

AAAL 2003 CONFERENCE: INFORMATION FOR VOLUNTEERS

Dear Prospective Volunteer:

Thank you for considering volunteering your time and energy to the AAAL 2003 Conference. AAAL needs approximately 100 committed volunteers to make this conference as successful as possible. For this year's conference, please note two changes, 1- packet stuffing starts on Friday at 2 p.m. 2- exhibitor setup and early papers will start at 8 a. m. on Saturday.

What you give:

Duties primarily include working at the registration desk, helping presenters and exhibitors, and assisting with office back-up, AV set-up, sign set-up, and hospitality.

What you get:

1. Student volunteers will be given free registration (at the member rate).
2. Those volunteers willing to work more than one shift will be assigned to the publishers' exhibits (on a first come-first served basis) and may receive copies of books unsold at the end of the conference. Last year's exhibitors included John Benjamins, Sage, Oxford University Press, Cambridge University Press, Longman.

What you do now:

Fill out the volunteer information sheet and send it back with your registration to the AAAL office *by January 15, 2003*. **Be sure to check off the appropriate volunteer box on the registration form.**

If you have a preferred time, choose from among the following:

Friday afternoon 2:00 - 6:00 p.m.: packet stuffing. Pizza provided.

Friday evening 6:00 - 9:30 p.m.: early registration

Saturday 7:00 a.m. - 11:00 a.m.

Saturday 11:00 a.m. - 3:00 p.m.

Saturday 3:00 p.m. - 7:00 p.m.

Monday 7:00 a.m. - 11:00 a.m.

Monday 11:00 a.m. - 3:00 p.m.

Monday 3:00 p.m. - 7:00 p.m.

Sunday 7:00 a.m. - 11:00 a.m.

Sunday 10:30 a.m. - 2:30 p.m.

Sunday 2:00 p.m. - 6:00 p.m.

Tuesday 7:00 a.m. - 11:00 a.m.

Tuesday 10:30 a.m. - 2:30 p.m.

Tuesday 2:00 p.m. - 6:00 p.m.

You will receive a shift assignment by February 10th. It is important that you work that shift. If there are changes in your plans, **please let us know as soon as possible**, so that we can make new assignments. Our contact information is below.

Sarah J. Shin

University of Maryland, Baltimore County

Department of Education

1000 Hilltop Circle

Baltimore, MD 21250, USA

Phone: 410-455-2485

Email: Shin@umbc.edu

AAAL Office

Robert Ranieri

P. O. Box 361806

Birmingham, Alabama 35236, USA

Phone: 205-824-7700

Fax: 205-823-2760

Email: Robert@primemanagement.net

VOLUNTEER INFORMATION SHEET

Name

Affiliation

Address (home or work-whenever you can be reached most easily in January and February)

Address

City State/Province Zip/Postal Code Country

Phone (Home) Phone (Work) Fax

E-mail

Accommodations

- Where will you be staying in Arlington?

Address & Phone Number (if known)

Schedule

- Number of shifts you would like to work (1 shift=4 hours): 1 _____ 2 _____ More: _____

- Time of availability (see schedule on first page):

1st Choice: _____

2nd Choice: _____

No preference: _____

Time(s) unable to work: _____

- Will you be presenting at the conference? No _____ Yes _____ When: _____

Keep a copy of this form for your records, and please inform us of any/all changes.

Return this information sheet (along with your conference registration form) to:

AAAL Conference Registrar

P. O. Box 361806 Birmingham, Alabama 35236, USA