

The Pacific Northwest Chapter of the  
American Society for Indexing  
presents

2013 Annual Meeting



Saturday, September 28, 2013  
Bastyr University  
Birch Room #184  
14500 Juanita Drive NE  
Kenmore, Washington

**Agenda**

**Friday, September 27**

- 3-5 p.m. Pre-conference round table discussion of any indexing-related topics that come to mind. This will be a very casual and unscripted opportunity for those who arrive on Friday or live nearby to have a chat with your fellow indexers about anything and everything you care to bring up.  
**Venue: Bastyr Student Village lobby**
- 6:00 p.m. Dinner at a Kenmore restaurant (cost not included in registration fee) **Venue: TBA**

**Saturday, September 9**

- 8:00 a.m. Registration and continental breakfast - Teak Room
- 8:30 a.m. Welcome and introductions **Madge Walls**
- 9:00 a.m. - noon **WORK SMARTER, NOT HARDER** **Lucie Haskins**

Indexing for most of us is not our first job. Instead, it's a career path we've discovered (with glee) after full immersion in the job force wearing other hats: nurses, librarians, computer programmers, technical writers, editors, teachers, veterinarians, lawyers... the list goes on and on.

For many of us, this has been the first opportunity to strike out on our own, without the questionable security of a corporate safety net. And many of us have struggled to (1) make a success of our business and (2) grow more efficient as we do so.

In Lucie's 12 years of indexing, she has found that there are cycles in efficiency

s spurts. The first ones come when we learn our craft and practice it. Efficiency and growth just naturally builds from putting in our time and mastering our skills.

But what happens after that? Or how do we speed up the process of learning our craft?

That's where this workshop comes in. She will be discussing how to work smarter, not harder. Perhaps we might use tools that have been developed to improve the functionality of software packages we use; perhaps we might change how we approach our indexing process.

And because Lucie strongly believes that one person does NOT have all the answers, as part of our exploration into this topic, she will ask workshop attendees to contribute what's worked for them (and why) and what hasn't (and why not). So come prepared to share your best time-saving and efficiency-increasing ideas and to absorb new strategies to take home and try out on your own.

*Lucie has a bachelor of science in technical administration and a masters in business management. She has been employed in many aspects of data analysis and management during her pre-indexing technical career, and is recognized as a master indexer with deep experience in back-of-the-book, as well as embedded, indexing. Her personal story as a young immigrant from Poland and of overcoming adversity after her husband's seriously disabling accident is compelling. She has had to learn to work smarter, not harder! Lucie is a polished and entertaining speaker. She is also writing a memoir titled, Married Widow.*

|                  |   |               |
|------------------|---|---------------|
| Noon - 1:15 p.m. | Lunch (vegetarian buffet at Bastyr cafeteria)   |               |
| 1:15 - 2:00 p.m. | Business Meeting and Volunteer Recognition  | Paul Sweum    |
| 2:00 - 2:15      | Break   |               |
| 2:15 - 3:45 p.m. | VETTING THE BOOK  | Lucie Haskins |
|                  | As Mom used to say regarding the housework, "Well begun is half done." Lucie has developed a routine she calls "vetting" that introduces her to the book, helps her understand its structure, and brings into view the best way to approach the index before marking the first term or making the first entry. She'll share this technique that has saves her a great deal of time and angst as she addresses and assesses each book. |               |
| 3:45 - 4 p.m.    | Break   |               |
| 4:00 - 5:00 p.m. | Wrap-up and Sharing Results of Publisher Questionnaire  | Madge Walls   |
| 6:00 p.m.        | Dinner at Kenmore restaurant (cost not included in registration fee)  | Venue: TBA    |

### Sunday, September 29

|        |  |
|--------|--|
| 9 a.m. | PNW/ASI Board Meeting - All chapter members are welcome and encouraged to attend.<br>Venue: Bastyr Student Village conference room |
|--------|--|

## **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 fragrance soaps on the day of the meeting. All meeting rooms are, of course, smoke-free.

## **Directions**

**Bastyr University** is located at 14500 Juanita Drive NE in Kenmore, northeast of Seattle. The directions below were taken from Bastyr's Web site.

