

WEST

Information Publishing Group

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RUTH E. STANOCH
*Vice-President,
Corporate Communications*

February 28, 1997

I am pleased to invite you to the tenth annual Editor Exchange, which will be held April 3-5, 1997 at the Hilton Beach and Tennis Resort in San Diego. Registration information is enclosed.

For those of you not familiar with the conference, the Editor Exchange provides a forum for editors and legal writers from bar associations and private publishing ventures to discuss issues concerning their publications and legal publishing in general. Breakout and general sessions, led by experts in a chosen field, are designed to highlight practical and innovative ideas to take back to your publications while providing an opportunity to network with editors and writers from around the country.

Please read the enclosed Registration Notes for important information about new policies for the conference. We are asking that participants extend their stay in San Diego through Saturday night; in exchange, West Group will cover airfare, meal and hotel room and tax expenses. You will be responsible for all other incidental room charges. If you choose not to stay through Saturday, you will be responsible for the cost of your airfare. Additional policy information is attached, as well as details on scheduling your flight.

If you are able to attend the 1997 Editor Exchange, please complete the attached registration and biography forms and survey, and return them by March 11, 1997. Due to space limitations, we can only register the first 80 editors who respond, so please return your forms as soon as possible. First time attendees should submit a short "biography" and a photo of yourself (black and white or color). For alumni, your current photo and biography will be used unless we receive new copies.

As we receive your registration materials (and photo), we will send a confirmation letter and additional information on the conference. While I always welcome your calls, I've asked Jennifer Moire, 1-800-778-8090 ext. 74064 and Lynne Olson ext. 74015 to be your day-to-day contacts for the conference.

I look forward to seeing you in San Diego.

Sincerely,



Ruth E. Stanoch
Vice President
West Group Corporate Communications

P.S. You can also register for the Editor Exchange online. Point your web browser to the new Editor Exchange 1997 home page at [http://\[redacted\]](http://[redacted]) (insert the username edexchange97 and the password [redacted]).

To help us best meet your conference needs,
please answer the following questions

NAME: _____

1. Indicate your employer: (please mark all that apply)

Bar Association _____ Freelance Writer _____
Private Publisher _____ Other (please specify) _____

2. Does your employer have a web site? YES _____ NO _____

If yes, please list the web site address: _____

3. (a) Do you use the Internet for:

(b) For those marked yes, how frequently do you use the Internet for:

	YES	NO	daily	weekly	2/week	monthly	<monthly
Email	_____	_____	_____	_____	_____	_____	_____
WWW Browsing	_____	_____	_____	_____	_____	_____	_____
Legal research/ to retrieve case law	_____	_____	_____	_____	_____	_____	_____
Retrieve information on law firms/companies	_____	_____	_____	_____	_____	_____	_____
Discussion forums (listservs, newsgroups)	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____

4. What research tools do you currently use to do your work:

Online research _____ please specify: _____
CD-ROM _____
Internet _____
Books _____
Other _____

5. What other research or office tools would you find useful to do your work?

* We reserved a limited number of seats for the game. In order to accommodate everyone, we must know in advance the number of people attending the game.

If you do not sign up for the game, West will reimburse you for dinner on Saturday night up to \$30.00 (See Registration Notes on submitting expenses).

9. Do you plan on attending the buffet lunch offered on Saturday, April 5?
YES ___ NO ___

10. You will have a choice of four entrees for the opening dinner on Thursday, April 3 at the Mission Room in La Jolla, California. Please mark your selection in the appropriate box:

- ___ N.Y. Strip Steak with Jalapeno
- ___ Chicken Gabrielle
- ___ Grilled Swordfish with Exotic Fruit Relish
- ___ Vegetarian Entree

Thank You

**Tenth Annual Editor Exchange (1997)
Registration Form**

Mail or Fax to: Lynne Olson, West Group, 610 Opperman Drive, D5-42, Eagan, MN 55123
Fax: 612/687-5388

