



**II FERIA DEL LIBRO MEXICANO Y LATINO
EN CHICAGO 2009**

Literatura, Arte, Educación, Cultura y Comunidad

STAFF/VOLUNTEER INTEREST FORM

On behalf of Northeastern Illinois University/Chicago Teachers' Center, we would like to extend a generous thank you, for your support and interest in volunteering at our 2nd Annual Feria del Libro Mexicano y Latino. We have generated this form to help us place you in an appropriate task and location, suitable to your availability and interests.

**DEADLINE: Filled forms should be returned to:
By MAY 11, 2009, 5:00PM**

GENERAL INFORMATION:

Full Name: _____ Organization Name (if applicable): _____

Address: _____ Contact Number (s): _____

T-Shirt Size: Adult (S) Adult (M) Adult (L) Adult (XL) Adult (XXL) Adult (Other) _____

CONFERENCE AVAILABILITY: (check/select your availability and time preference)

<input type="checkbox"/> Wednesday, May 13, 2009	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM	Other: _____
<input type="checkbox"/> Thursday, May 14, 2009	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM	Other: _____
<input type="checkbox"/> Friday, May 15, 2009	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM	Other: _____
<input type="checkbox"/> Saturday, May 16, 2009	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM	Other: _____
<input type="checkbox"/> Sunday, May 17, 2009	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM	Other: _____

AVAILABLE CONFERENCE TASKS: (check/select your preferred task, a full description of tasks can be found on back)

- Setting Up/Breaking down Support Conference Information Table Time Keeper Lunch Set-up/break down
- Guest Greeter Security Support Technology Support Book Fair Support
- Parking Support Information/Attendance Support Video/Photography Support Workshop/Event Support

SUPERVISOR SIGNATURE: _____

For more information contact:

Feria del Libro Mexicano y Latino C/O Hector A. Uriostegui
Northeastern Illinois University/Chicago Teachers' Center
770 N. Halsted, Suite 420, Chicago, Illinois 60642
P: 312-563-7245 F: 312-563-7210





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“La Diversidad Cultural en Toda América”
Literatura, Arte, Educación, Cultura y Comunidad

CONFERENCE TASK DESCRIPTIONS

Setting Up/Breaking down Support: provides support in setting/breaking down chairs, tables, signage, and displays in various locations throughout the conference.

Conference Information Table: provides conference information to the general publics, which include greeting guests, provide directions, distribute materials and provide workshop information.

Time Keeper: provides support to conference presenters and organizers in keeping a stable time consistency during conference activities.

Lunch Set-up/break down: provides support in designated lunch areas, which include setting up/breaking down stations, serve food, and pick up loitered trash.

Guest Greeter: greets and welcomes guests and provides basic conference information, which may include directions to conference workshops, restrooms, or conference organizers.

Security Support: provides support in crowd control, give directions, and basic conference information in various locations throughout the conference.

Technology Support: provides technical support to conference presenters and organizers in various locations, duties include setting up computers, projectors, and other technical requests.

Book Fair Support: provides book vendors support by lifting boxes, setting/breaking down designated area and assist with transporting materials to various locations.

Parking Support: provides support in directing general public to designated parking spaces, this job requires to be outside directing traffic and provide basic conference information.

Information/Attendance Support: provides key support and coordination of maintaining clear conference information and participant attendance.

Video/Photography Support: provides support in LIVE video/photography efforts throughout the conference.

Workshop/Event Support: provides key support and coordination of designated area (i.e. Auditorium/Recital/SU/Alumni Hall/Village Square); duties may include greeting guests, distributing information, minor technical assistant and performer advocacy.