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# YCA Newsletter

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A Publication of the Yukon Council of Archives

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Volume 3, No. 1-2

April/August 1996

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## Whitehorse Conference a Success!

## Whitehorse ACA Conference Over!

The close of the ACA conference on June 1 was also the end of years of planning and

120 delegates attended the conference; most came from Canada and the United States but there were also representatives from Italy, Holland, New Zealand, and Australia.

Although the conference presentations were of a



ACA baseball game in Carcross, May 1996 (photo courtesy Ian Burnett).

organization for members of the conference's Local Arrangements Committee. The 24 months of early morning meetings, frenzied phone calls during lunch hours and coffee breaks, and late nights of anxiety are, (thankfully!) over. All of the hard-work and friendly disagreements of the LAC culminated in a smooth and successful event.

very high quality, it must nonetheless be said that the most acrimonious disputes took place on the baseball diamond at Carcross beach. Frustrated at being saddled with a losing side, the ACA's formerly illustrious treasurer Duane Mombourquette lost his cool and kicked sand at humble umpire Sam Kula. It was a shocking display. Of course, the North

triumphed over the South both on the scoreboard and in the hearts of the spectators.

As thrilling as the 3-2 Northern Baseball Triumph was, it was not the highlight of the social event schedule. This honour would have to go to Ellen Davignon's spirited luncheon speech about her life at Johnson's Crossing. Also noteworthy was the appearance of Robert Service for a dramatic poetry reading at the conference's Gold Rush Dinner and Dance.

All members of the Whitehorse LAC wish the best of luck to those organizing next year's conference in Ottawa. We are looking forward to being able to take in an ACA conference from the delegates point of view - and speculate at what is going on behind the scenes!

Ian Burnett and Lesley Buchan

### Editor's Notes

This newsletter issue demonstrates the diversity of activities that the Yukon Council of Archives has undertaken, and the variety of activities our members have done over the past several months. We have had a busy time. Between the ACA Conference and the summer projects going on in many institutions the Fall will be upon us soon.

This newsletter is only possible with the contributions submitted by our members. This particular issue involved a number of our members. Thank you for taking the time to report on your activities, and share your insights.

Due to our involvement with the ACA Conference, an April Newsletter was not published. Thanks to Doug Rutherford for desktop publishing this newsletter.

Donna McBee  
Editor, August Newsletter

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### Report on the Meeting of the Canadian Council of Archives: "Archives on the Information Highway"

May 3-4, 1996 - Ottawa, Ontario

The ultimate goal of the CCA "Archival Network Roundtable" was to achieve consensus on the nature and structure of the archival presence on integrated information networks. This was to be followed by a more specific identification of the roles that the CCA should adopt in promoting and facilitating archival uses of the internet.

The roundtable format of the meeting was a major factor contributing to the successful attainment of this goal. There are three major reasons for this:

- reporting on initiatives from national, provincial/territorial, and institutional levels raised awareness of common issues and also prompted analysis of alternate solutions and visions.
- discussing options and priorities ensured that each jurisdiction and organization was able to articulate its concerns within the development of a broader national agenda.
- identifying the responsibilities of the provincial/territorial councils in conjunction with those of the CCA permitted the development of a coordinated, realistic, and attainable program for action.

There is no doubt that the framework for an archival internet presence developed over the course of the meeting reflects a truly national agenda. It accommodates the needs, the resources, and the infrastructure and cultural circumstances of regions within a program of central, flexible leadership. There is also no doubt as to the commitment of both the CCA and the provincial/territorial councils to making this program a reality.

Many of the internet-related projects currently underway in the provinces are designed to facilitate access to archival holdings. The British Columbia Archives and Union List Project, for example, is on-line and available to anyone with world wide web capability. Further, it supports the generation of a number of hardcopy products (thematic guides, repository guides, institutional directories) that can be distributed to those without internet access. The Archives Society of Alberta is working on a similar union list project, although theirs is of substantially smaller scope and is not yet available on the internet. The other major project currently underway promotes the concept of archival access in more general or abstract terms. This is a site developed and maintained by the University of Saskatchewan Archives. It provides an alphabetical menu with links to web sites maintained by other institutions, associations, or councils. It is, in effect, a master directory of the Canadian archival presence on the information highway.

