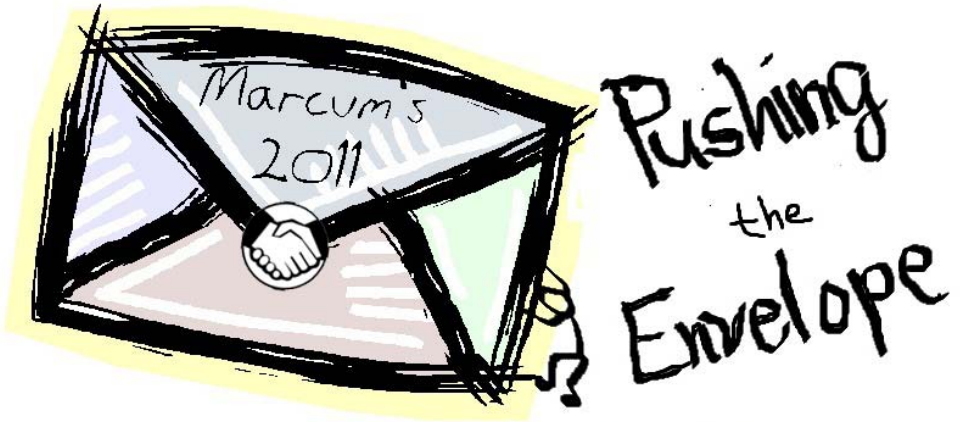


Middle Atlantic Region of College and University Mail Services
"Success Through Teamwork"



12th Annual CONFERENCE
November 3 & 4, 2011





MARCUMS 2011 Conference

Don't miss the 12th annual MARCUMS Conference! This year's conference will be hosted by Dickinson College located in Carlisle, Pennsylvania. We encourage all regional college and university mail service employees to attend this conference, and welcome those not in our region to attend and share your mailing knowledge and needs.

The theme for this year's conference is **"Pushing the Envelope"**. Besides the incoming and outgoing envelopes that are processed everyday, we have many envelopes of a different nature that must be improved by keeping up to date on mail knowledge, and fine tuned to meet the needs of each mail facility. Vendors will be on site to share information on their mailing equipment and supplies. Speakers will be presenting on their expertise to inspire and hopefully help you improve and make your mail center recognized for its value to offices and departments on your campus. Learn different procedures and services from your peers that work in their mail areas, and last but certainly not least, create lasting friendships. Help all of us to "Push the Envelope" by sharing your expertise and experiences in your mailing world. See you at the conference.

CONFERENCE REGISTRATION INFORMATION

To register, please complete the registration form and send it along with your check made payable to: MARCUMS—Tax ID #232966246
c/o Liz Delany - Printing & Mailing Services
Drexel University
3330 Market Street
Philadelphia PA 19104

CONFERENCE REGISTRATION FEES

EARLY REGISTRATION

(Submitted by Friday, October 7, 2011)

MARCUMS Member	\$125
Including Annual Dues	\$165
Non-Members	\$175

ON-SITE REGISTRATION

MARCUMS Member	\$150
Including Annual Dues	\$190
Non-Members	\$200

Registration Fees include all sessions, program materials and all meals.

MARCUMS members may bring a member of their staff at designated conference fee, without paying an additional membership fee.

REFUNDS: Requests for refunds will be honored only if the Treasurer of MARCUMS receives notification on or before October 7, 2011. There is a \$25 administration fee for all cancellations.

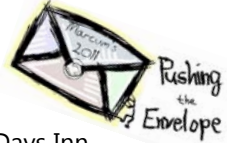
DRESS: Casual dress **SMOKING:** Dickinson College is a smoke free campus.

EXCHANGE GIFT: Bring an exchange gift (T-shirt, mug, towel, etc.) to swap.

