

Museums and the Web 2008

the international conference for
culture and heritage on-line

April 9-12, 2008
Montréal, Québec, Canada

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.

At MW2008, preference will be given to volunteers who speak both French and English or have other language skills.

Volunteer Responsibilities

MW2008 volunteers will:

1. prepare registrants packets (April 8; 1 - 4 pm)
2. train for the other tasks that they will be assigned (April 8; 4 - 5 pm)
3. register attendees in two 3 hour shifts on the registration desk (between April 9 - April 12)
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 April 9 and April 12)
5. guide others to buses for social events, or to other conference activities (between April 9 and April 11)

How does it work?

If you would like to volunteer at Museums and the Web 2008, please complete MW2008 Volunteer Contract and return it to Archives & Museum Informatics by fax or mail.

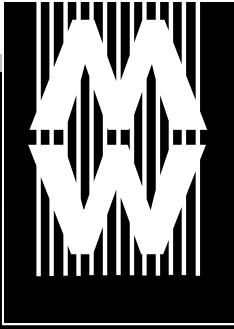
You must confirm by e-mail to mw2008@archimuse.com that you have sent the contract. We will countersign it, and return it to you.

Once you receive your countersigned contract, register on-line for the conference at <https://www2.archimuse.com/mw2008/mw2008.registration.html>. Choose Purchase Order as a Method of Payment. Note in the Purchase Order area that you are an MW2008 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).

Co-Chairs
David Bearman
Jennifer Trant

Produced by
Archives & Museum Informatics
158 Lee Avenue, Toronto, Ontario M4E 2P3 Canada
p. +1 416 691 2516 | f. +1 416 352 6025 | mw2008@archimuse.com | www.archimuse.com



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Volunteer Contract

By agreeing to volunteer at Museums and the Web 2008 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.

Name: _____
Institution: _____
Address: _____
Email: _____

I wish to serve as a volunteer at Museums and the Web 2008, April 9-12, 2008.

___ am fluent in | can understand | French | English | Other: _____

I understand the terms of the MW2008 Volunteer Agreement, and, by initialling below, explicitly agree to:

___ prepare registrants packets (April 8; 1 - 4 pm)

___ train for the other tasks that will be assigned (April 8; 4 - 5 pm)

___ register attendees in my two assigned 3 hour shifts on the registration desk
(between April 9 - April 12)

___ monitor my assigned 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 April 9 and April 12)

___ guide others to buses for social events, or to other conference activities (between April 9 and April 12)

I understand that in return for my assistance at Museums and the Web 2008, 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 applicable registration fee, and that I will not be eligible to participate in future Museums and the Web meetings.

Signature

Date

Accepted
Archives & Museum Informatics

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