

Registration Packet  
Insert Guidelines  
HSS MEETING  
**21-24 NOVEMBER 2013**  
BOSTON, MASSACHUSETTS

Thank you for participating in the 2013 History of Science Society meeting to be held at the Westin Boston Waterfront Hotel in Boston, Massachusetts. If you have any questions, please contact the Book Exhibit Coordinator at (574) 631-1194 or [info@hsonline.org](mailto:info@hsonline.org). The HSS is charging a flat rate of \$500 for inserts to be placed in each delegate packet. We anticipate an attendance of 850 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@hsonline.org](mailto:info@hsonline.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 850 copies** to the address below so that they arrive no earlier than Saturday, 16 November and no later than Tuesday 19 November 2013. Delegate packets will be assembled on the afternoon of Wednesday, 20 November.

Please send to:

Westin Boston Waterfront Hotel  
425 Summer St.  
Boston, MA 02210

Please include on the box:

HSS 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.