CONFERENCE SCHEDULE

Wednesday, November 2

- 6:30 pm The MARCUMS board will be going to dinner and would love for you to join us (at your expense). Please let Dee Cohick cohick@dickinson.edu know if you want to socialize with us.
- 8:00 pm Board Meeting



Thursday, November 3

- 7:00 am Vendor setup
- 8:00 am Van will pick up attendees at the Days Inn
- 8:00—9:00 am Registration
- 8:00 - 4:00 pm Vendors Room
- 9:00-10:00 am **Welcome and Introduction of Vendors**
- 10:00 - 10:45 am Starting to **"Push the Envelope"** "
- 10:45 - 11:15 am Break and Vendors
- 11:15 - 12:00 am **Session One** - "State of the Business"
Presenter: Kevin McAdams, Regional Manager of the Harrisburg Post Office
- 12:00 - 1:30 pm Lunch - Vendors
- 1:30—2:30 pm **Session Two** - "Concept of Variable Date and QR Codes"
Presenter: Liz Delany, Drexel University
- 2:30 - 3:00 pm Break and vendors
- 3:00 - 4:00 pm **Session Three:** "Crucial Conversations: Tools for Talking When Stakes Are High"
Presenter: Steve Riccio, Dickinson College
- 4:00—4:45 pm Vendors and Prize Drawings
- 6:00 - 6:30 pm Reception
- 6:30 - 7:30 pm Dinner
- 7:30 pm Priority Systems - Dinner Sponsor
- 7:45 pm Conference Business Meeting

Friday, November 4

- 9:00 - 10:00 am Breakfast
- 10:00 - 11:45 am **Session Four** - "Outsourcing"
Presenter: Peggy Smith, Washington University in St. Louis
- 11:45 - 12:00 noon Break
- 12 noon Lunch
- 1:00 - ??? **Session Five** - "Roundtable discussions"
You pick the topics...
Tour of Dickinson Mail Center

“SWAP” A GIFT FROM YOUR COLLEGE

Bring a gift from your college in order to exchange it for another college gift.

It can be a T-shirt, bank, pen, notebook or whatever.

Use your imagination!

How it works: You must bring a gift. At the registration table you will hand in your gift and a card will be put in a grab bag with your name on it. This card will be drawn at some event during the conference. If you want to give a piece of clothing, hand in a card with the articles name. When it is drawn, the person can give you their size and you can send it to them.

CONFERENCE LOCATION/LODGING

The Conference will be held at Dickinson College in the Holland Union Building (HUB) on College Street between High Street and Louthier Street in Carlisle, PA. Our activities will take place in the Social Hall located on the right after the Info Desk as you come in the main entrance of the building.

LODGING

MARCUMS has a block of rooms with the **Days Inn**. To get the discount, mention MARCUMS when you make your reservations. All reservations must be made before October 7, 2011 in order to get the discount.

Days Inn - Carlisle - .7 mile from campus

101 Alexander Spring Road, Exit 45 off I-81

(turn left, go two lights and turn right on Alexander Spring Road. Days Inn will be on the left)
Carlisle, PA 17013

1-888-606-7447 or 717-258 - 4147

www.carlislelodging.com

\$62 per night, double occupancy - \$15 ea. additional per person

Check in: 2:00 p.m - Check out: 11:00 a.m.

Hot continental breakfast included

Other motels/hotels in the Carlisle Area are:

Comfort Suites - 717-960-1000

(Downtown Carlisle, 3 blocks from the College)

Country Inn Suites 717-541-4900

1529 Commerce Avenue, Carlisle, PA

Fairfield Inn & Suites 717-243-2080

1528 Commerce Avenue, Carlisle, PA








Middle Atlantic Region of College and University Mail Services

"Success Through Teamwork" since 1998

2010-2011 Membership Drive

MARCUMS OBJECTIVES

-  To advance your professional capabilities.
-  To provide the exchange of information relating to products, techniques, and innovations in mail services.
-  To promote development/education for designated members.
-  To provide a forum for the discussion of operating problems relating to postal management and environment.
-  To provide a listserv for MARCUMS, (hosted by Dickinson College). ***'MARCUMS-L@lists.dickinson.edu'***

MARCUMS consists of a broad and diverse membership achieving our common goal of advancing the professionalism of our members in mail management and related activities. For an annual membership fee of \$40.00 per individual membership or \$60.00 for an Institutional Membership (up to 4 members), you can be an active participant in this vibrant and exciting organization.