Discussion of the various internet related projects led roundtable participants to affirm that an archival presence on the information highway is critical to ensuring the future success of archival programs and the continued relevance of archival institutions. The internet can and should be used to promote access to institutional information, to professional archival literature, to training and development schedules, and to archival holdings. There was also agreement that time is a critical factor; in short, archival internet initiatives must get underway quickly or risk losing relevance.

The CCA roundtable participants established a three phase plan for establishing an archival presence on the internet.

#### **Phase One Short Term (1 year)**

- The goal in this phase is to establish an effective CCA presence on the world wide web. This will consist of a CCA home page and a directory of affiliated councils.
- The primary goal would be supported by such things as a RAD help screen and the posting of union list feasibility studies.

#### **Phase Two Mid Term (2-3 years)**

- The goal in this phase is to increase the number and quality of web pages maintained by archives councils and institutions.
- The primary goal would be supported by the implementation of union lists projects, research into coding schemes, and analysis of client expectations.

#### **Phase Three Long Term (3+ years)**

- The goal in this phase is to establish a virtual national archival database by providing links among projects such as those currently underway in B.C. and Alberta.
- The primary goal would be supported by the digitization of collections and the use of electronic full text finding aids.

This plan is sustained throughout by an attention to education, awareness, evaluation, resource development, and an emphasis on flexibility and cooperation.

It was clearly acknowledged that the effectiveness of this plan depends on individual councils assuming local responsibility within a framework of national direction. It is the responsibility of the provincial/territorial councils to promote the initiative and to get cooperation from member institutions. CCA will explore funding alternatives to ensure that money is available to support these local efforts.

Ian Burnett, Vice President, YCA

## CANADIAN COUNCIL OF ARCHIVES 1996/97 FUNDING

Four organizations, including the Yukon Council of Archives, received funding from the Canadian Council of Archives (CCA) for the 1996/97 fiscal period. The funding is for projects under the following CCA Cost Shared Cooperative Programs: Control of Holdings, Conservation Plan for Canadian Archival Records, Professional Development and Training, and Special Projects.

The total amount awarded to Yukon is \$57,082. The breakdown of the amounts awarded by program is detailed below.

### Control of Holdings Program

Archives	Project Title	Funds
Yukon Archives	Creation/Conversion of Private Fonds Descriptions to RAD Descriptions Phase 2	10,205.00
Dawson Museum	Description of Records, Photo Finding Aid	5,700.00
MacBride Museum	Shadwell Photo Collection Description	3,047.00
Yukon Archives	Faro Municipal Records	5,546.00
Yukon Archives	YWCA of Whitehorse fonds	1,974.00
<b>Total</b>		<b>26,472.00</b>

### CPCAR - Preservation Management

Archives	Project Title	Funds
Yukon Archives	Conservation Treatment of Items Identified in Preservation Plans	5,640.00
Dawson Museum	Photograph Collection - Reformatting Project	9,891.00
Yukon Archives	Preservation Assessment of Government Records	6,079.00
<b>Total</b>		<b>21,610.00</b>

### Professional Development and Training Cooperative Program

Archives	Project Title	Funds
Yukon Council of	Workshop/Course Archives Participation	5,000.00
<b>Total</b>		<b>5,000.00</b>

### Special Projects Program

Archives	Project Title	Funds
Yukon Archives	Yukon Archives Archival Advisory Program	4,000.00
<b>Total</b>		<b>4,000.00</b>

## GRANT PROFILE: YUKON ARCHIVES

These projects have been made possible by financial assistance from the federal government through the National Archives of Canada, the Canadian Council of Archives and the Yukon Archives in cooperation with the Yukon Council of Archives.

