

Registration Packet
Insert Guidelines
HISTORY OF SCIENCE SOCIETY MEETING
3-6 NOVEMBER 2011
CLEVELAND, OHIO

Thank you for participating in the History of Science Society 2011 Annual Meeting to be held at the Renaissance Cleveland Hotel in Cleveland, Ohio. If you have any questions please contact the Book Exhibit Coordinator at (574) 631-1194 or info@hssonline.org. The HSS is charging a flat rate of \$400 for inserts to be placed in each delegate packet. We anticipate an attendance of 650 at the HSS meeting, so please plan accordingly. Please contact the HSS office for an order form if you have not yet reserved a space for your packets.

Please read instructions carefully and refer all questions to the HSS office at info@hssonline.org or (574) 631-1194.

Insert instructions:

- 1) You will be responsible for all shipping costs.
- 2) Definition: One insert is defined as a physically and thematically connected document consisting of no more than three (3) sheets of paper or no thicker than a credit card. All sheets must be held together with a staple. No paper clips, please. Brochures and small booklets no thicker than a credit card are allowed. Please contact the HSS office if you have any questions about the eligibility of your proposed insert.
- 3) All materials sent will become the property of the History of Science Society. Any materials in excess of what is needed for delegate registration packets will be put out for display and leftovers will be disposed of at the conclusion of the meeting. Nothing will be returned.
- 4) Shipping: To ensure that all registered delegates will receive your insert(s), please send 650 copies to the address below so that they arrive no later than Monday, 24 October 2011. Please note that packages are typically routed through Notre Dame's central receiving system. This can add an extra day to the delivery time. It also means that a box may be delivered a day after it is listed as "delivered" on its tracking. Please plan accordingly and ship early to allow for this extra delivery time. Please write "Registration Packet Inserts" on the box or envelope.

Please send to:

Executive Office
History of Science Society
440 Geddes Hall
University of Notre Dame
Notre Dame, IN 46556
USA

If a printing company is sending the inserts on your behalf, please make sure that they include the name of the publisher purchasing the inserts. Please note that we will not return extra copies of inserts.