



WORKSHOP
RESERVATION

June 10-13, 2002
Franklin College

Please return the
completed form by
May 10, 2002

You are invited to attend any or all days of the workshop. The IHSPA will provide food, lodging, and round-trip mileage. If you do not require lodging, please let us know. We can arrange for mileage for each day of travel.

A general schedule will be mailed to you along with housing details and a list of other advisers who will be on campus this week.

You may set your own hours for work, although some campus resources may be available only at certain times. **Space in the Shirk Hall computer lab will be very limited Thursday afternoon and evening.**

Please make a copy of the completed form for your records and mail the original to:

IHSPA
Shirk Hall
501 E. Monroe
Franklin College
Franklin, IN 46131

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail: _____ FAX: _____

School: _____ Today's Date: _____

I plan to attend the workshop on the following dates (check all that apply):
Meals will be provided for each day checked, except no dinner on Thursday.

- ALL WEEK, June 10-13 Monday, June 10 Tuesday, June 11
 Wednesday, June 12 Thursday, June 13

CHECK ONE: I DO need housing I DO NOT need housing

REQUESTED RESOURCES (Check all that apply):

Please note that we will do our best to coordinate resources and professional contacts in a timely manner during the week. However, some facilities and/or resources may not be available at all times.

Word processing and printing (color and black & white) will be available to everyone. Lab computers are Compaq PCs, although a few MACs may be available. You may want to bring your own computer, especially if you have specialized or unique software. Office supplies, telephones and a FAX machine will be available in Shirk Hall. Basic lab instruction will be available each day. Specific help in using software programs may be limited to available on-site personnel. A basic course in web page design can be arranged if enough people are interested.

- Pagemaker software Web Page software PowerPoint software
 Illustration software Scanner Photoshop
 35mm Film Film Processing Digital Camera
 Zip Disks (MAC PC) Floppy Disks (MAC PC)
 I would be interested in a basic course in web page design.

List any other resources that you need us to provide during the week. We will try to have these ready upon your arrival. Be sure to list specific sizes, colors, and quantities as needed. If more space is needed, attach request to this form.
Item: _____ Quantity: _____

_____	_____
_____	_____
_____	_____
_____	_____

If you need assistance in locating professional contacts or resources, list these needs below. We will try to help you find contact information.
