



Volunteer Guidelines
2018 Conference ▪ April 17-19, 2018

Thank you for your interest in volunteering. The Partners in Emergency Preparedness Conference (a non-profit 501(c) 3 charitable organization) is the largest and most successful regional emergency preparedness conference in the Pacific Northwest. Partners in Emergency Preparedness annually hosts nearly 700 people representing business, schools, government, the nonprofit sector, emergency management professionals, and volunteer organizations.

As a volunteer, you are committing to assisting the conference with set up and all other preparations listed below.

The 2017 conference was a tremendous success and we are excited to continue providing a high quality forum to advance disaster mitigation, disaster response, and preparation programs at the local, regional and national level. *This accomplishment does not happen without the support of volunteers like you!*

A conference volunteer experience is an excellent way to connect with professionals in emergency management and interact with hundreds of emergency responders from around the region.

We have put together this information to help you understand the important role you will play and clarify the expectations. You will not only be proudly representing your own organization, but PIPEC and the organizers as well. We thank you in advance for your participation.

CONFERENCE DETAILS:

Dates and Times:

Tuesday April 17th 9am-5pm
Wednesday April 18th 7am-5pm
Thursday April 19th 7am-5pm

Location:

Greater Tacoma Convention Center

Directions and Parking:

Please see the website www.PIEPC.ORG for directions and parking.

Volunteer Check-in:

Please plan to arrive at the conference at 9:00 am on Tuesday and 7:00 Wednesday and Thursday of the conference, please check in at the Conference Registration Desk to receive further instruction.

Volunteer Attire:

Professional, business casual attire is required.
Trousers, slacks, or khakis, collared shirts, knee-length skirts or dresses. No denim, please.

Please dress comfortably, as you may be asked to move around the conference. You will be provided with a volunteer vest so that you can easily be identified by attendees.

VOLUNTEER RESPONSIBILITIES:

Room Monitor

During the course of the conference, there are multiple concurrent breakout sessions held in different classrooms throughout the venue. You will be assigned a room to maintain throughout the conference. Your responsibilities will include:

-Prior to the Presentation

- Check out utilize a staff radio (instruction will be provided).
- Wear your volunteer vest at all times.
- Ensure that the PowerPoint for the speaker is working and is the correct one.
- Assisting the speaker with any needs for the presentation
- Attend to, report, and/or resolve or any A/V issues.
- If we have been successful in obtaining headsets for the radios – keep yours on your ear
- Verify that the assigned room is set up appropriately for each session/presenter.
- Make sure all handouts for the day (including evaluations) are available.
- Assist speakers in setting up, Call the AV specialist on radio if needed
- Notify command via radio if speaker does not show.
- Ensure room does not exceed capacity
- Assist students in finding seats
- Greet, smile and generally be a welcoming presence – we want this event to be comfortable for all people. Be proactive; if someone looks lost, offer to help out. Answer questions (remember you have a radio and access to all answers). Help direct students to their next classes. Carry the class schedule with you and be familiar with locations of bathrooms, events, and classes.
- If you encounter anything that makes you uncomfortable – contact me or the designee on radio immediately.

-During the Presentation:

- During class, stay in back of room and ensure the door does not 'slam' when people come in and out.
- If attendees are being noisy or disruptive, ask them to please take it outside. If the noise is coming from outside of the room, step out to politely quiet it.
- Address any issues that come up during presentation.

-Post Presentation:

- Save an electronic copy of the presentation presented during the conference on a memory drive provided by the PIEPC Committee Staff.
- Following each session, straighten up room, pick up any extra materials or waste left behind from the session and prepare for next session.
- Turn in any found items to the Registration desk.

-Other Duties:

- Ushering conference attendees into the rooms for sessions and meals.
- Help conference attendees find empty tables during meals.
- Direct attendees to rooms or services.
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-Additional Information:

- We have scheduled enough volunteers to allow for a break of one session each day.
- Additional breaks (restroom, water, etc.) should be taken during sessions to ensure you are present for both the incoming and outgoing speakers and available to assist students during transitions.
- Additional information and any equipment you may need for your room will be provided during a volunteer briefing held each morning of the conference at Registration.

Thank you again. We look forward to meeting you. If you have any issues finding the Conference or need to reach someone directly, please contact me at 253-389-5875.

I have read the responsibilities outlined in this document, and commit to fulfilling each volunteer duty included herein to the best of my ability. I agree to meet time commitments and provide sufficient notice of changes in scheduling.

Signature: _____ **Date:** _____