**Updated on Sept. 26, 2015**

**NWAVE 2015 Tasks for volunteers:**

AT THE CONFERENCE

1. Wikipedia editathon, organized by Gretchen McCulloch

Volunteers to meet with Gretchen for a few minutes before the editathon and go around helping people instead of editing themselves, so it's a good chance for anyone who wants to meet people.

* 1. \*\*\* (Incidentally, as of Sep 26, he’s the only person who’s registered for this workshop…)
1. Careers workshop, organized by Anastasia

Volunteers to meet with Anastasia for a few minutes before the workshop.

* 1. 1 person?
1. Packing/unpacking books for publishers each a.m./p.m.
2. 1 each morning & 1 each evening?
3. Helping poster authors hang posters, etc. Help take down posters.

Put Velcro tape by each poster spot, put numbers on poster boards and direct authors to their boards

* 1. 4 people?
1. Workshop materials

Request materials (e.g., data files, handouts) from presenters

Distribute materials to registered participants

Attend workshop w/ materials on USB keys for last-minute distribution

* 1. 2 people
1. Packing/unpacking Canadian Language Museum exhibits each a.m./p.m (possibly moving them in between sessions)
	1. 2 people to set up, 2 to take down Friday, 2 to put back up, 2 to take down at the end?
	2. Is Elaine Gold managing this?
2. Registering participants on arrival and distributing “packets” – see program for how many hours/days of registration is expected
	1. 4 people x 3 4-hour shifts?
	2. (15 volunteers for this so far)
3. Shifts at Registration/information table following peak registration during the daytime (not during poster, party, night plenaries).
	1. 2 people x 3 4-hour shifts?
	2. (15 volunteers for this so far)
4. Shifts at merchandise (tshirts & toques) table? Will this be separate from the registration table?
5. “Minders” for our guest speakers – a contact person that each guest could ask for help w/ directions, etc., and give students a chance to get to know the guests over coffee or something.
	1. \*\*\* – Susan
	2. \*\*\* – Miriam
	3. \*\*\* – David
	4. \*\*\* – Elizabeth
	5. \*\*\* – Benedict
6. Tweeters for each session
	1. 1 in each session, plus plenaries?
7. A/V liaison for each room = timeslot x 4
	1. Only 3 volunteers said they could do AV help – can we have the tweeters in each session be the go-fer to go get the HH tech if there’s a problem?
8. “Runner” in the publishers’ room? It was suggested that someone who can watch a table briefly while the rep goes to a talk, the washroom, or for a sandwich, is a nice service. Can also help w/ any technical issues in that room. Possibly combined w/
9. coat- and bag-check supervisor
	1. Combined with publisher’s runner?
10. Escorts to/from the MEM workshop venue (SS 561)
	1. 1 person
11. Escorts to/from Wikipedia & Careers Edit-a-thon venues (UC 240, 244)
	1. 1 person
12. Escorts to/from the Student Mixer venue (Pilot, Yorkville)
	1. 2 people
13. Escorts to/from Shana’s lecture (Med Sci)
	1. 2 people
14. Greeters for outside Hart House and inside to direct people to rooms, N=4

*Note that Hart House does not permit anything to be affixed to the walls. You have to rent sign boards. This is why we need “greeters”* Put a photo of the volunteers/t-shirts on WWW and a photo/map of HH.

Maybe outdoor signs pointing to good entrances. There are only two entrances. Post a greeter at each one for the 1st and 2nd day

* 1. 2 people x 2 4-hour shifts?
	2. (12 volunteers for this so far)
1. Local people should ALL try to reach out often to strangers to share info, meals, etc.
2. Some people to go to “expected to be less popular” talks.
3. Tabulate votes for best student paper/poster (count paper votes; download and add online votes)
	1. 2 people

A WEEK AHEAD OF TIME

1. Print name tags
	1. Is this being done through the same printers as the booklet? And are the Merchandising people handling that, or do we need new volunteers?
2. Stuff registration packets (nametags, USBs, hard copy programs for those who requested them, drink tickets, notepads, pens, coffee mugs, tote bags)
	1. (13 volunteers for this so far)

WAY AHEAD OF TIME

1. Program booklet (update from Chicago) – Paula and Coco are doing this. √
2. Info/recs on nearby restaurants – Paula √
3. Talk to cafeteria in HH basement and see if they will/could be open during NWAV. Paula said they would. Follow up? Would they like to sponsor an ad in our program? (Shayna?)
	1. Their answer was that they wouldn’t open on Sunday but would maybe stay open later than usual on Saturday. I don’t think we asked about an ad in the program. How late on Sat.? Interested in advertising? (for the latter, we need copy by Oct. 14)
4. NWAV logo signs for fronts of podia (?)
	1. Check price and size.
	2. If free, see if NSF, SSHRC, UofT, York want to contribute placards.
5. Organize the invited speakers’ lodging & travel, reimbursements – collect and organize receipts from speakers in person. Scan, put copy in Dropbox, give orginals to WVU, DURING conference. Update Budget spreadsheet with exact amounts of flights. (Also Labov’s hotel).