### Yukon Archives RAD Manual

Q. How do you get 3 archivists to agree on the procedures for processing archival holdings?

A. Hire a fourth archivist to write a manual, forcing the other three to sit down and standardize policies and procedures before the grant money runs out.

This has been the, at times cathartic, experience at Yukon Archives through the recent preparation of its *Manual for Establishing Administrative and Intellectual Control over Archival Holdings* - fondly, or not-so-fondly referred to as 'the RAD Manual'. Indeed, the project was initially conceived as a manual to the institution's implementation of the Rules for Archival Description, but as any organization discovers, changes in one area prompt the reassessment of procedures in all other areas... hence the manual grew to encompass the necessary changes in Accessioning, Selection, Arrangement, Descriptions and the Physical Control of archival holdings. thus replacing the 1987 Yukon Archives Accession Procedures. The Manual guides archivists through all stages of processing, from negotiating with donors to making a descriptive finding aid accessible to the public.

The manual sets out the policies and procedures of Yukon Archives, but any institution with archival holdings could adapt the manual to its own needs. The Yukon Archives RAD Manual will be revised and updated as the policies and Procedures of the institution evolve to meet professional, institutional, and societal needs and developments.

Yukon Archives offers a copy of the manual to any YCA member who would find it useful.

## RAD Conversion Phase I

When first contracted to the Creation/ Conversion project at Yukon Archives, I thought perhaps I should have pursued studies at a seminary rather than at archival school. Like the missionaries of old, I can report the conversion of 280 fonds, and the creation of 171 little series, with a few dozen errant sous-fonds and sub-series added to the congregation. There was a sense of bringing these archival records to the light as I incorporated descriptions of accessions and newly accessioned material into full fonds or collection descriptions.

And it was a religious experience working with the new (and still maturing) Archives Database. All the newly converted descriptions were created in a Gencat database which is capable of linking the levels of descriptions, as well as descriptions of creators of records with descriptions of the records themselves. The enhanced searching capacity will be a miraculous discovery for researchers, once the database is fully tested and ready for public access. In the meantime the new descriptions, which were done according to the Rules for Archival Description will be available in hard-copy format in the Yukon Archives reference room.

Susan McClure



## RAD RULES! RAD CAMP 1996

Earlier this year, Clara Rutherford and Susan McClure attended the Rules for Archival Description (RAD) Camp in Winnipeg, an intensive 6 day event aimed at training archivists to train others in the use of RAD. The two participants submitted this report for inclusion in the newsletter. Watch the newsletter for a future announcement of local training for RAD.

Winnipeg, Manitoba: One of the most critical intersections of the early river highways - the Red and the Assiniboine Rivers - was briefly home to RAD Camp - a gathering of archivists from Newfoundland across to B.C. and up to Yukon and the N.W.T. In all, 22 archivists came together for a historic 5-day RAD Train the Trainers camp presided over by Wendy Duff and Kent Haworth. Both Wendy and Kent have spent the better part of the past 10 years serving as members or chairs of the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards (PCDS). Kent has served as chair of the PCDS since 1989. The RAD camp was one of his last acts of the soon-to-be disbanded PCDS. When Kent retires after 10 years of evenings and weekends spent on RAD, Wendy will continue to serve as the ACA representative to the Canadian Committee on Archival Description (CCAD).

The first day's focus on adult learning was very effective and set participants to keenly critique the rest of the week as a sample RAD workshop. Facilitator Laurel Garvie helped us discover an appreciation of the principles of adult learning and the variety of learning styles. The most succinct tidbit from that day was the 12-minute rule - that simple lecture style is only effective for 12 minutes, so other techniques and teaching styles need to be used.

