

DPS 2008 Volunteer Form

RESPONSIBILITIES

- Please return this completed form to Jonathan Joseph, Volunteer Coordinator via fax (607-255-5907) or email (jj21@cornell.edu) by September 19th, 2008.
- You will receive free registration for volunteering a minimum of 16 hours. Lunch and complimentary parking will be provided on the days you are scheduled to work.
- Volunteers must check-in each day with the volunteer coordinator at the Registration desk. Check-in is when you will receive each day's lunch voucher. Checking in is crucial so we can be sure the necessary volunteers are available. In case of an emergency, please notify us as soon as possible.
- All volunteers will receive volunteer t-shirts, that should be worn during your on duty hours.
- We ask that volunteers covering scientific sessions sit in the front row of the session, in order to be highly visible to the session chair and/or speaker.
- It is recommended that volunteers return this form as soon as possible as volunteer slots, particularly scientific sessions, are filled on a first-come, first-served basis. Once you have received your schedule prior to the meeting, you are responsible for finding a replacement volunteer if you find you are unable to fulfill any of your duties.

VOLUNTEER ORIENTATION

Date: Friday, 10 October, 2008

Time: 10am (*Note: meeting start time subject to change)

Place: Rowe room, Statler Hotel (2nd floor), Cornell University

The Volunteer Orientation's purpose is to discuss operations/responsibilities and to tour the facilities.

The Volunteer Orientation is **mandatory**: if you are unable to attend this session please advise us ASAP.

AVAILABILITY

Meeting days are divided into morning, afternoon, and some evening blocks. Please indicate your availability and preference by placing a number next to the time blocks that you are available. To fulfill the volunteer requirements, you must work 3 or 4 shifts (depending on duration) during the conference. Please list at least 6 possible time slots on this form (at least 4 of them for morning or afternoon shifts). You should number your choices with 1 being the most preferred. We will make every attempt to assign tasks according to preference in a fair way. If you prefer, you may place an 'X' at each available time slot and we will assume equal preference.

*Note: Please indicate only whole time blocks. Your actual shift may not last the entire block.

Friday, 10 October

Afternoon (2:30 – 8:30pm)

Evening (5:30 – 10:30pm)

Saturday, 11 October

Morning (7:00am - 1:30pm)

Afternoon (1:00pm - 6:30pm)

Evening (7:30pm – 10:30pm)

Sunday, 12 October

Morning (7:30am – 1:30pm)

Afternoon (1:00pm – 6:30pm)

Evening (7:00pm – 10:00pm)

Monday, 13 October

- Morning (7:30am – 1:30pm)
- Afternoon (1:00pm - 6:30pm)
- Evening ((6:00pm – 11:00pm)

Tuesday, 14 October

- Morning (7:30am – 1:30pm)
- Afternoon (1:00pm - 6:30pm)
- Evening ((7:00pm – 10:00pm)

Wednesday, 15 October

- Morning (7:30am – 1:00pm)

Please indicate your volunteer interests:

- Registration:** Assist pre-registered attendees with badge printing at kiosks and/or stuff name badges into holders and hand out registration materials
- Science Sessions:** Assist session chair, adjust lighting for presentations, run errands if necessary.
- Cyber Café:** Monitor that all computers are working and attendees are not overusing the computers more than 15 minutes, when there is a line
- Press Office:** Assists the Press Officer with Press Releases, faxing, phone calls, organizing press packets and additional administrative tasks
- Special Events:** Various duties at evening events.
- No Preference:** Use me where you need me.

Please indicate if you are scheduled to present or especially interested in attending a session so we can attempt to accommodate your needs:

DPS Dinner Dance

The Dinner Dance will be held Monday night, October 13th, from 6:30 to 10:30pm at the Museum of the Earth in Ithaca. A \$60 fee (\$35 for students) is required to attend the DPS Dinner Dance. Some volunteers will be needed to work at the Dinner Dance (admission fee waived of course). Dinner Dance volunteers will be chosen on a first come first-served basis. Info on how to register to attend the dinner dance will be forthcoming.

- Are you interested in volunteering at the Dinner Dance? Yes No
- Are you planning to be a paid attendee at the Dinner Dance? Yes No

PERSONAL VITAE

This is for volunteer purposes ONLY and will not be shared with ANY third parties. Please provide all missing data.

- Full Name:
- Telephone (Home):
- Telephone (Cell):
- Email:
- Name to appear on badge:
- Affiliation (e.g., institution, business, etc.) to appear on badge:
- Shirt Size: Small Medium Large XL 2XL
- Technical Expertise: Audio-Visual Computers Other: _____
- Will you have a car? Yes No

- Emergency Contact Name:
- Emergency Contact Telephone:

We truly appreciate your interest and look forward to working with you!