ACM History Committee
Call for Participation
Workshop on ACM History, 21-22 May 2014

The Association for Computing Machinery, founded in 1947, is the oldest and largest educational and scientific society dedicated to the computing profession, and today has more than 100,000 members around the world. The ACM History Committee is sponsoring a two-day archiving workshop to help diffuse knowledge of professional archival practices into ACM's membership and others with an active interest in preserving our computer heritage.

Applications are invited to a **two-day archiving workshop**, to be held 21-22 May 2014 at the Charles Babbage Institute (CBI) in Minneapolis, Minnesota. For each successful application, one person's expenses for workshop travel, lodging, and meals will be paid by the ACM History Committee.

A 'hands-on' and 'brain-on' experience:

Who should attend? ACM members and others who are planning or actually doing archival projects. The audience is people who are *creating* archives, or thinking about doing so; this workshop is not focused on researchers who are mainly using archives. The workshop should be of special interest to ACM officers and staff, SIG leaders, historically minded ACM members, and others working on computer history archiving projects. Priority will be given to ACM members and members of other national computer societies affiliated to the ACM, but sufficient places have been reserved for non-affiliated individuals who are actively engaged in preserving computer history.

Workshop activities include: [a] presentations on basic archiving processes and principles (paper and digital), including identification, priorities, assessment, and processing; privacy and legal issues; preparation and use of finding guides; archival file formats; archival use and project goals; and preparing for public deposit; [b] hands-on individual exploration of CBI holdings, including ACM records < http://purl.umn.edu/51982>; [c] short presentations on each attendee's archiving project/plans, with group discussion; [d] CBI archival cavern tour; [e] ample networking time, including lunches and workshop dinner. Participants will leave with a "tool kit" of practical, useful procedures as well as insight into professional archiving practices.

Small workshop format to permit maximum hands-on character and personal interaction: 20-25 maximum attendees.

The ACM History Committee will fund accepted invitees (travel, hotel, meals). Applicants should send a 2-page CV as well as a 250-word project description that [a] explains the significance of the proposed archiving project and its importance; [b] describes the archiving project's raw materials including types of images, documents, reports, publications (including format of digital materials); and [c] affirms your willingness to make a short presentation to the workshop and participate fully in its two-day agenda.

Project proposals are due by **15 January 2014**. Proposals should be submitted as a single pdf-format document to <history-webmaster@acm.org>. Notification of project acceptance will be made within eight weeks. (Questions about the workshop or requests for clarification may be directed, at any time, to <history-webmaster@acm .org>.