

2008 ARMA Great Northwest Region Conference

– Call for Speaker Presentations –

The Great Northwest Region of ARMA International announces its Region Conference to be held in beautiful Portland, Oregon April 7 – 9, 2008.

We invite you to join us as a presenter at the conference. Our conference theme is “**LINKS: Leveraging Information, Networks, and Knowledge Successfully.**” LINKS was chosen to illustrate how records & information management is an integral part of an organization’s well-being and how it is our duty as records professionals to establish, grow and maintain links not only with our customers and organization’s management, but also with our partners in technology services, legal services, and with our vendors and fellow RIM professionals.

The conference goal is to provide our attendees with practical information that they can put to use when they return to their workplaces. Please consider sharing your knowledge and experience in any of the following (or related RIM) areas.

Note: Our intention is to offer the attendees a Beginning or Advanced “Track”; so please indicate which track your presentation will address. Individual session length is expected to be between 75 and 90 minutes.

LINKS to Technology

- Establishing a healthy partnership with IT
- Case studies of successful (or unsuccessful) technology implementations
- Integrating RIM with business applications
- Implementing an electronic record/document management system
- E-mail management policies, procedures and tools
- Enterprise solutions
- Long-term preservation of digital information

LINKS to RIM Customers and Organization’s Management

- Making RIM compliance “do-able” for the average employee
- RIM training techniques
- Making your program more visible in the organization
- Highlighting the business benefits of RIM best practices

LINKS to Compliance Agencies

- How RIM can help your legal department
- Helping your organization comply with:
 - HIPAA
 - SOX
 - Legal retention requirements
- New Federal Rules of Civil Procedure

LINKS to Our Profession and Fellow Professionals

- RIM program standards
- ARMA RIM Competencies project
- Professional certification
- Establishing networks within the workplace

LINKS to The Basics

- Elements of a RIM program
- Creating retention schedules
- Imaging and micrographics
- Establishing a vital records program
- RIM's role in disaster recovery
- Working with upper management

Compensation for Presenters

- Receive complimentary registration for the 2008 Great Northwest Region Conference (including admission to all sessions, proceedings, included meals, vendor show, etc.)
- Any accompanying paper, article, PowerPoint, etc. will be reproduced in the Conference Proceedings, a publication made available in hard copy or electronic formats
- Support for other expenses may be requested with your application

Submit your application using the Presentation Proposal Guidelines below. Send your application as a Word or PDF attachment or, if necessary, hard copy, so it will arrive by Friday, August 17, 2007, to:

Tim Hunt, CRM
Records Analyst
City of Portland
Office of the City Auditor
1221 SW Fourth Ave. Room 140
Portland, OR 97204

Phone: (503) 823-4565
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Presentation Proposal Guidelines

This page can be used as an outline or guide, not necessarily as a form.

DEADLINE FOR RECEIPT OF PROPOSALS: Friday, August 17, 2007

1. Presenter Name: _____
2. Title/Organization: _____
3. Address: _____
4. Telephone: _____
5. E-mail: _____
6. Title of Presentation: _____
7. "LINK" area: _____
8. Track: _____ Beginning Advanced
9. Presentation Description (400 or fewer words):
10. Are others involved in the presentation? Co-Presenters? Panelists? Please explain.
11. Learning objectives – *"Attendees will come away from this session with:"*
 - a. _____
 - b. _____
 - c. _____
 - d. _____
12. Compensation/Reimbursement:
 - a. Identify any type of compensation You as presenter will require in addition to what is described under ***Compensation for Presenters***
 - b. Explain why the additional/alternate compensation is necessary
13. Other information, questions, concerns, etc.:

Email Presentation Proposals to tim.hunt@ci.portland.or.us