

From Concept to Completion: Managing the Production Process

Sponsored by EAC Saskatoon

Friday, 20 April 2007, 9:00 AM – 4:30 PM
Western Development Museum
2610 Lorne Avenue, Saskatoon



Any editor involved in production, whether it's print or electronic, understands that the process starts long before the copy hits the designer's desk. Besides the editorial considerations involved in preparing a document, the production editor needs to consider the audience, the appropriate look and design of the document, and the costs involved.

In this workshop, Jennifer Latham will walk participants through the process from concept to completion, addressing issues such as:

- working with writers, editors, translators, and designers
- creating a budget and making it work
- assuring quality
- working with printers and webmasters
- arranging distribution

Whether you are a freelance editor looking to expand your services, work as an in-house editor involved in the production process, or wish to begin producing material for your company or organization, this workshop will greatly enhance your skills and understanding of the process of preparing material for print or web publication.



The Facilitator

Jennifer Latham is the past president of the Editors' Association of Canada. She worked for many years as a full-time freelance editor offering editing, writing, and project management services to government and private

sector clients. Jennifer is currently the Director of Editorial Services with the Office of the Auditor General of Canada.

Fees and Registration

	Before 2 April	After 2 April
EAC members*	\$130	\$145
Non-members	\$175	\$200

A 20% discount may apply to groups of five or more, subject to availability. Fees include workshop materials, lunch, refreshments, and parking. Registration fees (less 20% for administration costs) will be refunded if notice of cancellation is received by 9 April. To reserve your place, send a cheque payable to EAC Saskatoon, together with the attached registration form, to

EAC Saskatoon
Box 23014
Saskatoon, SK S7J 5H3

Email saskatoon@editors.ca for more information. Enrolment is limited. Act now to ensure you don't miss out!

* You must be an EAC member at the time of registration.



Representing more than 1,600 members, the Editors' Association of Canada/Association canadienne des réviseurs sponsors professional development seminars, promotes and maintains high standards of editing and publishing in Canada, establishes guidelines to help editors secure fair pay and good working conditions, helps editors (both in-house and freelance) to network, and co-operates with other publishing associations in areas of common concern. For more information on our organization, visit our website at www.editors.ca.