



VUVX2010 Volunteer Information Booklet

Overview

The international VUVX2010 conference will be held from July 11-16, 2010 on the campus of The University of British Columbia. This conference is the first major international conference to provide an opportunity for the vacuum ultraviolet and x-ray physics communities to come together under one banner. Although these vibrant research communities have a rich history independently, technological and scientific discoveries over the last decade have increased opportunities for cooperation and shared interests between these communities. This year's VUVX2010 conference takes on special significance as its success will be instrumental in helping to define the merging of these communities.

An important part of the success of any conference is the degree to which participants feel that things are running smoothly and that resources are available to suitably address any problems or issues that may arise. In this regard, student volunteers are a crucial part of the process. As a student volunteer, you will be - to many conference attendees - the face of VUVX2010. Although there are various roles you may be asked to play, each of them involves direct interaction with attendees and making sure that they have a positive experience at VUVX2010 will be of paramount importance. Note that the interaction of volunteers with conference participants has historically been an important way for students to truly 'get involved' in their research community. I personally know of several examples where contacts established as a conference volunteer have lead to future postdoc opportunities and research collaborations. Do not underestimate the power and importance of meeting people and making a good impression!

This document outlines the specific tasks and responsibilities that will be performed by volunteers at VUVX2010. You should read this document carefully before agreeing to become a volunteer. Although more detailed instructions will be made available prior to the conference, this document consolidates much of the information that you will need to properly perform your job as a VUVX Volunteer.

Becoming a volunteer

To become a volunteer at VUVX2010, you must do the following:

1. Review this document and take note of the volunteer position descriptions.
2. Ensure you can commit to serving as a volunteer at the conference. Be sure that you do not have any other commitments from July 10-17, 2010.
3. Fill out the VUVX2010 Volunteer Commitment Form at the end of this document.
4. Send your completed form to Pierre Kennepohl (pierre@chem.ubc.ca) before May 1, 2010.

An email will be sent to you before May 7, 2010 stating whether you have been accepted as a volunteer for the conference. Please do not register for the conference until you have received confirmation that you have been accepted as a volunteer. As a registered volunteer, you will obtain a promotional registration code to waive registration and banquet fees (see benefits for details).

Volunteer Roles

There are several roles that you may be asked to play during the conference. Below is a list of general roles that must be filled during the conference. Each volunteer will likely be asked to fulfill more than one role during the conference.

Airport Greeters

Many conference attendees will have never visited Vancouver and may be somewhat disoriented when first arriving at YVR. Volunteers will be positioned themselves (with appropriately visible clothing/signage) at the international baggage claim area to greet conference attendees and assist them to find their way to their on-campus accommodations and/or hotels. If several attendees arrive at the same time, volunteers should suggest that attendees share a taxi to decrease costs - as well as providing opportunities for attendees to meet each other before the conference even begins. [Local volunteers will be given priority for these assignments]

Registration Desk Assistants

The registration desk will be coordinated and managed by conference staff, with both volunteers and staff having direct interaction with conference attendees. Responsibilities include participating in the stuffing of registration materials into the conference bag (which will take place on July 10th, the day before the conference), handing out registration bags and badges to registered delegates, and referring non-registered or registered but not paid delegates to conference staff. In addition, as the registration desk is often the centre of questions from delegates, volunteers will be providing directions to various sessions as well as fielding questions about Vancouver generally.

Room Coordinators

Each oral presentation session will have at least one room coordinator to assist session chairs as needed to ensure that sessions run seamlessly and in a timely manner. A primary responsibility of room coordinators is to ensure the proper functioning of audio-visual equipment and to provide speakers with assistance while setting up. Problems that cannot be handled within the room itself should be reported to floor managers. Any major problems must be reported through the floor managers.

Poster Coordinators

Every poster session will be patrolled by poster coordinators to assist attendees in whatever way might be required. Major problems should be reported to the floor manager.

Floor Manager

Two volunteers will be given leadership roles in coordinating activities during the conference. Floor managers will coordinate activities and monitor shift scheduling.

Campus Assistants

During the first few days of the conference, attendees will be learning to navigate the UBC campus and may easily become lost or disoriented (it is a large campus!). Campus assistants will be positioned at critical places on campus to help guide attendees and ensure that they can find their way on campus. For example, on the first morning, a few campus assistants will position themselves at residence entrances to direct those attendees who may not know how to reach the conference location. [Local volunteers will be given priority for these assignments]

Volunteer Responsibilities

The following general responsibilities apply to all volunteers, regardless of their specific roles:

- Register for the conference using the appropriate registration code.
- Perform the job responsibilities of the particular assignments given to you. A minimum of twelve hours of volunteer activity will be required, although specific jobs assignments will vary.
- Represent the conference appropriately. As a volunteer, you are an official representative of VUVX2010, and as such, you should conduct yourself responsibly and professionally at all times during the conference.
- Wear your Conference Volunteer shirt when on duty. It is important that you be visible and recognizable when performing your duties.
- Participate in all organizational meetings that may be required. Daily prep meetings are mandatory for anyone volunteering on that particular day (unless your duties do not permit attendance).

Note that volunteering for VUVX2010 provides you with free registration (worth \$375) as well as one free ticket for the conference banquet (a \$65 value). This represents a substantial monetary benefit and, as such, volunteers are expected to perform their duties diligently and responsibly.



VUVX2010 Volunteer Commitment Form

Name _____ Affiliation _____

Email _____ Advisor _____

Volunteer Preferences _____ (see information booklet)

Comments/
Requests

Volunteer Commitment

By submitting this application, you are agreeing to serve as a volunteer at the 37th International conference on Vacuum Ultraviolet and X-ray Physics (VUVX2010). Your registration fee for the conference will be waived in exchange for your service as a volunteer during the conference. Details of your specific assignment will be provided if your application is accepted.

Please email the completed form to Pierre Kennepohl (pierre@chem.ubc.ca) before May 1st, 2010.