

Registration

Name _____
Chapter Affiliation _____
Company _____
Address _____

Email _____
Phone _____

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|-------------------------------|--------------|
| Early Bird (Prior to 2/29/12) | Late: |
| ARMA Member \$299 | \$349 |
| Non-ARMA member \$349 | \$399 |
| One Day Conference \$175 | \$175 |

ICRM Post Conference 3/14/12:

CRM Examination Preparation for Parts 1-6
If attending Region Conference \$100
If **not** attending Region Conference \$150

I will be attending the Monday, March 12 dinner at Leku Ona—Basque Family-style Restaurant. **Meal price is \$30.**

YES NO

There will also be a **Welcome Reception** on Sunday, March 11th at the Courtyard by Marriott Hospitality Suite from 6:00—9:00 p.m. Heavy hors d’oeuvres and drinks provided - will you attend?

YES NO

Cancellations after March 1 will result in a processing fee of \$ 25.00

Emergency Contact: _____

Please send your completed registration form and check/money order to:

Tim Hunt
Portland Archives & Records Center
PO Box 9072
Portland, OR 97207

Make payable to:
Great Northwest Region of ARMA

Or to complete your registration online, please visit www.armagreatnorthwest.org



Hotel Reservation Information

Courtyard by Marriott
222 S. Broadway Avenue
Boise, ID

Phone: 208.331.2700

Room Rate: \$92.00 per night

Mention the Great Northwest Region of ARMA Conference for stated pricing.

Courtesy airport shuttle provided

Reservation price good through February 19th.

*Great Northwest Region of ARMA
c/o Tim Hunt, Region Treasurer
Portland Archives and Records Center
PO Box 9072
Portland, OR 97207*



Great Northwest Region
Alaska, Idaho, Oregon, Washington



Great Northwest Region Conference
ARMA International
March 12 & 13, 2012
Boise Idaho

URS Office Complex -
Washington Group Plaza
400 S. Broadway Ave.
Boise, ID

ICRM Post Conference
March 14

- For additional information contact:
- Marc Simpson at msimpso@co.pierce.wa.us
 - Bruce Walters at bruce.walters@urs.com
 - Dave McDermott at idahomcd@yahoo.com

Agenda and Session Summaries

Monday, March 12th: All Tracks together

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|-------------|--|
| 8:00 - 8:45 | Registration and Continental Breakfast |
| 8:45 - 9:15 | Opening of Conference |
| 9:15 – 5:00 | John Isaza, CRM, FAI presents: <ul style="list-style-type: none"> A Trial Lawyer’s Take on the Admission of Electronic Records in Court Effects of the Dodd-Frank Act on RIM Hands-on workshop that takes us through the 7 Steps for Legal Holds of ESI and Other Documents and teaches attendees about Legal Holds and the Effect on Records Management Policies (breaks will be provided at the speaker’s discretion) |

Tuesday, March 13th:

| | TRACK 1 | TRACK 2 |
|--------------|---|---|
| 8:00 –8:30 | Continental Breakfast | Continental Breakfast |
| 8:30 –10:00 | Deb Gearhart, CRM, FAI and Juanita Skillman, CRM, FAI: Reasons for Implementing Records and Information Management Program | John Montana, CRM, FAI: Emerging Law on Social Media |
| 10:00 –10:10 | <i>BREAK</i> | <i>BREAK</i> |
| 10:10 –12:00 | Deb Gearhart, CRM, FAI and Juanita Skillman, CRM, FAI: Records Retention Overview Electronic Records Retention Issues | John Montana, CRM, FAI: Emerging Law on Social Media, Con’t. |
| 12:00 –1:30 | <i>LUNCH</i> | <i>LUNCH</i> |
| 1:30 –2:45 | Dave McDermott, CRM, FAI: Implementing an Email Archiving Solution in the Real World | Robert Dalton, CRM: Document Retention and Destruction of Organizational Records |
| 2:45 –3:15 | <i>BREAK</i> | <i>BREAK</i> |
| 3:15 –5:00 | ALL TRACKS TOGETHER President of ARMA International: Galina Datskovsky, Ph.D, CRM: GARP | |

Wednesday, March 14th: POST CONFERENCE SESSION

CERTIFIED RECORDS MANAGER (CRM) EXAMINATION PREPARATION WORKSHOP

The CRM Examination Preparation Workshop will help candidates prepare for the six tests by identifying the core subject matter to study for each part and to review relevant resources to ensure you develop a successful test taking strategy.

Presenters are:

- Debra Gearhart, CRM, FAI
- Juanita Skillman, CRM, FAI
- David McDermott, CRM, FAI

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|--------------|---|-------------|---------------------------------------|
| 8:00—8:30 | Registration / Networking | | |
| 8:30 – 8:45 | ALL TRACKS TOGETHER Benefits of Being a CRM | | |
| | TRACK 1 | | TRACK 2 |
| 8:45 — 10:00 | Part 1 | 8:45 — 9:45 | Part 6 |
| 10:00—10:15 | Break | 9:45—10:00 | Break |
| 10:15—11:30 | Part 2 | 10:00—11:30 | 40 Point Case Study |
| 11:30—12:00 | Lunch | 11:30—12:00 | Lunch |
| 12:00—1:15 | Part 3 | 12:00—1:00 | Grading Review of 40 Point Case Study |
| 1:15—2:45 | Part 4 | 1:00—3:30 | 60 Point Case Study |
| 2:45—3:00 | Break | 3:30—3:45 | Break |
| 3:00—4:15 | Part 5 | 3:45—4:45 | Grading Review of 60 Point Case Study |
| 4:15—4:45 | Demystifying the Application | | |
| 4:45—5:00 | Wrap up, Certificates, Evaluations for each Track | | |