The first morning of the RAD camp began with status reports on where each institution and province/territory stood in regards to the implementation of RAD. Kent and Wendy then presented the group with drafts of the chapters which will be available in April. Each delegate also

received two publications especially designed for the course. The first publication *A RAD Train the Trainers Notebook* includes all of the overheads used by the instructors. The second publication *RAD Train the Trainers Exercise Book* includes exercises to illustrate various RAD rules and additional exercises created by Heather Heywood.

From Tuesday afternoon to Friday afternoon, Kent and Wendy proceeded to introduce the new chapters and to have the delegates break into varying groups to complete the exercises. Coffee breaks and lunch

breaks were often used to continue the discussions begun in the workshop. Throughout it all, the delegates were asked to critique the publications and the workability of the presentations.

Saturday, day 6 of RAD camp, provided an opportunity for the delegates to break into first four, then two groups - those who would probably only teach RAD to large institutions and those (mainly representatives from Archival Councils) who would teach RAD to archivists from a variety of institutions. Each group had a specific task regarding setting up a workshop. Then the groups came together to do presentations and critique each other's group methodology. Finally the groups critiqued the RAD camp content and

methodology. The end result was a draft workshop curriculum derived from the course material, and the expertise of the instructors and all course participants. Kent is revising the *Trainers Notebook* based upon the input from the group and will be making it available to all interested participants.





**RAD Campers:** From left to right, front row: Linda Putz, Janice Brum, Jody Baltessen, Wendy Duff, Kent Haworth, Charlotte Stewart, Clara Rutherford. Second row: Margaret Webster, Marianne Mack, Diane Beattie, Elizabeth Diamond, Tammy Hannibal, Louise Charlebois, Susan McClure, Johanna Smith, Jane Parkinson, Matt Szybalski. Back row: Diane Haglund, Jessie Chisholm, Carole Boily, Elizabeth Denham, Bob Krawczyk, Tom Belton, Chris Kitzan, Fred Farrell (Photo courtesy of Clara Rutherford).

## First Complete Version of RAD

The new and revised chapters of the first complete edition of RAD are available through the CCA, 344 Wellington Street, Room 1009, Ottawa, ON, K1A 0N3 (telephone (613) 995-1555, fax (613) 947-6662). The consultative process characteristic of RAD development will continue as the Canadian Committee on Archival Description gathers comments and corrections from the archival community for future revisions.

Users of RAD are encouraged to keep up with the latest interpretations or share a question on the new **RAD listserv**, set up by Kent Haworth. To

subscribe e-mail to [listserv@yorku.ca](mailto:listserv@yorku.ca) with the message "subscribe radmemo <lastname, initial, first name>" (do not put anything else in the message).

### Summary of what's new in RAD

Chapter 2: The rules for Multiple Media fonds now simply refer back to chapter 1 or the relevant media chapter.

Chapter 5: Cartographic Materials - all the rules you need to describe the minutest details of maps.

Chapter 6: Architectural and Technical Drawings - the final version of rules for describing architectural and technical drawings.

**Chapter 7: Moving Images** - the final version of rules for describing film and video, etc.

**Chapter 8: Sound Recordings** - the final version of rules for describing recordings of sound.

**Chapter 9: Records in Electronic Form** - the name change and half page length of this revised chapter reflects a new approach to describing electronic records. The rules point toward the relevant media chapter, because the intellectual form is just text, sound or moving image stored electronically. The unique physical characteristics of electronic records is handled by describing systems documentation in the 'finding aids' field and software/hardware dependencies are described in the 'general note'.

**Chapter 21:** The general rules for choosing access points have changed. Because there is no need to single out one main creator, the distinction between primary and secondary access points is gone in favour of provenance access points which will point to all creators.

An author access point has been added to lower levels of description to give access to authors, in the bibliographic sense of the word.

RAD now makes suggestions for other non-subject access points, but still leaves this up to each institution.

Contact local RAD expert, Clara Rutherford, Yukon Archives, 667-5333 for any questions. The Yukon Council of Archives will be offering workshops on RAD.

