

PROGRAM

9:30–10:00 a.m.

Registration

10:00–10:45 a.m.

Reading and Writing Resumes

Even if you have your dream job, resumes are fundamental to keeping up with your professional development. More and more grants are requiring resumes for the personnel involved with the project, and if you are responsible for personnel you need to know what to look for in the resumes of potential new hires. Anne Orange from the USC Career Center will be talking about the reality of resumes.

11:00–12:00 p.m.

The ABC's of HVAC

Join Michael Trinkley from the CHICORA Foundation for a conversation about HVAC controls. Believe it or not, there is a need to become fluent in the mechanical jargon and lingo of HVAC so you can communicate your environmental needs to maintenance staff and technicians.

12:00 p.m.–1:30 p.m.

Lunch & Business Meeting

We'll be voting on new Board Members so be sure to attend this meeting.

1:30–2:30 p.m.

Practical Pointers for Public Speaking

Archivists, no matter how much we might fear it, have to utilize public speaking. From workshops to dealing with researchers, we all have a lot to say so please join Chakisse Newton, owner of Cardinal Consulting, to learn about finding your voice.

2:45–4:00 p.m.

Lessons Learned

Respirators, hammers, creatures and fungus — this panel discussion includes archivists from a variety of backgrounds who will talk about the lessons they've learned along the way.



REMINDERS

SCAA Derrick L. Hart Endowment

The South Carolina Archival Association encourages the education of archival professionals and students. Awards are made available to current SCAA members to attend training and are selected through an application and review process. There is a limit of \$500.00 for any single award. For additional information and an application form please see www.state.sc.us/scdah/hartaward.htm

SC Archives Month October 2008

Don't forget that October is South Carolina Archives Month. There are many events and celebrations planned so check out the website for all the details: scarchivesmonth.palmettohistory.org



Hosted by the
South Carolina Department of
Archives & History
8301 Parklane Road
Columbia, SC 29223
803.896.6112



**SOUTH CAROLINA
ARCHIVAL ASSOCIATION**
8301 PARKLANE ROAD
COLUMBIA, SC 29223

Registration for SCAA Fall Conference

Name: _____ Institution: _____

Address: _____ Telephone: _____

EMail: _____

Registration Fees (lunch and refreshments included).

Early registration (deadline September 30, 2008): Member \$35 Non-Member \$50
(includes 2009 membership)

On-site registration: SCAA Member \$45 Non-Member \$60

Amount enclosed: \$ _____

Send completed form with check payable to the South Carolina Archival Association to:

SCAA/c/o James Cross/Clemson University Libraries/Special Collections Unit-STI
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