### **Southbound on I-5 (from Vancouver, BC)**

1. Take Exit 177 (Lake Forest Park) onto Ballinger Road NE.
2. Follow Ballinger Road NE for about 3 miles to Hwy 522, also called Bothell Way.
3. Turn left on Hwy 522/Bothell Way to 68th Avenue NE in Kenmore.
4. Turn right on 68th Ave NE, which becomes Juanita Drive NE, and follow it south to sign on the right indicating Bastyr University (NE 145th).
5. Turn right and follow drive until it forks. Continue straight ahead until you reach Bastyr University.

### **Northbound on I-5 (from Portland)**

1. Take Exit 175 (NE 145th) and turn right at the end of the exit ramp onto NE 145th.
2. Follow NE 145th to Hwy 522/Bothell Way.
3. Follow steps #3-5 above.

### **Southbound on I-405**

1. Take Exit 23/Hwy 522 (third Bothell exit).
2. Follow Hwy 522 west to 68th Ave NE in Kenmore.
3. Turn left; continue on 68th Ave NE, which becomes Juanita Drive NE. Follow it south to sign on the right indicating Bastyr University.
4. Turn right and follow drive until it forks. Continue straight ahead until you reach Bastyr University.

### **Northbound on I-405 (from the airport)**

1. If coming from Sea-Tac Airport, follow the signs to the freeway, then specifically to I-405 North.  
**Once on I-405 North:**
2. Take Exit 20A (NE 116th) and turn left at the end of the exit ramp onto NE 116th (this is a northbound exit only).
3. Follow NE 116th to the second signal light (98th Ave NE) and continue through this intersection. You are now on Juanita Drive NE.
4. Follow Juanita Drive NE for 4 miles to sign on your left indicating Bastyr University (NE 145th).
5. Turn left and follow drive until it forks. Continue straight ahead until you reach Bastyr University.

A copy of these directions and a map, are available at <http://www.bastyr.edu/about/map.asp>.

### **WARNING:**

Traffic on I-405 is unpredictable, especially from Southcenter (Westfield Mall) to I-90, in addition to the I-5 corridor spanning Lewis-McChord Air Force Base to downtown Tacoma. Heavy traffic and slowdowns can happen outside of rush hours (7-9 a.m. and 4-6 p.m. weekdays). Allow extra time if you plan to travel on these major highways.

## Transportation

### Buses (Mass Transit)

Bus service is not available to the Bastyr University area on the weekends. We recommend arranging a ride with another attendee or taking a shuttle if you're flying into Sea-Tac Airport. **Shuttle Express** (see information in the "Taxis and Shuttle Services" section below) serves the Bothell area. If you need a ride, see the "Need the ride" section below for more details.

### Taxis and Shuttle Services

The Seattle area has a host of cab companies, but the two that provide the best service are **Orange Cab** at (206) 522-8800 and **Farwest Taxi** at (206) 322-8844. One word of caution: The cab companies in the Seattle area charge for "wait time," an extra fee per minute while waiting for traffic lights to turn green or when traveling less than 10 miles (16 kilometers) per hour in traffic. To reduce these charges, try to take a cab before or after rush hour.

If you're using Orange Cab, you can also make a reservation online at [www.ridecharge.com/s/waseattle/taxi/branded/orange\\_cab](http://www.ridecharge.com/s/waseattle/taxi/branded/orange_cab).

Farwest Taxi has a website at [www.farwesttaxi.net](http://www.farwesttaxi.net), but it does not appear to be an online reservation system.

**Shuttle Express** is the major airport shuttle service in the Seattle area. It provides door-to-door service from Sea-Tac Airport to your hotel, home, or office and vice-versa. When scheduling rides to the airport, plan for a pick-up at least two hours in advance (also remember to add time to get through the security checkpoints at the airport). For fees and reservations, see their online booking service at [www.shuttleexpress.com](http://www.shuttleexpress.com), or call (425) 981-7000, or toll-free at (800) 487-7433.

**Seattle Airport Express & Limo Service** provides service from the airport to destinations in King (Bastyr University's location), Pierce, and Snohomish Counties. For more information, call (206) 877-3642.

### Other Numbers

#### Train & bus lines:

**Amtrak** (303 S. Jackson Street, downtown Seattle): (800) 872-7245

**Greyhound Bus Lines** (811 Stewart Street, downtown Seattle): (800) 231-2222

#### Need a ride?

Check the Pacific Northwest Indexers Listserv (INDEX-NW) at [indexing-pnw@lists.pnwasi.org](mailto:indexing-pnw@lists.pnwasi.org) for more information.

