



## 2005 Conference - Call for Papers

The Archives and Records Association of New Zealand, the Australian Society of Archivists, and the New Zealand Society of Archivists are pleased to invite you to take part in their joint 2005 conference. This unique event will see the first ever joint gathering of these three leading archives and recordkeeping associations.

**Date/Venue:** 6-8 October 2005, Wellington Town Hall in Wellington, New Zealand.

**Theme:** The theme of the conference reflects a coming together of two national communities, and three societies. It also draws attention to the diverse communities that the recordkeeping profession serves, exploring the interrelationships between these groupings. Within the Archives and Communities theme key elements include:

- Professional communities
- Empowering communities
- Documenting communities
- Australasian communities

The conference is an unparalleled place for connection between the professional community and the vendor community which supports it.

Our aim is to provide a conference that is relevant to the full range of our profession. Delegates to the conference will come from national, state and local government archives and related institutions; from business and academic archives and recordkeeping programmes; and from throughout the recordkeeping profession. Delegates will have wide ranging responsibilities and interests in systems from digitisation to document shredding, from databases to shelving.

There is already a buzz in the recordkeeping community in anticipation of this groundbreaking joint conference, and over 200 delegates from around Australia and New Zealand are expected to attend. We are pleased to offer you the opportunity to be there.



# Presentation Formats

We welcome proposals for papers.

Paper presentations will be 30 minutes each (25 minutes presentation and 5 minutes for questions). This is a lecture style presentation supported with visual material, eg: overhead transparencies or power point, and either a handout or a copy of the paper.

## What to Present

Conference presentations should relate to the conference theme in some way. Presentations may include:

- Reporting research conducted into some aspect of recordkeeping.
- Sharing significant strategies and ideas on inter-relating communities.
- Reporting a new initiative in the context of your community.
- Telling the story of a key project - challenges and successes.

## Abstract Style and Format Guide

Abstracts must be typed in Word using Times New Roman font, 12 point, 1.5 line spacing. The bio data statement should not exceed 50 words.

## Conference Proceedings

A CD of conference proceedings will be produced after the conference. Further information about the conference CD and timelines will be available on the conference websites closer to the conference. Please note that your completed paper will be required prior to the Conference.

## Presentation of Papers

It is expected that speakers will use PowerPoint and a data projector to present their papers. Should you require additional equipment, please indicate on the appropriate form.

## Submission of abstracts, bios and details

Please email your abstract of no more than 300 words describing your paper, your bio data (up to 50 words) and details, as requested below, to the Archives and Communities 2005 conference organisers in a Word or RTF file to: **archives@paardekooper.co.nz**

**The Call for Papers closes on 31 March 2005.**



# Presenter Information

MAIN PRESENTER	
Last Name (Family name)	
First Name (Given name)	
Position/Title	Prof. / Dr. / Mr. / Ms.
Institution/Organisation	
Postal Address	
Phone	
Fax	
Email	
Co- or additional Presenters (Title, first and last name only)	
I am/we are happy for my/our contact details to appear on a conference register	Yes/No
I/we give permission for my/our paper to be published in the conference proceedings	Yes/No

**NOTE:** All conference correspondence will be sent to the main presenter as listed above. It is their responsibility to forward all information to any other presenters.



# Proposal Information

<b>Name of main presenter</b>							
<b>Paper Title</b> ( up to 15 words)							
<b>Abstract</b> (up to 300 words)							
<b>Bio-data</b> (up to 50 words)							
<b>Equipment needed</b> (Please circle)	<p>It is expected that all speakers will use PowerPoint and a data projector. Should you require additional equipment, please indicate here.</p> <table><tr><td><b>OHP</b></td><td><b>Whiteboard</b></td></tr><tr><td><b>Audio tape</b></td><td><b>CD player</b></td></tr><tr><td><b>Video player/TV</b></td><td><b>Other</b> (please specify):</td></tr></table>	<b>OHP</b>	<b>Whiteboard</b>	<b>Audio tape</b>	<b>CD player</b>	<b>Video player/TV</b>	<b>Other</b> (please specify):
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