

Registration Packet
Insert Guidelines
HSS/PSA MEETING
15-18 NOVEMBER 2012
SAN DIEGO, CALIFORNIA

Thank you for participating in the HSS/PSA 2012 Joint Meeting to be held at the Sheraton San Diego Hotel and Marina in San Diego, California. 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 \$500 for inserts to be placed in each delegate packet. We anticipate an attendance of 1,100 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 **at least 1,100 copies** to the address below so that they arrive no earlier than Friday, 9 November 2012. Please write "Registration Packet Inserts" on the box or envelope.

Please send to:

Sheraton San Diego Hotel and Marina
1380 Harbor Island Drive
San Diego, CA 92101

Please include on the box:

HSS/PSA Meeting
Hold for Greg Macklem
Delegate Packet Inserts
Box ____ of ____ (if appropriate)

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.