

Conference Hotel

The Edison Walthall Hotel, located at 225 East Capitol Street, Jackson, Mississippi, is within walking distance of the meeting rooms in the William F. Winter Archives and History Building and the Old Capitol Museum. It offers a complimentary shuttle service to and from the airport, secure indoor garage parking (free to hotel guests), a swimming pool and fitness center, and refrigerators and microwaves in many rooms.

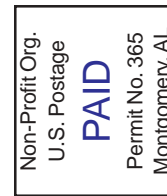
A block of rooms has been reserved for the nights of April 13, 14, and 15 at a rate of \$75 for a single room, \$85 for a double, and \$8/per additional person. Reservations must be made by March 30, 2004, to guarantee availability. When making your reservations, mention you are with the SAC or Southern Archivists' Conference. You may contact the Edison Walthall Hotel by phone at 601-948-6161 or 1-800-932-6161; by FAX at 601-948-0080; or by visiting their web-site at www.edisonwalthallhotel.com.

Directions to the Hotel

From I-20, take I-55 North for one mile to the Pearl Street exit (96A). Head west on Pearl Street to the Edison Walthall Hotel parking garage (on your right) which fronts on Pearl. To arrange airport pickup on the complimentary hotel shuttle, please call 601-948-6161 in advance. A courtesy telephone is also available in the baggage claim area of the Jackson International Airport.

Directions to Archives and History Building and Old Capitol Museum

Take the Pearl Street Exit off I-55; proceed on Pearl Street; turn right onto State Street; then turn right onto Amite Street and then turn left onto North Street. The parking lot is on the right, just past the Winter Building. Enter the building through the front entrance facing North Street. The Old Capitol Museum Building is just south of the Winter building on State Street.



**Friends of the
Alabama Archives**
624 Washington Avenue
P.O. Box 300100
Montgomery, Alabama 36130-0100

SOUTHERN ARCHIVISTS' CONFERENCE

**William F. Winter
Archives and History Building
Jackson, Mississippi**

April 14-16, 2004

Sponsored by

The Society of Alabama Archivists

**The Louisiana Archives
and Manuscripts Association**

The Society of Mississippi Archivists

The Society of Tennessee Archivists

Conference Schedule

Wednesday, April 14th

Registration

8:00 – 5:00 William F. Winter Building Lobby

Pre-Conference Workshop

9:00 – 12:00 William F. Winter Building - Orientation Room

“Database Design and Management for Genealogical Records” - John Dougan, Shelby County Archives

Name and subject databases for genealogical and court records are dramatically different from the documents we use in describing record series and often save hours of staff and researcher time. Drawing on his experience at the Shelby County Archives, the presenter will discuss best practices in creating databases and outline common design mistakes. Time permitting, Microsoft Access will be used to create a reinforcement exercise.

Lunch On Your Own

Pre-Conference Workshop

1:00 – 4:30 William F. Winter Building - Orientation Room

“Archival Preservation and Access: How the Genealogical Society of Utah Can Benefit You” - Alan Heath, Regional Manager, Genealogical Society of Utah

Using volunteers, GSU annually films thousands of genealogically valuable records in private and public archives, and its material is available at no cost. The workshop will cover the basics of working with GSU: document preparation practices, microfilm and digital capture methods and standards, indexing and conversion methods and tools, and current GSU services.

Walking Tour

2:30 – 3:30 William F. Winter Building Lobby
One-hour architectural walking tour of historic downtown Jackson (sign up at the registration desk - limit 20 - no charge)

Reception

5:30 – 6:30 William F. Winter Building Lobby

Archives Tour

6:30 – 8:00 William F. Winter Building Lobby
Tour Mississippi’s state-of-the-art archival facility, the William F. Winter Archives and History Building, which was dedicated in November 2003.

