



Thank you for registering for the International Conference of Indigenous Archives, Libraries, and Museums scheduled for October 8-11 at the Mystic Lake Center in Prior Lake, Minnesota.

This message is to provide you with important information concerning your participation at the conference, as well as useful information that will ensure you have the best possible experience. Items appear in alphabetical order:

- Airport Transportation:** Travel time to Mystic Lake from the MSP International Airport is approximately one hour. ATALM conference attendees are eligible to receive free shuttle service at certain times. To learn more about the service and secure a seat, follow this link: <http://atalm.formstack.com/forms/2018transportation> **NOTE: THE DEADLINE TO REQUEST TRANSPORTATION WAS SEPTEMBER 20, BUT THE FORM WILL STAY OPEN UNTIL 5 PM, OCTOBER 2.** If you DO NOT have a reservation, you are welcome to take the shuttle on a space-available basis. Directions for meeting the shuttle may be found on the transportation link provided above. If you choose not to take the shuttle provided, at your expense, ground transportation options are available, including taxi, Uber, Lyft, Super Shuttle, car rental and public transportation. Information may be found at <https://www.mspairport.com/ground-transportation>
- Attire:** The conference is a casual, comfortable event. Be sure to wear comfortable shoes and bring a light jacket as the meeting rooms can sometimes be on the chilly side.
- Attractions:** To learn more about cultural attractions, visit the ATALM website or follow this link: <http://www.atalm.org/node/388>
- Beadwork Maker Space:** Master beadwork artist Chester Cowen is providing hands-on instructions for beading name badges. Complimentary beads and materials are provided by ATALM. Beading station is located in the Waconia Ballroom/Exhibit Hall and times are from 2-4 p.m. on Tuesday, Wednesday, and Thursday.
- Book Signings:** Authors Walter Echo-Hawk, Clyde Bellecourt, Anton Treuer, and others will be signing books in the Exhibit Hall during exhibit hours. Books will be available for purchase at the conference or you may bring copies with you.
- Conference Facilities:** All activities take place in the Mystic Lake Center which is attached to the hotel. Meeting rooms are on two floors. All labs take place on the upper level. Breakfast and breaks are served in the Exhibit Hall/Waconia Ballroom. The Opening Ceremony, all lunches, and the Closing Ceremony take place in the Minnetonka Ballroom.
- Emergency Contact Information:** In the event of an emergency, you may phone these 405-401-9657 (Melissa Brodt) or 405-401-8293 (Susan Feller). Again, these numbers are for emergencies only.
- Events:** While preconferences and evening events are at capacity, if there is an event you wish to attend, please check with the Registration Desk about cancellations. You may also “stand by” for events by being at the bus at least 10 minutes before departure. If seats are available, you may go. If payment is required, a form will be provided to you. Tickets must be presented when getting on the bus or at the door of the event.
- Guests:** Guests must register and pay for events. Guests may not attend sessions or participate in any event for which they do not hold a ticket. Please check with the Registration Desk for Guest Tickets.
- Host Hotel Address:** Mystic Lake Casino and Hotel; 2400 Mystic Lake Blvd; Prior Lake, MN Tel: 800-548-8536. Note: <http://www.mysticlakecenter.com/hotel/>
- Hotel Amenities:** The hotel has 766 rooms and is a sprawling place. If you have difficulty walking, ask to have a room as close to the conference center as possible. Each room has a refrigerator, Keurig coffee maker, complimentary Wi-Fi, and access to complimentary valet parking, an indoor pool, and the state-of-

the-art Dakotah! Sport and Fitness facility. There is also an 18-hole championship golf course, a fabulous spa, and complimentary shuttle to the Mall of America.

