



Volunteer Information Sheet

ICHIM offers complementary registration to students and professionals from small institutions, in return for assistance with on-site conference administration.

ICHIM relies heavily on volunteer labor. In total, ICHIM volunteers “work” for ten hours and serve as “alert staff” throughout the meeting. In return Archives & Museum Informatics waives their full conference registration fees, including charges for publications and social events. Volunteers must still pay fees if they wish to attend Pre-Conference Workshops.

Volunteer Responsibilities

ICHIM2007 volunteers will:

1. prepare registrants packets (October 23; 1 - 4 pm)
2. train for the other tasks that they will be assigned (October 23; 4 - 5 pm)
3. register attendees in two 3 hour shifts on the registration desk (between October 24 and 26)
4. monitor conference sessions, putting up session signs, placing speaker “tents”, greeting the chair and speakers, and observing the progress of the session and reporting to the organizers any technical or other problems that arise (between October 24 and 26)
5. guide others to buses for social events, or to other conference activities (between October 24 and 26)

How does it work?

If you would like to volunteer at ICHIM 2007, please complete ICHIM2007 Volunteer Contract and return it to Archives & Museum Informatics by fax or mail.

You must confirm by e-mail to ICHIM2007@archimuse.com that you have sent the contract. We will countersign it, and return it to you.

Once you receive your countersigned contract, register on-line for the conference at <https://www2.archimuse.com/ichim07/ichim07.registration.html>. Choose Purchase Order as a Method of Payment. Note in the Purchase Order area that you are an ICHIM2007 volunteer.

Archives & Museum Informatics will credit your registration for the full conference fee (early, regular or late depending on the date on which we receive your contract).