

Responsibilities of the ArchivesSpace Program Team

Provide Limited Planning and Logistics Assistance

- The ArchivesSpace Community Engagement Coordinator will virtually attend the first planning group meeting to give an overview of past ArchivesSpace forums and answer any questions about planning and execution of a forum.

Provide Limited Technical Assistance

- The ArchivesSpace Community Engagement Coordinator will assist with creating the home page for the forum on the ArchivesSpace wiki.
- The Community Engagement Coordinator will attend the first planning group meeting to give an overview of how to use the ArchivesSpace wiki.

Provide Assistance in Marketing the Forum

- Upon request by the forum planning team, the ArchivesSpace Community Engagement Coordinator will post the call for planning group participation, speaker proposals, and the registration announcement to the ArchivesSpace blog and the ArchivesSpace monthly update in addition to the following listservs: User Group Listserv, Small Archives Listserv, User Advisory Council Listserv, Technical Advisory Listserv and Member Representatives Listserv.

Provide Selected Giveaways for Attendees

- The ArchivesSpace Community Engagement Coordinator will coordinate with the forum planning team to select the appropriate type and number of giveaways (such as ArchivesSpace pencils, pens, stickers, mints, etc.) to have at the forum and ship these items to the desired location.

Additional Assistance

To request in-kind or financial assistance, complete the Assistance Request Application in the Forum in a Box toolkit.

In-Kind Assistance - a member of the ArchivesSpace program team will attend the forum and teach a workshop or give a presentation. This is subject to the availability of the program team and the topic requested by the Forum Planning Team.

Financial Assistance - Up to \$500 to be applied to the cost of the forum. Subject to submission of receipts and completion of the forum.