12. **Job Opportunity/Professional Development Announcements:** ATALM has provided an area at Booth 14 in the Exhibit Hall if you have announcements to post.
13. **Meals:** If requested when registering, you will receive tickets for two breakfasts and two luncheons. Tickets must be presented for each meal, once at the door and then once to your server. You don't have to provide the ticket to the server, just make sure it is clearly visible next to your plate. Please note that the conference is at capacity and there is no room to bring extra guests. Every seat in the ballroom has been assigned to a conference attendee.
14. **Meal Requests for Dietary Restrictions:** If you requested a special meal, you will have extra tickets in your name badge specifying your request. Please provide this to your server. This applies to lunches only. All breakfasts are served buffet-style with a variety of options.
15. **Messages:** If you need to get a message to someone or have general announcements, please use the space provided at the ATALM Resource Table/Job Opportunities Booth 14 in the Exhibit Hall.
16. **Meals for Preconference Workshops and Tours:** Lunch is provided. If you are attending a workshop at the hotel, you will find a voucher to have lunch at the Mystic Buffet. If you are on a tour, box lunches will be provided. You may bring food and beverages into the meeting rooms and on the buses.
17. **Parking:** All parking is complimentary, including valet.
18. **Photographs and Updates on Social Media:** People enjoy seeing photographs posted by conference attendees on social media. Use the hashtag **#ATALM2018**.
19. **Program Book and Schedule at a Glance:** Copies will be available for you at the conference, but you may download an advance copy at www.atalm.org (<http://www.atalm.org/>)
20. **Program Changes:** Changes to the program will be posted on the signs adjacent to each room.
21. **Raffle Prizes:** Thanks to the generosity of exhibitors, great prizes will be given away in the Exhibit Hall during each of the three breaks. Descriptions of the prizes may be found next to the Exhibitor Name (pages 44-48 of the program book). You will receive 10 raffle tickets to deposit in the fishbowls of the prizes you wish to win. Prizes may be found at the various exhibit booths. You may enter as many times as you wish for the prize of your choice, but you must be present to win. The **GRAND PRIZE** is *The North American Indian – The Complete Reference Edition*, a set of 20 illustrated volumes, along with four portfolios. This prize, valued at \$6,500, is provided by Cardozo Fine Art and will be raffled at the Closing Ceremony. Cardozo will ship the books to the winner.
22. **Registration Desk:** The registration desk is located at the entrance to the conference center. Hours are published in the program book, but they are typically from 7:30 a.m. to 5:30 p.m. The registration desk is the central hub for many activities and should be your go-to place for information, lost and found, first aid, etc.
23. **Registration Packet:** On checking in, you will receive a wallet-style name badge, a tote bag, the program book, various handouts, and conference bling (Thank you, Sponsors!). Before leaving the registration desk, please confirm that you have the right tickets. Registration Desk staff can look up your ticket information, if needed.
24. **Resource Table:** If you have information you wish to share with conference attendees, a resource table is available at Booth 14 in the Exhibit Hall. Free catalogs and other items will be available at the Resource Table as well.
25. **Table Numbers:** All tables in both ballrooms have numbers. These numbers are meant to help you find each other, i.e., you can text your friends to say "I'm at Table 18."
26. **Volunteers:** If you have signed up to volunteer, please check in at the Registration Desk to sign in. If you are helping with conference prep, you may find us in Owatonna 1 & 2 at the conference center starting on Saturday from 9 to 5.
27. **Weather:** According to the 10-day forecast, the weather will be around 60 during the day and colder at night. Scattered showers may take place on Monday and Tuesday, so bring rain gear/umbrellas if you are going on the tours. To check the weather as the dates get closer, follow [this link](#):

<https://www.accuweather.com/en/us/prior-lake-mn/55372/daily-weather-forecast/2247938?day=6>

28. **Wi-Fi:** Complimentary Wi-Fi is available throughout the hotel and in sleeping rooms. For conference attendees, the dedicated Wi-Fi in the meeting space is on the **Wi-communicate1** network. User name is **ATALM2018** and the password is **mystic**.

Thank you for the investment you have made to attend this event. We have made every attempt to ensure that it is worthy of your time.

Please travel safely. We look forward to seeing you at the conference! The 2018 National Planning Council