

Legislative Research Librarians 2009 Professional Development Seminar

St. Paul, Minnesota
October 14 – 17, 2009

SEMINAR REGISTRATION

Registration fees are payable in advance or at registration and are subject to NCSL cancellation, refund and substitution policies.

REGISTRATION FORM

Name _____

Title _____

Office _____

Address _____

City, State, Zip _____

Phone (work) _____

Email _____

Registration Fee (*check one*):

- \$295 Legislative Staff/Legislators \$149 Spouses or Guests
 \$125 Day Pass \$95 Students (daily) \$325 All Others

Method of Payment

- Payment Enclosed Will Pay Onsite Voucher/Purchase Order Bill State
 VISA MasterCard American Express Discover

Card Number _____ Expiration (mo/yr) _____

Signature _____

- Special Needs** Wheelchair Accessibility Vegetarian Meals

Registration forms can be faxed to (303) 364-7811 or mailed to
NCSL Attention: Seminars, 7700 East First Place, Denver, CO 80230



NATIONAL CONFERENCE *of* STATE LEGISLATURES

The Forum for America's Ideas

Legislative Research Librarians 2009 Professional Development Seminar

St. Paul, Minnesota
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Presented by
The Legislative Research Librarians Staff Section

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ABOUT THE SEMINAR

This seminar will focus on current developments in information and library management, technology and legislative research. Join your colleagues from other states in exploring new ways to think about your work and by learning new skills to make your job easier. You will come away refreshed by the experiences we share.

St. Paul combines the old, the new and the unique—a "European-style" charming, historic city on the bluffs overlooking the mighty Mississippi River, and not far away are some of the most scenic urban lakes in the United States.

AGENDA HIGHLIGHTS

- What's Up With Your Library? Roundtable Discussion
- Tour of West, a Thomson Reuters Business
- Traditional Media vs. New Media Coverage of Legislatures
- Social Media in Special Libraries
- Minnesota Capitol and Legislative Reference Library Tours
- Preserving State Government Digital Information

REGISTRATION

Seminar registration fees:

\$295	Legislators and legislative staff
\$149	Spouses or guests
\$325	Government, nonprofit, private sector
\$125	Day pass
\$95	Students (daily)

NCSL must receive your seminar registration by **Oct. 6, 2009**. The registration fee is payable in advance to NCSL or at registration. On-site registration is available if you are unable to register by the pre-registration deadline.

Spouse/Guest Registrations: The \$149 spouse/guest fee includes admission to all meal functions and social events and must be paid in full at registration. NCSL cannot bill for spouse/guest registration fees.

Cancellation/Refunds: All cancellations must be made in writing and may be faxed to (303) 364-7811 or emailed to registration@ncsl.org. Cancellations received in the NCSL Denver office postmarked or faxed by **October 13** will be refunded, minus a \$50 processing fee. Fees cannot be refunded for registrations canceled after the conference begins.

Substitutions: Substitutions require an additional processing fee of \$25. To make a substitution, you must: (a) Submit a written notice of cancellation indicating a request to transfer payment; (b) Submit a new registration form. No on-site substitutions are allowed.

Register online, by mail or by fax: On-line registration is available at http://ecom.ncsl.org/public/registration/mtg_reg.htm?mtg=lr09. Registrations can also be faxed to (303) 364-7811. Mail your completed registration form with payment to NCSL Registration, 7700 East First Place, Denver, CO 80230. Mailed and faxed forms will not be confirmed by phone.

HOTEL RESERVATIONS

Each attendee is responsible for making his or her hotel and travel arrangements. NCSL is not contracting a block of rooms at a specific hotel this year, but highly recommends that attendees make reservations at the Embassy Suites St. Paul – Downtown, located at 175 East 10th Street, (651) 224-5400. The Embassy Suites is near the State Capitol, where seminar sessions will be held. Currently, room rates start at \$111.75/night. The suites, come with accompanying living rooms, and include a king-size bed or two double beds, and a sofa bed sleeper. Complimentary cooked-to-order breakfasts are available every morning. To make reservations, a major credit card guarantee may be required. Since NCSL is not holding a block of rooms, reservations should be made as soon as possible to guarantee a room at an affordable rate. Visit the [Embassy Suites Website](#) for more information about the different accommodations offered.

TRAVEL

NCSL Discount Airfare. Please book your flight through Andavo Travel, NCSL's official travel headquarters, by calling (800) 825-3283, or (303) 694-4344. Andavo Travel maintains a 24-hour, toll-free line for changes and emergencies.

Airport and Ground Transportation. The hotel offers shuttle service for \$25 to and from the Minneapolis/St. Paul International Airport. The shuttle service operates daily and you will need to call the hotel when you arrive at the airport to arrange a pick up. The shuttle departs the hotel every hour to return to the airport; no reservations are needed. One-way cab fare from the airport is \$30 to \$35.

ADDITIONAL INFORMATION

For further information or questions about the LRL 2009 Professional Development Seminar, please contact Heather Morton at (303) 364-7700 or heather.morton@ncsl.org.

Casual attire and comfortable shoes are recommended. Please bring a sweater or light jacket, as evenings and meeting rooms may be cool.