



Volunteer Registration Form

2015 Congress of the Humanities and Social Sciences

Personal information

Last name: _____ First name: _____
Address: _____ Email: _____
Telephone: _____ Cell phone: _____
Languages spoken: English ____ (intermediate, advanced) French ____ (intermediate, advanced)

Qualifications

Computer skills: beginner____ intermediate____ advanced____

Knowledge of the campus: beginner____ intermediate____ advanced____

Other relevant qualifications: _____

Is this your first time volunteering? Yes____ No____

If not, describe your past volunteer experience:

Positions wanted

(number the services you would like; minimum of 3)

___ Signage/Accessibility/Information kiosk

Inform and direct people across the campus and during Congress events. Pay particular attention to the needs of persons with disabilities.

___ Audiovisual

Support the University of Ottawa's technical services, for example by helping speakers start their PowerPoint presentations on a projector.

___ Hospitality

Help attendees with their luggage at University of Ottawa residences.

___ Mobile team

Be ready to do various jobs at the last minute.

___ Registration/Expo

Inform and direct attendees at Expo and Registration.

___ Child minding

Help child minding and camp staff (children under the age of 12).

___ Events

Inform and direct attendees for major Congress events, such as the *Big Thinking* lecture series and the President's Receptions.

___ Catering

Support the University of Ottawa's catering services.

___ Green team

Ensure that attendees dispose of their waste properly. Ensure that garbage cans, recycling and compost bins and ashtrays do not overflow. Support the University's teams.

___ Parking

Provide drivers with information about the parking spots available on campus.

Training

Mandatory training will take place on Thursday, May 28, from 13:00 to 14:30. You will be given the location as soon as possible.

Availability

	Friday (May 29)	Saturday (May 30)	Sunday (May 31)	Monday (June 1)	Tuesday (June 2)	Wednesday (June 3)	Thursday (June 4)	Friday (June 5)
7:00 - 11:00								
11:00 - 15:00								
15:00 - 19:00								
19:00- 22:00								



Benefits for Congress volunteers

T-shirt: S___ M___ L___ XL___

Meals: breakfast, lunch and snacks

Letter of attestation for volunteer work

Emergency contact

Name and telephone number of person to contact: _____

Relationship to you: _____

By signing below, I undertake to comply with the assigned schedule in accordance with my availability and to provide service to the best of my abilities. I confirm that the information I have provided is true. I also undertake to take the training required for my involvement in the 2015 Congress. I agree that any photograph or video in which I appear may be used by the University of Ottawa and the Federation for the Humanities and Social Sciences.

Signature

Date

Please send back your form to Élise Detellier:

edetelli@uottawa.ca

University of Ottawa, Tabaret, N-114

613-562-5800 ext. 7418