

Chicago/Great Lakes Chapter of the American Society for Indexing

Proudly Presents the Winter 2019 Workshop

Friday, February 22 and Saturday, February 23, 2019
Downtown Chicago

Friday: Genealogy Research: Background, Research Materials, and How It Relates to Indexing Projects (this is follow up from the Fall 2018 Workshop)

Saturday: Building, Marketing & Maintaining Your Business; Art Indexing, Plus Editing and Proofreading; Digital Indexing (follow up from the Fall 2018 Workshop)

Registration Deadline is February 4th, but space is limited so please be sure to submit your registration soon.

Meeting Location: Chicago's Newberry Library
60 W. Walton Street, Chicago IL 60610
(easily accessible by public transportation; parking is available too)

Hotel: Conrad Hotel Chicago - 101 E. Erie Street
Please see next pages for hotel details

AGENDA

Thursday, February 21, 2019 – 6:30pm
Welcome gathering – Conrad Hotel
Baptiste and Bottle Lounge (individuals pay own)

Friday, February 22, 2019

8:30am: Depart hotel for Newberry Library

9:00am: **Matt Rutherford (Newberry Library)**:

Presentation and tour of Newberry Library.

10:30am Break; open discussion about research.

12:30pm Lunch in meeting room

1:30pm **Ginger Frere (Chicago Genealogy Society)**:

Genealogy research, how to start your family history, indexing books. Where is the need for indexers? Future opportunities and potential for work. Open discussion and continued research in library.

5:00pm: Library closes. Return to hotel.

6:30pm: Evening outing (individuals pay own)

Saturday, February 23, 2019

8:30am: Depart hotel for Newberry Library

9:00am: **Jane Friedman** (Editor, Proofreader, Indexer)

Art Indexing, additional work as an editor and proofreader
"Managing Your Business"

10:30am break

10:45am **Carolyn Weaver**. Disaster Planning for Your Business

[continued on next page]

continued from previous page

Saturday, February 23, 2019 –

- 12:30pm Lunch in meeting room
1:30pm Ergonomics and stretching
2:00pm Digital Indexing Webinar (Pilar Wyman) Indexing with Index Manager: Indexing and Embedding the Forest and the Trees (October 2018)*

3:30pm Break and additional library research
5:00pm Library closes. Return to hotel
6:30pm Evening outing (individuals pay own)

Presenters' Bios

Matt Rutherford, MLIS, is Curator of Genealogy and Local History at the Newberry Library. In addition to managing the Newberry's renowned genealogy collection, Matt has also answered thousands of questions on a wide range of genealogy topics. Matt teaches seminars on a variety of genealogy topics, including beginning genealogy, researching at the Newberry, researching pre-fire Chicago, adoption searches, non-population census schedules, the history of the federal census, and the Social Security Death Index. He is the co-author of *A Bibliography of African American History at the Newberry Library* (2005).

Ginger Frere, MLIS, MBA, is a professional researcher who provides a variety of research services to authors, professional historians, film makers and individuals interested in genealogy. Her primary research interests include Chicago history and the creation of online tools for genealogists. She was one of the driving forces behind the development of ChicagoAncestors.org. In addition to researching, Ginger is a frequent speaker in the Chicago area and a regular instructor in Chicago's Newberry Library Adult Education seminar program. She is also a Newberry Scholar-in-Residence. Ginger is a member of the Chicago Genealogical Society, the Illinois State Genealogical Society, the National Genealogical Society and the Association of Professional Genealogists.

Link to her business: www.informationdiggers.com

Jane Friedman, Editor, Proofreader and Indexer
Jane is a Chicago-area indexer, editor, and proofreader. An art historian by training, she mainly works on exhibition catalogues and other scholarly publications on art-related topics. Many of her clients are museums and university presses, among them the Art Institute of Chicago, the J. Paul Getty Museum, and Yale University Press. Recent indexing projects include *Manet and Modern Beauty: The Artist's Last Years* and *The Renaissance Nude*.

Link to her business: www.janefriedmanedits.com

Presenters' Bios - *continued*

Carolyn Weaver: A former academic medical librarian with a second Master's in Public Administration, Carolyn has over 20 years' experience as an indexer of health, behavioral, and social sciences books and journals. Her approach to indexing is customer service-based, working with clients to deliver indexes that meet their specifications, on time and on budget. She served as President (2007–2008) and Treasurer of **ASI**, and three terms as President of the Pacific NW Chapter. Current roles includes serving as ASI Co-Webmaster and a grader for ASI's Training in Indexing Course. Recipient of the 2015 Theodore C. Hines Award for exceptional service to ASI.