## People and Places

Congratulations to Blair Taylor and Lisa Gough who had a healthy baby boy named Linus on March 31, 1996. Blair has been on paternity leave from his position of Government Records Archivist at Yukon Archives and will return in mid-October.

A fond farewell to Heather Smith, Curator of the Arts Centre Gallery. Heather, a former President of YCA, moved with her family to Medicine Hat in mid-summer.

Tamara Verkina, Russian archivist from the city of Magadan, and her daughter/translator will be visiting the Yukon in early September. They are scheduled for a tour of Yukon Archives on September 5th.

The Yukon Council of Archives is sponsoring two brown bag lectures this fall. On September 19th, 12:10 pm at Yukon Archives, Heather Jones will do a presentation on the moving images seminar she attended in Regina in March, 1996.

On October 31st (location TBA), Ian Burnett will speak about his experiences at the International Congress of Archives meeting in Beijing, China.

Susan McClure was one of the three lucky recipients of an ICA travel grant available to ACA members. She recently completed Phase 2 of the RAD Conversion project at Yukon Archives. and her husband are moving to Toronto where John will be studying at York University. Good luck with the job search, Susan.

## Professional Development and Training Opportunities

Two workshops attended by Yukon Council of Archives members included a records management workshop offered by the Council in Whitehorse earlier this year. Another workshop was presented in Delta, B.C. and attended by YCA member Fay Tangermann. Both submitted these reports.

### Fundamentals of Records Management Workshop

by Judy Pelchat, Librarian, Health and Social Services Resource Centre

On February 2-3, the Yukon Council of Archives hosted a two-day workshop entitled "The Fundamentals of Records Management." The facilitator was Grant Mitchell from the Insurance Corporation of British Columbia. Almost 30 archivists, librarians, and records managers from



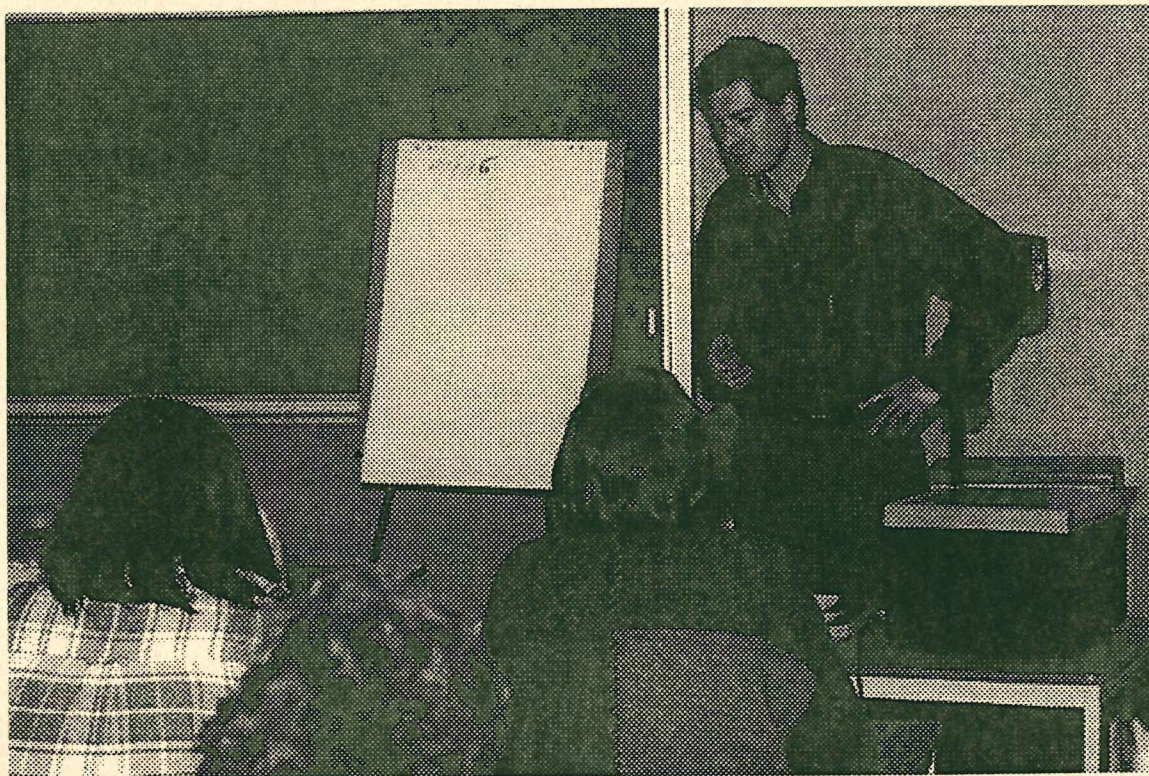
across government as well as from First Nations participated.

