

Registration Packet  
Insert Guidelines  
HISTORY OF SCIENCE SOCIETY ANNUAL MEETING  
**19-22 NOVEMBER 2015**  
**SAN FRANCISCO, CALIFORNIA**

Thank you for participating in the 2015 History of Science Society meeting to be held at the Westin St. Francis Hotel in San Francisco, California. If you have any questions, please contact the Book Exhibit Coordinator at (574) 631-1194 or [info@hssonline.org](mailto: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 800 at the 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](mailto: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 850 copies** to the address below so that they arrive between Friday, 13 November and Wednesday, 18 November. Delegate packets will be assembled on the afternoon of Wednesday, 18 November.

Please send to:

Westin St. Francis Hotel  
335 Powell Street  
San Francisco, CA 94102  
FOR: HSS Meeting, Greg Macklem  
Delegate Packet Inserts  
ATTN: Alberto Lamberti, Event Manager

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.