MARCUMS seeks active members who are employees of Colleges, Universities, Institutions and any other as recommended by the Board and approved by the membership. Members in MARCUMS shall be persons performing duties relating to mail services.

Enhance your professional environment by becoming a MARCUMS member. To gain networking, peer support, consulting, group support, professional experience and advice, **join now**.

Please complete the application and mail your dues today. Dues must be paid by October 7 to take advantage of "Members" Conference registration fees. For more information about membership in MARCUMS you can contact:

Brenda Mull - Membership Committee Chairperson
Email: mullb@susqu.edu or 570-372-4105

MARCUMS
APPLICATION FOR MEMBERSHIP
July 1, 2011—June 30, 2012

Name: _____

Position/Title: _____

Institution: _____

Street Address 1: _____

Street Address 2: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax Number: _____

E-mail Address: _____

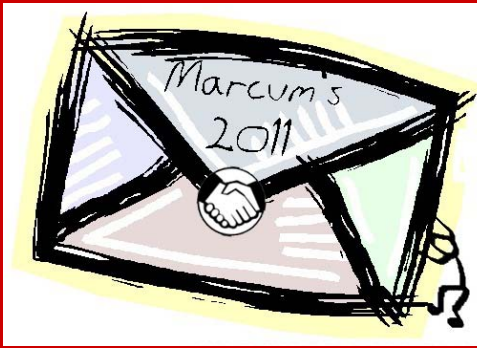
Annual membership fee: \$40.00 (individual)
\$60.00 (institutional—up to 4 members)
Make all checks payable to: MARCUMS

For your convenience, MARCUMS is using NACUMS' credit card processing service. If you want to use a credit card to pay, go through the NACUMS web site, <http://www.nacums.org>. Because of handling fees, the cost will be: \$45.00 (individual) \$65.00 (institutional—includes your membership plus 3 others)

Send dues and membership information
for all intended members to:



MARCUMS
C/O Liz Delany—Treasurer
Drexel University
Printing & Mailing
3141 Market Street
Philadelphia, PA 19104



2011 CONFERENCE

November 3 & 4, 2011
Dickinson College
Carlisle, Pennsylvania

Attendee Name

College/University

Department Name

City, State & Zip Code

Phone

Email Address

Are you a first time attendee?

Guest (s)

Fees Enclosed?

REGISTRATION

YES NO

YES NO

EARLY REGISTRATION

(Submitted by October 6, 2011)

MARCUMS Member \$125

Including Annual Dues \$165

Additional Member from same
College/University \$100

(Please fill out additional registration
form found at gomarcums.org)

Non-Members \$175

ON-SITE REGISTRATION

MARCUMS Member \$150

Including Annual Dues \$190

Non-Members \$200

Make checks payable to:

MARCUMS—Tax ID

#232966246

Send Registration form and checks to:

MARCUMS c/o Liz Delany

Drexel University

Printing & Mailing Services

3330 Market Street

Philadelphia PA 19104

For more information:

www.GOMARCUMS.org



MARCUMS

“Success Through Teamwork”

Dickinson College
PO Box 1773
Carlisle PA 17013

**MIDDLE ATLANTIC REGION OF
COLLEGE AND UNIVERSITY MAIL SERVICES**

Make plans now to attend the 12th annual MARCUMS conference hosted by Dickinson College, located in Carlisle, PA. The theme for this year’s conference is

“Pushing the Envelope”.

MARCUMS will give you the opportunity to learn tips for mailing, network with your peers, exchange ideas and discuss topics that will help you in your mail environment.



GO MARCUMS

Nonprofit Org.
U.S. Postage
PAID
Susquehanna
University