

# Museums and the Web 2009

the international conference for  
culture and heritage on-line

April 14-18, 2009  
Indianapolis, Indiana, USA

## 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.

### Volunteer Responsibilities

MW2009 volunteers will:

1. prepare registrants packets (April 14; 1 - 4 pm)
2. train for the other tasks that they will be assigned (April 14; 4 - 5 pm)
3. register attendees in two 3 hour shifts on the registration desk (between April 15 - April 18)
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 15 and April 18)
5. guide others to buses for social events, or to other conference activities (between April 15 and April 18)

### How does it work?

If you would like to volunteer at Museums and the Web 2009, please complete the MW2009 Volunteer Contract and return it to Archives & Museum Informatics by fax or mail.

You must confirm by e-mail to [MW2009@archimuse.com](mailto:MW2009@archimuse.com) that you have sent the contract. We will countersign it, and return it to you.

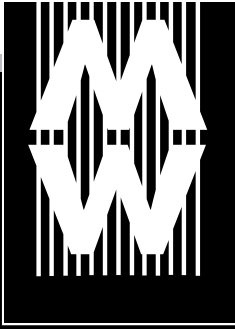
Once you receive your countersigned contract, register on-line for the conference at <https://www2.archimuse.com/mw2009/mw2009.registrationForm.html>. Choose Purchase Order as a Method of Payment. Note in the Purchase Order area that you are an MW2009 volunteer.

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).

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Co-Chairs  
**David Bearman**  
**Jennifer Trant**

Produced by  
***Archives & Museum Informatics***  
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## Volunteer Contract

*By agreeing to volunteer at Museums and the Web 2009 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 2009, April 14-18, 2009.

\_\_\_ am fluent in | can understand | French | English | Other: \_\_\_\_\_

I understand the terms of the MW2009 Volunteer Contract, and, by initialling below, explicitly agree to:

\_\_\_ prepare registrants packets (April 14; 1 - 4 pm)

\_\_\_ train for the other tasks that will be assigned (April 14; 4 - 5 pm)

\_\_\_ register attendees in my two assigned 3 hour shifts on the registration desk  
(between April 15 - April 18)

\_\_\_ 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 15 and April 18)

\_\_\_ guide others to buses for social events, or to other conference activities  
(between April 15 and April 18)

*I understand that in return for my assistance at Museums and the Web 2009, 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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