



Volunteer Application

2016 Conference ▪ April 19-21, 2016
Greater Tacoma Convention & Trade Center, Tacoma, WA

Thank you for expressing interest in volunteering your time for the 2016 Partners in Emergency Preparedness Conference. As a non-profit 501(c)(3) organization, this event couldn't be successful without great volunteers. This accomplishment does not happen without the support of volunteers like you. A volunteer experience is an excellent way to connect with professionals in emergency management and related fields; and provide opportunities to interact with hundreds of professionals throughout the region.

To help you have a better volunteer experience, we have put together some information to help you understand the important role you will play and clarify the expectations of the Partners in Emergency Preparedness Organization. You will not only proudly be representing your own organization, but Partners in Emergency Preparedness as well.

Conference Details:

Dates and Times:

Tuesday April 19th 9:30am-5pm

Wednesday April 20th 7:30am-5pm

Thursday April 21st 7:30am-5pm

Location:

Greater Tacoma Convention & Trade Center
1500 Broadway Tacoma, WA 98402.

Volunteer Benefits:

- Free conference attendance
- Opportunity to attend plenary sessions and ones in assigned room
- Networking with conference attendees, presenters and vendors during exhibit, break periods and networking reception
- Complimentary beverages, snacks & meals

Volunteer Responsibilities:

Volunteers will be assigned to monitor specific rooms during the Conference. During the course of the conference there are multiple concurrent breakout sessions in different rooms throughout the Convention Center. As a volunteer you will be assigned a room to maintain throughout the conference. Your responsibilities will include:

- Ensuring the assigned room is set up appropriately for each session/presenter
- Assisting the speaker with any needs for the presentation.
- Remaining in your assigned room during presentations to monitor A/V Status, and resolve or report any issues.
- Communicate with Conference staff through provided radios, if issues need to be resolved prior to or during sessions.
- Save an electronic copy of the presentation presented during the conference on a memory drive provided by the Conference Staff.
- Following each session, straighten up room, pick up any extra materials or waste left behind from the session and prepare for next session.
- Ushering conference attendees into the Ballroom for general sessions and meals.
- Help conference attendees find empty tables during meals.
- Direct attendees to rooms or services.

Additional Information:

- We will accept enough volunteers to allow for a break of one session each day. If there is a particular session that you would like to attend, you will have an opportunity to request to be either placed in the room for that session or schedule that session during a break. A full list of the sessions can be found on the conference website at www.piepc.org.
- A continental breakfast and sit down lunch is provided on each day of the conference as well as light refreshments throughout the day.
- Additional information and any equipment you may need for your room will be provided during a volunteer briefing held each morning of the conference.
- This conference is a professional event and most attendees will dress in business casual attire, as a volunteer you will be expected to dress appropriately for the conference.

Networking Events:

There are two networking events associated with this conference and you are invited and encouraged to attend both if you can. The first event is held in Tacoma at an off-site location on Monday night, before the start of the Conference. The second event is on Tuesday evening at the Conference Center. Remember to enjoy yourself as well and please introduce yourself during breaks and networking time.

Interested in Volunteering?

Please complete the following information and send this volunteer application to Darren Branum at dbranum@uw.edu by **February 19th, 2016**.

Contact Information

Name:
School or Organization:
Address:
Phone:
Email:

Experience

Do you have A/V experience such that you can support presentation, light and sound requirements for plenary sessions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you volunteered for this conference in this past?	Yes <input type="checkbox"/> Which year(s)? No <input type="checkbox"/>

Please provide a Professional Reference

Name:	
Organization:	
Email:	
Were you referred to volunteer for this position by a member of the Partners in Emergency Preparedness Conference Planning Committee?	Yes <input type="checkbox"/> Who? No <input type="checkbox"/>

Selections will be made by February 26th, 2016 and applicants will be notified by email of their selection status. If you have any additional questions about volunteering for this Conference you can contact Darren Branum at dbranum@uw.edu