

**The Association of Catholic Diocesan Archivists
Annual Meeting and Biennial Conference
July 23 – July 27, 2018**

Monday, July 23, 2018—Opening Day

Keynote Speaker: Dr. Timothy Meagher

Associate Professor of History & University Archivist, Catholic University of America

Tuesday, July 24, 2018—Archives Day

Concurrent Workshops (Choose one morning and one afternoon track)

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| <input type="checkbox"/> | Archives 101 – Archives and Records Management | 9:00am – 11:45am |
| | <p>Diocesan archives and records management programs should be a part of any diocesan structure and are based on canon law, sound policies and practices. These sessions will review the basic elements of archives and records management administration.</p> | |
| <input type="checkbox"/> | Session 01: Managing Volunteers/Interns in the Archives
Session 02: Engaging Your Diocesan Community | 9:00am – 11:45am |
| | <p>These sessions will explore successes, failures and what you need to know in the effective planning and management of volunteers and interns in your diocesan archives, as well as how some of our colleagues have engaged their broader diocesan community through historical displays, social media and more.</p> | |
| <input type="checkbox"/> | Session 01: Managing Your Photographs Collection
Session 02: Managing Your Audiovisual Collection | 1:00pm – 4:00pm |
| | <p>These sessions will examine the best practices in storing, accessing, preserving and digitizing photograph and audiovisual collections in your diocesan archives.</p> | |
| <input type="checkbox"/> | Underrepresented Communities in Diocesan Archives | 1:00pm – 4:00pm |
| | <p>This session will highlight some of the underrepresented communities found in our diocesan archives, including records relating to slavery and Native Americans</p> | |

Wednesday, July 25, 2018—Chancellors Day (open sessions)

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| Canon Law, Policymaking & the Archives | 9:00am – 10:00am |
| Advocacy in the Archives | 10:45am – 11:45am |
| Sacramental Records | 1:00pm – 2:30pm |
| Clergy Personnel Records | 2:45pm – 4:00pm |

Thursday, July 26, 2018—Digital Day (open sessions)

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| Digital Preservation | 9:00am – 10:15am |
| Electronic Records Management | 10:30am – 11:00am |
| Managing E-mail | 1:00pm – 2:15pm |
| Digital Curation, Access | 2:30pm – 3:45pm |

Friday, July 27, 2018—Closing Day (open session)

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| Ask the Experts | 9:00am – 10:30am |
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PLEASE CHECK APPROPRIATE BOXES FOR WORKSHOP CHOICES

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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 1, 2018 to:

**ACDA
c/o Angelique Richardson
Director of Archives & Records
Archdiocese of Atlanta
2401 Lake Park Drive SE
Smyrna, GA 30080**

The balance is due by July 01, 2018. Registration material postmarked after June 01, 2018 will incur a late fee of \$25.00.

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

Registration:	Fees (per person):	Total
<input type="checkbox"/> 5-day conference (includes a <u>single occupancy</u> room and board)	\$750.00	_____
<input type="checkbox"/> Full day (includes 3 meals & room for one night)	\$250.00	_____
<input type="checkbox"/> Full day (includes 3 meals, no room)	\$180.00	_____
	Total:	_____
	Deposit :	_____ \$100.00
	Balance:	_____

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 CHECK APPROPRIATE BOXES FOR WORKSHOP CHOICES ON THE REVERSE SIDE