





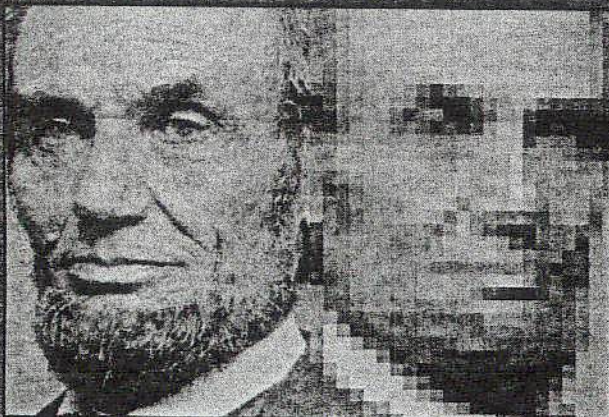
US NATIONAL ARCHIVES  
AND RECORDS ADMINISTRATION



21st Annual Preservation Conference  
April 30 and May 1, 2007

## Managing the Intangible:

*Creating, Storing and Retrieving Digital  
Surrogates of Historical Materials*



THE INN AND CONFERENCE CENTER  
UNIVERSITY OF MARYLAND  
UNIVERSITY COLLEGE  
ADELPHI, MARYLAND

## REGISTRATION FORM

### 21st Annual National Archives Preservation Conference

**Managing the Intangible:**  
*Creating, Storing and Retrieving Digital Surrogates  
of Historical Materials*

Seating is limited.  
Pre-registration by February 1, 2007 is encouraged.

Name Edward C. Papenfuse  
Job Title State Archivist and  
Commissioner of Land Patents  
Institution Maryland State Archives  
Address 350 Rowe Boulevard  
City, State, Zip Code Annapolis, MD 21401

Phone 410.260.6401  
Email edp@mdsa.net and e-mail  
leslier@mdsa.net ALSO

Registration Fees *(please do not send cash with this form)*

\$275.00 Standard Registration Fee XX

\$175.00 Student Registration Fee \_\_\_\_\_

Total Number of Standard / Student  
Registrants \_\_\_\_\_

If paying by check, please make it payable to:

National Archives Trust Fund (Preservation Conference)

Check Number \_\_\_\_\_

If paying by credit card, please complete the following:

Select which credit card you will be using:

XX VISA \_\_\_\_\_ MasterCard  
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Name as it Appears on Card \_\_\_\_\_

Total Amount of Payment \_\_\_\_\_

Please mail completed registration form  
along with your payment to:

Richard Schneider  
Conference Coordinator  
National Archives (NWT)  
8601 Adelphi Road, Room B-815  
College Park, MD 20740-6001

You may phone in your registration and credit  
card payment to the Conference Coordinator  
at 301-837-3617

For correspondence by email, please write to:  
richard.schneider@nara.gov

For conference updates, please visit:  
[www.archives.gov/preservation/  
conferences/2007/](http://www.archives.gov/preservation/conferences/2007/)

NAT Data: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
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# THE U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

www.archives.gov

Tuesday, March 20, 2007


## 21<sup>st</sup> Annual Preservation Conference

### Managing the Intangible:

### *Creating, Storing and Retrieving Digital Surrogates of Historical Materials*

#### How to Register


Please mail your completed **Registration Form**  and your payment to:

- Richard Schneider  
Conference Coordinator  
 National Archives (NWT)  
8601 Adelphi Road, Room B-815  
College Park, MD 20740-6001

#### Lodging



Reserve a room at the Marriott Inn & Conference Center:

-  **301-985-7300**
- [Online Via Web Site](#)
- [Additional Lodging Choices](#)

#### Contact

If you have questions, please contact:

-  **301-837-3617**
- [richard.schneider@nara.gov](mailto:richard.schneider@nara.gov)\*

\* Please do not send credit card information via e-mail. See our [Privacy Policy](#).

#### Exhibitors

#### Dates:

Monday, April 30 and Tuesday, May 1, 2007

**Times:** [Program Schedule](#) 

9:00 am to 5:00 pm each day  
5:00 pm to 7:00 pm  
Reception on Monday, April 30

#### Location:

UMUC Inn and Conference Center  
3501 University Boulevard, East  
Adelphi, Maryland 20783

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## *About the Conference*

In 2003, the National Archives hosted a preservation conference to examine analog versus digital reformatting methods and to debate whether the latter is an acceptable preservation medium. In 2006, we find that the debate is indeed over, for national and international organizations have endorsed digital surrogates as an accepted preservation option and have begun digitizing a wide variety of historical materials. Questions however, abound.

This conference will give attendees an opportunity to hear a comprehensive discussion on the essential components of the digital preservation reformatting process. It will benefit attendees involved with any and all media types, for there are common issues that have implications on reformatting decisions and the approaches taken. This conference will also benefit institutions that are contemplating entering, or have just entered, the digital arena by providing a forum to examine reformatting in its entirety instead of focusing just on a narrow slice of the process.

The conference will be organized in a two-day format. The first day will be devoted to more formal presentations while the second will be a combination of panel discussions and venues allowing for more interaction between attendees and presenters.

