Managing and archiving records in the digital era: the same discipline or a difficult partnership of two different professions?

Bern, Swiss Federal Archives, 25-26 October 2004

Information No. 2 for Participants

Venue

The Workshop will take place at the conference hall of the Swiss Federal Archives (Schweizerisches Bundesarchiv; www.bundesarchiv.ch) in Bern. The Archives can be reached by bus number 19 from the main station (direction: Elfenau, station: Aegertenstrasse). See http://www.bundesarchiv.ch/webserver-static/docs/e/situationsplan.pdf for a map.

Timetable

<table>
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<th>Monday, 25th of October</th>
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<tr>
<td>09:00 Welcome and Introduction</td>
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<tr>
<td>09.15 (1) Paper Bruno Delmas, commentary by Eric Ketelaar</td>
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<td>10.00 Coffee break</td>
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<td>10.15 (2) Paper Wendy Duff, commentary by Barbara Reed</td>
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<td>11.00 (3) Paper Maria Guercio, commentary by ...</td>
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<td>11.45 (4) Paper Eric Ketelaar, commentary by Michael Moss</td>
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<td>12.30 Lunch break</td>
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<td>13.30 (5) Paper Angelika Menne-Haritz, commentary by Meg Sweet</td>
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<td>14.15 (6) Paper Michael Moss, commentary by Angelika Menne-Haritz</td>
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<td>15.00 Coffee break</td>
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<td>15.15 (7) Paper Alan Murdock, commentary by Wendy Duff</td>
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<td>16.00 End of first day</td>
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<td>17:00 – 19:00 Public Session with presentations by Seamus Ross and Ken Thibodeau</td>
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<td>20:00 Dinner</td>
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<th>Tuesday, 26th of October</th>
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<tr>
<td>09:00 (8) Paper Barbara Reed, commentary by Helen Tibbo</td>
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<td>09.45 (9) Paper Elizabeth Shepherd, commentary by ...</td>
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<td>10.30 Coffee break</td>
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<td>11.00 (10) Paper Meg Sweet, commentary by Bruno Delmas</td>
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<td>11.45 (11) Paper Helen Tibbo, commentary by Alan Murdock</td>
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<tr>
<td>12.30 Lunch break</td>
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<tr>
<td>13.30 - 17.00 Summary and synthesis of the workshop; prospects of further thinking</td>
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<td>20:00 Dinner</td>
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Sessions
Invited experts will have 15 minutes to present the main thesis of their written papers. Time for commentaries will be 5 minutes and for discussion of each paper 20 minutes.

Equipment of the conference room
A data projector and overhead projector will be available for use, as well as a computer with access to the Internet. Please notify us if you need any additional equipment.

Travel
Please keep your travel tickets (boarding passes, train tickets) for reimbursement purposes.

How to reach Bern
By plane
Bern Airport ([www.alpar.ch](http://www.alpar.ch), German-only website) features only a small number of direct European flights and transfer connections through Basel, Zurich, and other airports. In most cases it may be more convenient to fly to Zurich ([www.unique.ch](http://www.unique.ch)), Basel ([www.euroairport.ch](http://www.euroairport.ch)), or Geneva ([www.qva.ch](http://www.qva.ch)), and to reach Bern by train from there. Zurich and Geneva offer very convenient changes at their respective airport railway stations; the journey will take 90 (Zurich) or 120 minutes (Geneva). EuroAirport Basel has frequent bus connections to Basel main station, from where the train to Bern takes approximately one hour. Train tickets are available at vending machines and counters at the stations; timetable info at [www.rail.ch](http://www.rail.ch). (There is a possibility to have your luggage checked through to Bern directly, see [www.sbb.ch/pv/fly_e.htm](http://www.sbb.ch/pv/fly_e.htm).)

By train
Participants from neighbouring countries may consider travelling to Bern by train. There are convenient connections from most countries to Bern main station. For timetable information look at [www.rail.ch](http://www.rail.ch).

Accommodation
All reservations have been made with the Hotel Kreuz
Zeughausgasse 39/41, Berne
Phone ++41 (0)31 329 95 95
[http://www.hotelkreuz-bern.ch/](http://www.hotelkreuz-bern.ch/)

The Hotel Kreuz is located in the historic city centre of Bern and is within walking distance of both the train station and the Federal Archives. Taxis and buses are available at the station.
Participants
Invited experts:
  Bruno Delmas
  Wendy Duff
  Christoph Graf
  Eric Ketelaar
  Angelika Menne-Haritz
  Michael Moss
  Alan Murdock
  Barbara Reed
  Elizabeth Shepherd
  Meg Sweet
  Ken Thibodeau
  Helen Tibbo

ERPANET Team:
  Seamus Ross
  Niklaus Bütkofer
  Mariella Guercio
  Hans Hofman
  Joy Davidson
  Georg Büchler
  Pete McKinney

The list may be completed with one or two experts and two or three participants from the hosting Swiss Federal Archives.

Further Information
Should you have any further questions, please, don’t hesitate to contact either
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*If you have any troubles you can call Niklaus on his mobile phone:*
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20.10.2004