It was an excellent offering. A lot of the information reinforced and expanded upon what has already been taught by local records managers. Grant spoke also from his experience at ICBC where they handle a large volume of records and are undergoing major technological change in the area of work flow management. Lectures interspersed with practical exercises, and a great deal of humor, created a good learning environment for the workshop.

## Care and Handling of Photographs Workshop

A workshop on the topic of care and handling of photographs was held at the Richmond Archives on February 22nd and 23rd, 1996, sponsored by the Association of Archivists of British Columbia. Seventeen individuals took the course, with all of the other students being from BC.

The course was divided into two parts covering the topics of photograph conservation and arrangement



Grant Mitchell teaching the Fundamentals of Records Management workshop (photo courtesy Doug Rutherford).

Grant talked at length about process. For me, the presentations on the interview process associated with the records inventory, and the means by which we can market records management programs within our own organizations, were particularly relevant.

Grant will be attending the Association of Canadian Archivists Conference in May and will be involved in presentations on the management of electronic records. I will be back for that presentation.

and description. The first day presentation was conducted by Rosaleen Hill on various types of historic photographs, preservation of photographs including handling and storage, and an overview of conservation equipment and supplies. The second topic, was presented by Jane Parkinson, was arrangement and description. This day included an overview of appraisal for acquisition and for permanent retention. It covered the principles of archival arrangement and description and included information on preparing descriptions according to

the Rules for Archival Description. There was a presentation on copyright concerns arising from photographs. The presentation also analyzed photo reproduction services, looking at what is considered as a minimum service and how much an institution should charge.

The workshop was well conducted, informative, and received very positive feedback from the participants. I met interesting people and made useful contacts with professionals and volunteers working for small archives throughout BC. In fact, I was considered a representative from a rather large institution for the first time, as most institutional representatives were from small museums and historical societies. While the workshop did not introduce me to a great deal of new concepts and ideas, it was beneficial to me as it served as a valuable refresher.

Fay Tangermann

### ***Yukon Archives Access to Information and Protection of Privacy Act Review***

All Government of Yukon records held by the Yukon Archives are in the process of being reviewed by staff to ensure access is being provided within the terms of the new *Access to Information and Protection of Privacy* (ATIPP) Act. While the Act provides a right of access to Yukon Government records, it also contains provisions that restrict certain kinds of information. Consequently, before the records can be made available to researchers, they must be reviewed to ensure that no information in the records is subject to the restricting provisions. Researchers requiring access to Yukon Government records are advised to contact Yukon Archives in advance of their visit to discuss access to specific files. This will minimize delays in viewing the requested materials. Contact the Government Records Archivist for further information by phone at 667-5296 or fax at 393-6253.

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## YUKON COUNCIL OF ARCHIVES

EXECUTIVE 1996-1997

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Fay Tangermann - Editorial Assistant

Blair Taylor - Design and Layout

### **Membership Committee**

Heather Jones

Lesley Buchan

Ian Burnett

Clara Rutherford

Diane Chisholm

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## Disruption in Yukon Archives Service

Yukon Archives public reference and reading rooms will be closed from September 9-30, 1996 to accommodate the installation of mobile shelving in the vault/storage area. Some additional disruptions to service, including possible closures with short notice, may occur beginning August 12.

