

**Museums
and the Web**

www.archimuse.com/mw2004

Volunteering at Museums and the Web

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

Museums and the Web relies heavily on volunteer labor. In total, MW 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.

MW2004 volunteers will:

1. prepare registrants packets (March 30; 1 - 4 pm)
2. train for the other tasks that they will be assigned (March 30; 4 - 5 pm)
3. register attendees in two 3 hour shifts on the registration desk (between March 31 - April 3)
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 March 31 - April 3)
5. guide others to buses for social events, or to other conference activities (between March 31 - April 3)

March 31- April 3, 2004

**Arlington, VA /
Washington, DC USA**

Co-Chairs
**David Bearman
Jennifer Trant**

Organised by

*Archives & Museum
Informatics*
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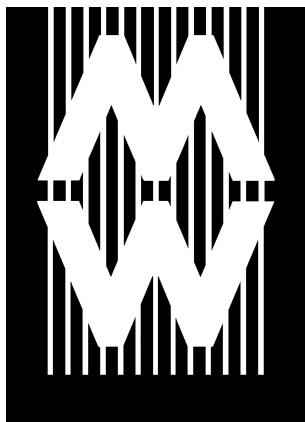
How does it work?

If you would like to volunteer at Museums and the Web 2004, please complete the following contract and return it to Archives & Museum Informatics by fax or mail.

Confirm to us by e-mail that you have returned 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/mw2004/mw2004.registration.html> Note in the Purchase Order area that you are an MW2004 volunteer.

Archives & Museum Informatics will credit your registration for the full conference fee (\$395 early, \$465 regular, \$525 late depending on the date on which we receive your contract).



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Volunteer Contract

Note: By agreeing to volunteer at Museums and the Web 2004 you are taking a position that could be offered to another willing person. It is, therefore, essential that you come and fulfil your obligation as expected. Schedules will depend on you.

I, _____,
wish to serve as a volunteer at Museums and the Web 2004, March 31 - April 3, 2004.

I understand the terms of the agreement, and, by initialling below, explicitly agree to:

- ___ prepare registrants packets (March 30; 1 - 4 pm)
- ___ train for the other tasks that they will be assigned (March 30; 4 - 5 pm)
- ___ register attendees in two 3 hour shifts on the registration desk (between March 31 - April 3). Shift sign-up is on a first-come, first-served basis.
- ___ 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 March 31 - April 3)
- ___ guide others to buses for social events, or to other conference activities (between March 31 - April 3)

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I understand that in return for my assistance at Museums and the Web, Archives & Museum Informatics will waive the registration fee associated with my attendance at the conference.

Should I fail to fulfil my obligation, I agree that I am responsible for and will pay the registration fee, and that I will not be eligible to participate in future Museums and the Web meetings.

Co-Chairs
**David Bearman
Jennifer Trant**

Signature

Date

Accepted
Archives & Museum Informatics

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Signature

Date

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