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## *Presentations*

Presentations will include:

- Keynote - Goals of reformatting and exploring where digitization is an appropriate option
- The analog to digital conversion process that crosses media types
- Tools, workflows and skills which are necessary to make digitization as efficient and economical as analog
- Storage media choices, the concept of managed storage and what is required to ensure their safety
- Actions needed to facilitate retrieval of digital surrogates, especially through the use of metadata
- Ongoing infrastructure costs associated with digitization
- Implications of digitization for preservation programs and historical institutions in general

There will be a reception following the presentations on the first day in addition to an exhibit by vendors who provide products and services to the historic preservation field.

Moderated discussions will comprise the second day's program and will allow specialists within media types to exchange information more specific to their areas of expertise. The two sessions will be: Static media (still photography, textual and cartographic records, microfilm) and dynamic media (audio, video and motion pictures).

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## *Transportation*

The conference will be held at the University of Maryland University College (UMUC) Inn & Conference Center in College Park, Maryland.

The closest Metro stops are College Park-U of MD and Prince George's Plaza on the Green line.

- For more specific information on routes, fares, and timetables for Metrobus and Metrorail, please see the [Washington Metropolitan Area Transit Authority](#) web site or telephone Metro at 202-637-7000.
  - [Driving Directions to UMUC Headquarters and Parking Information](#)
  - [UMUC Shuttle Bus Schedule and Map](#)
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The U.S. National Archives and Records Administration  
8601 Adelphi Road, College Park, MD 20740-6001 • Telephone: 1-86-NARA-NARA or 1-866-272-6272

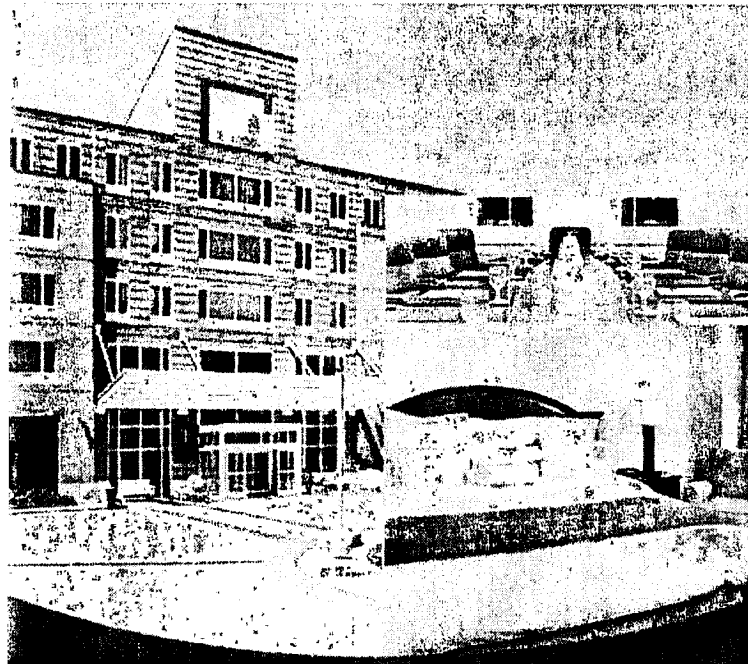


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## The Inn & Conference Center, University of Maryland University Coll



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 Adelphi, Maryland 20783 USA  
 Phone: 1-301-985-7300  
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 Sales: 1-301-985-7303  
 Sales fax: 1-301-985-7445

[photo tour](#)

A Washington DC area conference center is making history. Blending luxury with environmentally responsible design, this state-of-the-art facility proves that comfort and conservation can go hand in hand. Spacious rooms - featuring new bedding and high-tech amenities - ensure that guests awake refreshed. Adding to the allure, an onsite gallery houses one of Maryland's finest art collections, and the hotel's Garden Restaurant prepares regional specialties with organically grown produce. But what makes this Marriott truly innovative is its LEEDS certification: it's the country's first environmentally friendly hotel and conference center as designated by the US Green Building Council. Using energy-saving systems and recyclable materials, The Inn & Conference Center is a green hotel built for minimal impact on the environment and big impressions on guests. Located on the University of Maryland's College Park campus. Convenient to Metrorail, all three major airports, downtown Washington, DC and its suburbs.

### Hotel Highlights

Marriott Rewards category: 4 >>

- This hotel is nonsmoking >>
- Next to University of Maryland, College Park; 10 miles from downtown DC; free shuttle to Metro
- L.E.E.D.-certified green hotel and IACC conference center, on-site art gallery
- 39,000 square feet of meeting space, free high-speed

### Guest Rooms in Detail >>

- 237 guest rooms, 11 well-appointed VIP suites, concierge lounge, no occupancy tax on guest rooms
- Complimentary high-speed Internet, well-lit desk, ergonomic chair for productivity and comfort
- Hair dryers, bathrobe, bathroom amenities,

Specials at this hotel >:

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Check-in date  
 Feb, 2007 12

Check-out date  
 Feb, 2007 13

No. of rooms 1  
 Guests / room 1

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Internet access, dedicated event managers

**Maps & Transportation >>**

**Parking**

- On-site parking, fee: 1 USD hourly, 6 USD daily

iron/ironing board, in-room coffee/tea

- Concierge lounge, room service

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- [Univ Md College Park](#)
- [Washington DC](#)

hotel features and offerin

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