ATIPP applications can still be filed and all other services and all other services at Yukon Archives will proceed as usual during this period. For further information, please call 667-5321.



## Welcome to New Members!

The Yukon Council of Archives would like to welcome the following new members:

### Individual

Sheila Arcand  
 Corrina Butterworth  
 Sherry Cornell  
 Lori Donald  
 Karin Hardtke  
 Jane Haydock  
 Brenda Mattson  
 Jackie MacBride  
 Judy Pelchat  
 Brigitte Somers

### General Members

Department of Education  
 Department of Renewable Resources  
 Information Services Branch, Government Services

All memberships are due and applications are enclosed with the newsletter.

## YCA Strategic Planning Exercise Announced at Annual General Meeting

June 13th marked the day of the Association's AGM. Some highlights from this year's meeting included a summary of the association's activities from President Lesley Buchan. As part of her report, Lesley stated that this year should see the continuation of more training. She also announced that the needs and priorities of the membership will be assessed as a result of a strategic planning exercise being undertaken by the Board. A survey questionnaire will be sent out to members in the Fall, with phone follow up to obtain responses.

## Now Available: Revised 1996-97 *Directory of Archival Education Opportunities in Canada*

The *Directory* is a means of providing information about Canadian academic programs and courses which may lead to a career in the archival profession. The cost is \$10.00 per unit plus shipping and handling (Canada, \$2.00 per unit; USA, \$3.70 per unit; other, \$4.00 per unit). Order yours soon because the print run is limited.

Send your order and payment to: Bureau of Canadian Archivists, Secretariat, P.O. Box 2485, Station D, Ottawa, ON, K1P 5W6.

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all who travelled to wonderful Whitehorse.  
Congratulations on a Herculean job well done!

Everything was great, from the oral history workshops on 28 May to the regular sessions to the final joint potlatch event on 1 June, plus our post-conference tour. I thought the awards luncheon and ACA banquet evening were the best I've ever attended... I found listening to the native elders especially moving.

Wilma MacDonald  
Manuscript Division  
National Archives of Canada

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This is a brief note to say both "thank you" and "congratulations" for sponsoring such a successful conference in Whitehorse last week. I enjoyed very much the opportunity to see some of the Yukon and experience the hospitality of the north.

Michael Swift  
Assistant National Archivist  
National Archives of Canada

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### ACA'96—An Unqualified Success

*Excerpt from Conference Overview, 1 June 1996 by Carmen Carroll, Provincial Archivist, Public Archives of Nova Scotia*

I want to begin by giving credit to the ACA for accepting the invitation of the Yukon to host ACA'96. This conference has provided most of us with our first opportunity to experience Canada north of 60. I must say that the size and grandeur of our country have taken on new dimensions as a result of this experience...

It has been a first rate conference. Congratulations and thanks for your wonderful northern hospitality.

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## Submissions, Comments

The YCA Newsletter is the official publication of the Yukon Council of Archives. The Publications Committee welcomes articles, project reports, and announcements for publication in upcoming issues. Articles printed in the YCA Newsletter do not necessarily reflect the views of the Yukon Council of Archives.

The YCA Newsletter is published three times per year: August 15, December 15 and April 15.

Material for publication must be received at least one month prior to the date of issue. Comments and questions are welcome at any time. Write or fax to:

Yukon Council of Archives  
Publications Committee  
Box 6053  
Whitehorse, YT  
Y1A 5L7  
Fax: (403) 393-6253




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### 1996-97 ACA Board of Directors

Terry Thompson, President, 1996-97  
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### The Last Word: Comments from ACA Participants

I hope this finds you and the rest of the local arrangements people recovered from an incredibly busy time leading up to ACA'96, and also basking in the glow of an incredibly successful conference for