## Lodging

### Bastyr University on campus

Overnight accommodations are available on the fifth floor of the main building and in the new LEED Platinum certified Student Village.

#### Fifth-floor accommodations:

- Available as singles or doubles
- Shared restrooms and shower rooms
- Small lounge area with microwave, freezer, and refrigerator
- Linens and towels provided
- Complimentary Wi-Fi
- \$37.50 per night for a single
- \$29.00 per person, per night for a double

#### Student Village accommodations:

- Available as single room only
- Private bathrooms in each room
- Study areas on each floor
- Linens and towels provided
- Shared great room and kitchen
- Complimentary Wi-Fi, washer, and dryer
- \$59.00 per night

To check availability please contact:

#### **Bastyr University**

Department of Conference Services

(425) 602-3075 | [confer@bastyr.edu](mailto:confer@bastyr.edu) | [www.Bastyr.edu](http://www.Bastyr.edu)

14500 Juanita Dr. NE, Kenmore, WA 98028

*Please mention that you are with the American Society for Indexing conference party when you call.*

## Hotels

These hotels are listed in order of distance from Bastyr; distances are indicated in parentheses. Most Kirkland hotels are near I-405 exit 22 (124th St.). Most Bothell hotels are near I-405 off exits 23 or 24.

#### **Baymont Hotel (5.3 miles, 8.6 kilometers)**

12223 NE 116th Street

Kirkland, WA 98034

(425) 822-2300

\$79.00-84.00 per night

*PNW-ASI has a block of 10 rooms set aside, so when you call, indicate that you are with PNW-ASI and ask for the "American Society for Indexing at Bastyr" rate."*

#### **Comfort Inn (5.9 miles, 9.4 kilometers)**

12204 NE 124th Street, Kirkland

(425) 821-8300

\$120 per night and up\*

#### **Residence Inn by Marriott (6 miles, 9.6 kilometers)**

11920 NE 195th, Bothell

(425) 485-3030

\$169.00 per suite/night and up\*

#### **Motel 6 (6 miles, 9.6 kilometers)**

12010 120th Place NE, Kirkland

(425) 821-5618

\$59.00 per night and up\*

#### **Comfort Inn and Suites (6.3 miles, 10.1 kilometers)**

1414 228th St. SE, Bothell

(425) 402-0900

\$125.00 per night and up\*

#### **Best Western Alderwood (8.1 miles, 13 kilometers)**

19332 36th Avenue W, Lynnwood

(425) 775-7600

\$100.00 per night and up\*

#### **Extended Stay America (7.6 miles, 12.2 kilometers)**

923 228th St. SE, Bothell

(425) 402-4252

\$79.99 per night and up\*

\*Prices are taken from hotel websites to give you an idea of how they compare to staying at Bastyr and with each other.

# Registration Form

**Yes, I plan to attend the PNW/ASI 2013 Annual Meeting on September 28!**

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

Early Bird registration (received by September 14):      Regular registration (received after September 14):

- |   |  |
|---|--|
| <input type="checkbox"/> \$80 for ASI, ISC/SCI, and STC members | <input type="checkbox"/> \$110 for ASI, ISC/SCI, and STC members |
| <input type="checkbox"/> \$110 for non-members                  | <input type="checkbox"/> \$140 for non-members                   |

**TOTAL AMOUNT SENT WITH REGISTRATION: \$ \_\_\_\_\_**

***Please make checks payable to PNW/ASI.***

***For credit card payments:*** We will be adding a PayPal payment option on the website soon [PNW ASI Website \(pnwasi.org/wp/\)](http://pnwasi.org/wp/) for anyone who would prefer to pay by credit card. A completed registration form should still be submitted by mail or email if you make a payment through PayPal.

Registration information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

On Saturday, a vegetarian lunch is provided at Bastyr University cafeteria.

Will you join us for dinner? (Dinners are not included in your registration fee.)  
On Friday?  Yes  No      On Saturday?  Yes  No

Will you attend the board meeting?  Yes  No

**Please send this registration form along with your check (if paying by check) to:**

**Erica Caridio, PNW-ASI Treasurer  
33686 Row River Road  
Cottage Grove, OR 97424**

*Cancellation policy: Cancellations before September 21 will receive a 75% refund. Refunds will not be given after September 21.*