



VOLUNTEER EXPRESSION OF INTEREST FORM

ALIA INFORMATION ONLINE 2017 CONFERENCE
MONDAY 13 – FRIDAY 17 FEBRUARY 2017
HILTON HOTEL, SYDNEY

Visit <https://informationonline.alia.org.au> for more program details.

Please complete this form to express your interest in registering as a volunteer at the ALIA Information Online 2017 Conference. Completed forms must be returned prior to **14 November 2016** in order to be considered for a volunteer position at the conference.

Name _____

What are you studying _____ Institution _____

Address _____

Mobile _____ Email _____

Please state any experience you have had working for or attending events or conferences

Your commitment of a half day shift entitles you to attend the other half of the same day of the conference, free of charge. You will also receive full conference catering and a copy of the conference handbook.

Please indicate what day/s you will be available to be rostered on for ½ day:

DAY		AVAILABLE MORNING (8AM – 1PM)	AVAILABLE AFTERNOON (12 NOON – 5PM)
Tuesday	8.00am – 5.00pm	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	8.00am – 5.00pm	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	8.00am – 5.00pm	<input type="checkbox"/>	<input type="checkbox"/>

WORK BRIEF

The outline of work could include — but is not limited to (and depends when you are rostered on):

- Assisting in the preparation for delegate registration.
- Assisting the registration process when delegates arrive.
- Greet delegates and assist with general onsite enquiries.
- Monitoring of session rooms and assisting with chairpersons and speakers.

ASSOCIATED COSTS

Please note you will be responsible for your own travel and transport to the conference venue and accommodation (if applicable) and any other expenses during the conference.

IMPORTANT INFORMATION

Please note that due to ALIA's insurance requirements you must be a current ALIA Member to volunteer.

If you have any questions about the role please call the events team on 02 6215 8214.

Please return your completed form by email to events@alia.org.au or fax to 02 6282 2249 by **14 November 2016**.

www.alia.org.au

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