**REGISTER ONLINE: <http://edexchange97.westpub.com>
** Registration Deadline is March 11, 1997****

Please read the attached Registration Notes for important information before completing this form

Attendee Name: _____

Name as you would like it to appear on your name tag: _____

Publication Name: _____

Street Address: _____

City, State & Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Attendee Status

- I would like to pay the optional, voluntary \$300 registration fee to cover conference expenses.
(Checks should be submitted at registration and made payable to West Group.)
- I am a First Time Attendee, and I have enclosed a photograph and short biography.
- I am an Alumni Attendee, you may use my photograph and biography from a past meeting.
- I am an Alumni Attendee, and I have enclosed a new photograph and biography.

Travel

Please contact American Express Travel at 800/441-5592 to make your travel arrangements.
We are asking participants to extend their stay through Saturday night. In exchange, West Group will cover your airfare, meal and hotel room and tax expenses. If you choose not to extend your stay through Saturday, you will be responsible for the cost of your airfare.

Arrival date & time: Please arrive in time to attend the Opening Reception on Thursday, April 3. We have arranged a shuttle to pick up attendees at the hotel at 5:30 p.m. for the drive to the Opening Reception and Dinner.

Departure date & time: The final session at Editor Exchange will conclude at 10:30 a.m. on Saturday, April 5. For interested attendees, we are offering optional technology sessions from 10:30 a.m. to 12:00 p.m. Please schedule your return flights accordingly.

Hotel

Your hotel room will be booked for:
Thursday (4/3/97); Friday (4/4/97); and Saturday (4/5/97) unless otherwise noted.

I will need a hotel reservation for: non-smoking smoking
 I plan to arrive early or extend my visit. I will need hotel reservations for these
night(s) _____. I understand that extended stays are subject to availability and that I am
responsible for my bill prior to or beyond the conference dates.

Meals

Special dietary requirements as indicated: (Vegetarians - Please specify restrictions)

Any Other Special Requirements: _____

** Registration Deadline is March 11, 1997**

REGISTRATION NOTES

PLEASE NOTE CONFERENCE POLICY CHANGES OUTLINED BELOW

CONFERENCE SITE:

San Diego Hilton Beach & Tennis Resort
1775 East Mission Bay Drive
San Diego, CA 92109
Telephone: 619/728-4010

TRAVEL EXPENSES

We are asking that conference participants extend their stay in San Diego through Saturday night, April 5. In exchange, West Group will cover your airfare expenses. If you choose not to extend your stay through Saturday, you will be responsible for the cost of your airfare.

HOTEL EXPENSES

West will cover hotel room and tax expenses for the conference dates, including Saturday night. All other hotel expenses will be the responsibility of the attendee and will be payable upon check-out from the hotel. Attendees will be asked for a credit card when they check in at the hotel.

INCIDENTAL EXPENSES

Transportation

West will reimburse attendees for transportation expenses to and from the conference. You will receive an expense form with your conference materials. The completed form should be submitted, along with receipts, for reimbursement. Additional information will be provided at the conference.

Meals

All meals will be provided during the conference. Because we are asking you to extend your stay through Saturday, West will reimburse you for your dinner on Saturday, and breakfast on Sunday, up to a total of \$30 for both meals. For participants attending the Padres game on Saturday night, West will reimburse you up to \$10 for breakfast on Sunday, April 6. Expense information should be included on the expense form along with receipts.

ATTIRE

Dress for the conference is "business casual." We are planning to hold one of the dinners "under the stars" at Mission Bay, and dress will be informal for this gathering. San Diego has a Mediterranean climate, with high temperatures in the 60s or 70s.

PUBLICATION SAMPLES

Attendees are asked to mail (five copies) of their publication to West. Please send them to Lynne Olson at the attached address. The publications you mail are displayed on tables throughout the conference, and should be publications other attendees can take home as samples. Most people send publications which feature their best work or reflect a goal they have accomplished in the past year.

****Registration Deadline is March 11, 1997****