Conference Schedule

Thursday, April 15th

Registration

8:00 – 10:00 William F. Winter Building Lobby
Coffee & Refreshments

Session I

9:00 – 10:15 Old Capitol Museum - House Chamber

“The Civil Rights in Mississippi Digital Archive” - Diane Ross, University of Southern Mississippi

Break

10:15 – 10:45 William F. Winter Building Lobby

Session II

10:45 – 12:00 Old Capitol Museum - House Chamber

“Paper Finding Aids for EAD: Creating Paper Finding Aids That Will Convert Easily to EAD” - Dr. Elizabeth Dow, School of Library and Information Science, Louisiana State University

Lunch On Your Own

Session III

1:30 – 2:45 Old Capitol Museum - House Chamber

“Publishing Local History” - Richard Saunders, University of Tennessee-Martin

Break

2:45 – 3:15 William F. Winter Building Lobby

Session IV

3:15 – 4:30 Old Capitol Museum - House Chamber

“Documenting and Preserving the Deep South” - Shana Walton, Associate Director of Deep South Regional Humanities Center, Tulane University

Dinner Buffet w/Keynote Speaker

6:00 Edison Walthall Hotel
“A Grassroots Approach to a State-wide Digitization Initiative: NC ECHO” - Kim Cumber, Project Archivist, NC ECHO, North Carolina State Library

Conference Schedule

Friday, April 16th

Coffee & Refreshments

8:00 – 9:00 William F. Winter Building - Orientation Room

Session V

9:00– 10:15 Old Capitol Museum - House Chamber

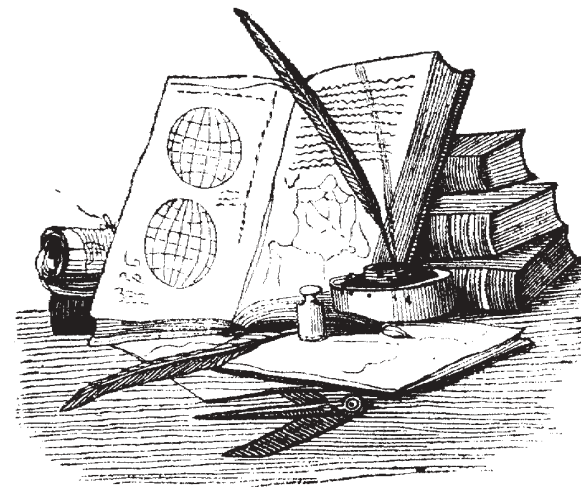
“Starting an Archives: Decisions, Decisions, Decisions...” - Meredith Johnston, Child Nutrition Archives, National Food Service Management Institute, University of Mississippi and Susan Bzdell, Morgan County Archives, Alabama

SAC Business Meeting

10:30 – 12:00 Old Capitol Museum - House Chamber

Walking Tour

1:30 – 2:30 William F. Winter Building Lobby
One-hour architectural walking tour of historic downtown Jackson (sign up at the registration desk – limit 20 – no charge)



Conference Registration

(Registration Deadline: March 10, 2004)

Pre-Conference Workshops

“Database Design and Management for Genealogical Records”

(\$35) _____

“Archival Preservation and Access: How the GSU Can Benefit You”

(\$35) _____

Both workshops

(\$60) _____

Conference Registration

(Includes Wednesday night reception and Thursday night dinner)

Members (*forms must be postmarked by March 10*)

(\$40) _____

Late registration and non-members

(\$45) _____

Student registration

(\$30) _____

Total _____

Checks should be made payable to the
Louisiana Archives and Manuscripts Association (LAMA)

Name: _____

Institution: _____

Address: _____

(city) _____ (state) ____ (zip) _____

E-mail: _____ phone(day):(____) _____

Membership in SAC is a benefit of membership in any of the following: Society of Alabama Archivists, Louisiana Archives and Manuscripts Association, Society of Mississippi Archivists, or Society of Tennessee Archivists. Please check one.

Member of: _____ SALA _____ LAMA

_____ SMA _____ STA _____ None

Send registration to:

Tara Laver
Special Collections, LSU Libraries
Baton Rouge, LA 70803

For more information call 225-578-6546
or E-mail tzachar@lsu.edu