Link to her business: www.weaverindexing.com

***ASI Webinar Replay: Indexing with Index Manager: Indexing and Embedding the Forest and the Trees Software Demonstration Indexing with Index Manager: Indexing and Embedding the Forest and the Trees** with Pilar Wyman. Writing, editing, embedding index entries—this can be done with professional indexing software! Come see Index-Manager, the all-in-one solution for embedded indexing.

Pilar will demonstrate how she uses Index-Manager for writing quality indexes, including for providing analysis and headings, subheadings, cross-references, and page ranges. She will also show how she edits her work, and how she exports this work for final embedded publication. Participants will see how to craft and edit both simple and complex index entries, with page ranges and with cross-references. Participants will also see how to export and review embedded indexes.

Index-Manager is a dedicated powerful software with which professional indexers can create, sort, and edit index entries in Word, InDesign and XML files. It offers the same functionality as other dedicated indexing tools, but it also inserts the index entries into the document files.

Pilar Wyman, Chief Indexer & Consultant, Wyman Indexing, has been writing indexes and providing related services since 1990. She works in English, Spanish, and French in health, medicine, technology, and other areas of personal interest. She is the Regional Sales Manager, USA/Canada for Index-Manager. She gives presentations and workshops as her time allows.

Link to her business: www.wymanindexing.com

HOTEL INFORMATION

Conrad Hotel Chicago
101 E. Erie Street – Chicago, Illinois 60611
312-667-6700
www.conradchicagohotel.com

The Conrad is a 20-story luxury hotel ideally located on Chicago's Magnificent Mile, providing guests immediate access to premier retail shops, highly acclaimed restaurants, an array of famous landmarks, and unmatched views of the Chicago skyline and Michigan Avenue. The hotel is a short ride to some of the world's most captivating museums including the Art Institute of Chicago, The Field Museum, the Museum of Science and Industry, and the Museum of Contemporary Art.

Reservations

We have secured an exceptionally low rate of \$135 per night – single OR double occupancy. Please click here to reserve your room.

https://conradhotels.hilton.com/en/ch/groups/personalized/C/C/HIEECI-CGLI-20190218/index.jhtml?WT.mc_id=POG

The reservation cut-off date is January 24th.

PARKING at hotel is \$75 per night

Directions and Transportation:

To Newberry:

CTA #22 Bus stops directly in front of library (Northbound, or ½ block from library (Southbound).
CTA Red line: exit at Clark/Division stop, take eastbound #70 Division Street bus to library.

Taxi or Uber is approximately \$15

To Conrad Hotel:

ANY Michigan Avenue CTA bus will take you to Michigan/ Erie. Walk ½ block west (away from the lake) to hotel.

From Union Station: CTA #151 route to Michigan Avenue
From Ogilvie Station: CTA #157 route to Michigan Avenue

CTA fare is \$2.50 and an additional 25 cents for a transfer
Taxi or Uber is approximately \$15

PARKING

At Conrad hotel: Overnight parking is \$75 per night
At Newberry: Validated parking at 100 W. Chestnut
\$11 six hours or less / \$13 eight hours or less
Over eight hours, regular rates apply
Map follows at last page of this document

Chicago/Great Lakes Chapter of the American Society for Indexing Winter Workshop Registration

Friday and Saturday, February 22 & 23, 2019

Registration Deadline is February 4th, but space is limited so please be sure to submit your registration soon.

ASI Members (please check one)

EARLY BIRD – by January 31st

- One Day – Friday only \$55
- One Day – Saturday only \$55
- Two Days -Friday and Saturday \$95

After January 31st

- One Day – Friday only \$70
- One Day – Saturday only \$70
- Two Days -Friday and Saturday \$125

ASI Non-Members (please check one)

EARLY BIRD – by January 31st

- One Day – Friday only \$65
- One Day – Saturday only \$65
- Two Days - Friday and Saturday \$105

After January 31st

- One Day – Friday only \$80
- One Day – Saturday only \$80
- Two Days -Friday and Saturday \$130

Please make checks payable to: *American Society for Indexing*, and write “Chicago/Great Lakes” in the memo field of the check.

Name: _____

Address: _____

City / State / ZIP: _____

Phone: _____ Email: _____

Will you join us for: Thursday evening (welcome reception at hotel) _____ (individual pays own)

Friday evening (offsite dinner) _____ (individual pays own)

Saturday evening (offsite dinner) _____ (individual pays own)

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

**Denise Alberts
PO Box 10514
Chicago IL 60610**

If you have any questions, please email us at: chicagogreatlakesindexers@asindexing.org