awarded $100 which will be allocated first towards the conference fee, and then any balance remaining will be paid to the winner at the conference to defray other conference-related travel costs. Conference attendance is required. Prior winners are not eligible.

Registration Form

Yes, I plan to attend the PNW/ASI 2018 Fall Meeting on September 15!
My check or money order (in U.S. dollars) is enclosed for (select one):

**Early Bird** registration (received by August 31):
- ❑ $80 for ASI, ISC/SCI, and STC members
- ❑ $100 for non-members

**Regular** registration (received after August 31):
- ❑ $100 for ASI, ISC/SCI, and STC members
- ❑ $120 for non-members

TOTAL AMOUNT SENT WITH REGISTRATION: $ _____

Please make checks or money orders (US$) payable to **American Society for Indexing**. Please write 'PNW/ASI' in the memo field on the check. We cannot accept credit cards at this time.

Registration information:

Name: _____

Street Address: _____

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

_____

Phone #: _____ Cell Phone #: _____

E-mail address: _____

Name Tag: 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 join us for dinner? (dinner is pay-your-own-way.)

On Friday?   ❑   Yes   ❑   No   On Saturday?   ❑   Yes   ❑   No

I will have guests: ❑   Yes ❑   No   ❑   Yes   ❑   No
Number of guests: _____   Number of guests: _____

Will you attend the board meeting on Sunday?   ❑   Yes   ❑   No

Do you plan to arrive early on Friday and participate in the lunch at Grant House and walking tour of Fort Vancouver?   ❑   Yes   ❑   No

Please send this registration form along with your check or money order, made payable to American Society for Indexing, to:

Carolyn Weaver, PNW-ASI Treasurer
2213 138th Ave SE
Bellevue, Washington 98005

Cancellation policy: Cancellations are fully refundable before August 31 and 75% refundable between September 1 and 8. Refunds will not be given after Sept. 8.