



Museums and the Web 2009

April 14-18, 2009
Indianapolis, Indiana, USA
<http://www.archimuse.com/mw2009/>

Volunteers: General Responsibilities

Over the course of the conference, we are relying on you to perform a variety of duties that are crucial to the success of the conference. Please be sure that you are available at each time that is assigned to you .

1. Prepare delegates packages

- On Tuesday, we prepare the attendees packets from 1-5pm

2. Know the hotel

- We'll take a tour of the hotel so you will know where things are.
- Please help out anyone who looks a little lost.

3. Know the Program

- Get fully acquainted with the program.
- During the conference, we ask you to wear your "volunteer" ribbon so people can identify you.
- Please be helpful to them, if they need directions or help.

4. Assigned Registration, Workshop, Session or Event Duties

- Each of these tasks is described on a separate sheet.
- Please review the responsibilities for the tasks you've agreed to perform.

5. Closing Plenary Evaluation Forms

- Distribute Evaluation Forms to people on their way into the session.
- Collect completed Evaluation Forms from people on their way out of the session.

Thank You.



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Registration Desk Procedures

All delegates at MW2009 must be registered. Name badges are to be worn at all times.

Registration Desk

- There are two lines for Pre-Registered Delegates, by last name: A-L and M-Z. These are staffed by volunteers and paid temporary workers hired for the conference.
- There is a separate line for On-Site Registrations and payments. These are handled separately by a cashier.

Registering a Delegate

When a Delegate approaches the desk:

1. Ask if the Person is Pre-Registered

- ➔ If not, ask them to fill out an On-Site Registration Form, and bring it back to the On-Site person.

2. If Pre-Registered, Ask Name

- ➔ If not in your part of the alphabet, refer to other line (A-L or M-Z)

3. If Pre-Registered, and Last Name in Your Part of the Alphabet

- Find their envelope (sorted by last name)
- ➔ If not there refer to On-Site desk to resolve the question. Check double and hyphenated names under either part. Check before and after in case envelope was mis-filed.
- Check Registration items on envelope + review these with the Delegate.

Name Tag – In the envelope (*must be worn at all times*)

Ribbons – In the envelope (*if they are a program participant*)

Events – Tickets are in the envelope (*required at all receptions and lunch*)

Proceedings – check the number beside the year (*not everyone gets one*)
– give these to the delegate

4. Give Each Delegate

- Envelope with tickets + ribbons
- Name Badge holder
- Conference Bag or loose packet, depending on whether they asked to have the bag or not (*either contains final program, maps and other useful information*).

5. Make sure that there are always bags and proceedings ready to distribute

Refer any questions about Registrations or Payment to a member of Archives & Museum Informatics Staff.



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Session Monitoring / Door Duty Procedures

Volunteers are assigned to Sessions to ensure that the conference runs smoothly.

Any problems should be reported immediately to the Registration Desk.

Responsibilities of Session Monitors

1. **Pick up Signs, Tents and USB stick**
 - At least 20 minutes before the start of the session, pick up session sign and speaker tents from the Registration Desk.
 - Sign out a USB key for the speakers' presentations.
2. **Session Signage**
 - Take down the sign from the session before, and put up your session sign. *Put the tape on the back of the sign.*
 - Do this as early as possible, so that people can find the right room.
3. **Speaker Tents**
 - Name Tents for all speakers, and the chair of the session should be picked up at the Registration Desk (along with your session sign).
 - Remove any name tents from the previous session; these are not re-used. Dispose of them with paper recycling.
 - Place name tents on the head table, and let the Session Chair know you have done so.
4. **Liaison with Session Chairs**
 - Introduce yourself to the Session Chair, and explain that you are the monitor for the session.
 - Tell the chair where you will be, so that it is possible to find you if something is needed.
5. **Monitor the Session Door**
 - Before the session, you should be at the door.
 - Ensure that only those with the appropriately coloured MW name tags enter.
 - No-one should be admitted to a session without a badge.
 - Refer any questions to the Registration Desk.
 - During the session, stay at or near the door, so that you can exit the session quickly if necessary.
6. **Inform the Registration Desk of any Problems**
 - If any problems arise during the session, such as a need for AV support, report this to the registration desk.
 - Let the chair know you are going (with a wave).
 - Report the specific problem (need for AV assistance, missing speaker ...) to Registration.
 - Return to the session and report to the Session Chair.
7. **Collect copies of all speaker's slides for posting on SlideShare**
 - At the end of the session, copy each speaker's presentation onto the USB key. Name files with presenter's last name.
 - Let speakers know these will be put on SlideShare.
 - Return USB key with speakers' presentations to Rebecca.



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Workshop Duty

Some of you are fortunate enough to be able to attend a workshop on April 11. If so, you need to:

1. Session Signage

- Signs for your session should be picked up from the Registration Desk at least 30 minutes before the start of the session.
- Take down the sign from the session before, and put up your session sign.

2. Speaker Tents

- Name Tents for all speakers, and the chair of the session should be picked up at the Registration Desk (along with your session sign).
- Remove any name tents from the previous session
- Place name tents on the head table

3. Workshop Materials

- Pick up the materials set aside for your workshop instructor to hand out
- Get them to the workshop room 30 minutes before the workshop is to begin. Make sure the instructor has them.

4. Collect Tickets

- Everyone attending a workshop has a ticket with their name and the workshop name on it. Collect tickets from those attending the workshops and check them against the registration list.
- Individuals are only permitted in a workshop with a ticket.
- If they have a hand-written [purchased on-site] ticket, collect it, and write their name on the registration list.
- If people present themselves without a ticket, whatever their excuse, send them back to the registration desk.

5. Breaks and Lunch

- Know when and where the breaks and lunch are scheduled, and be able to direct attendees to them.
- Remind the instructor, if necessary, when the time is coming up.

6. Evaluation Forms

- Ten minutes before the end of the workshop, distribute the evaluation forms to attendees.
- Collect them before people leave the room.
- Return all evaluation forms to the desk.
- We take evaluation very seriously - If you do not distribute and collect registration forms you will be charged for attending the workshop!



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Evening Events

If you are working on the evening of an outside reception, you may be asked to perform:

1. Bus Duty

- Claim the front seat in the bus for yourself.
- Before people get on the bus, remind them they'll need their event ticket to get in.
- When the bus is full, take your front seat.
- Ride on the bus to the event
- When you arrive at the destination, get everyone off the bus and direct them towards the venue
- Return with the driver as quickly as possible, to pick up a second load of people
- Check tickets for the second group
- Ride the bus over to the venue
- Get everyone off the bus and direct them towards the venue
- Send the driver back on his rounds (the bus needs to return to the Hyatt again, but you don't).
- You may join the reception

2. Event Gate Duty

- Two volunteers will be asked to ride on the first bus, in the front
- Collect the tickets to the event at the front door of the venue.
- You'll be relieved in an hour or so and will be able to attend the reception.
- Please make sure that no one without an event ticket enters, even if they have an MW badge. This is important for insurance and security purposes.
- No exceptions will be made unless approved by David or Jennifer in person.