



Volunteer Guidelines

2020 Conference ▪ October 5 - 7, 2020
Lynnwood Convention Center - Lynnwood, WA

Thank you for your interest in volunteering. The Partners in Emergency Preparedness Conference (a non-profit 501(c) 3 charitable organization) is one of the largest regional emergency preparedness conferences in the Pacific Northwest. Partners in Emergency Preparedness annually hosts nearly 400 people representing business, schools, government, the nonprofit sector, emergency management professionals, and volunteer organizations.

The 2019 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.

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

We have put together this information to help you understand the critical role you will play and clarify the expectations. You will be proudly representing your organization, the PIEPC, and the organizers. We thank you in advance for your participation.

CONFERENCE DETAILS:

Dates and Times:

- Monday October 5th 8 am - 5 pm
- Tuesday October 6th 8 am - 4:30 pm
- Wednesday October 7th 8 am - 4:30 pm

Location:

- Lynnwood Convention Center 3711
196th St SW Lynnwood, WA 98036

Directions and Parking:

- Please see the website [PIEPC 2020](#) for directions and parking.

VOLUNTEER EXPECTATIONS:

Orientation:

- Attendance is required at one of the following orientation sessions:
- Monday October 5th 7 am - 8 am and 12 pm - 1 pm
- Tuesday October 6th 7 am - 8 am

- Wednesday October 7th 7 am - 8 am

Hours: Monday, please check in at the Conference Registration Desk at either 7 am or 12 pm, if you are able to participate and as your schedule allows. Tuesday and Wednesday check in at the Conference Registration Desk by 7 am. Check out after 4:30 pm once room clean-up is complete after the final session. You are welcome and encouraged to attend the networking event on Tuesday evening after checking out from your shift.

Volunteer Attire: Business casual attire is required. This includes trousers, slacks, or khakis, collared shirts, knee-length skirts or dresses. Comfortable shoes are highly recommended. No denim, please. Please dress comfortably, as you will be asked to move around the conference. You will be provided with a volunteer vest so that you can easily be identified by attendees.

Room Monitor: During 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 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.
- Assist the speaker with any needs for the presentation
- Attend to, report, and/or resolve any AV issues.
- If headsets for the radios are made available – 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 and call the AV specialist on radio if needed.
- Notify command via radio if speaker does not show.
- Ensure room does not exceed capacity.
- Assist attendees 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 attendees to their next session. Carry the session schedule with you and be familiar with locations of bathrooms, events and sessions.
- If you encounter anything that makes you uncomfortable – contact the provided point of contact on the radio immediately.
- If you are comfortable with it, you may be asked to introduce a speaker from their provided biography.

During the Presentation

- During the session, stay in the back of the 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 the presentation.

Post Presentation

- 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 the 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:

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

Additional Information:

- We will try to assign you to staff sessions for which you are interested in attending. Please provide that information below.
- 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 attendees during transitions. As staffing allows, volunteers will be given a break in the schedule for one session per 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 at the Registration Desk.

Thank you again. We look forward to meeting you. If you have questions, please contact Sarah Tomt at sarahtomt@piepc.org and Hannah Heyrich at hannah@piepc.org

Public Speaking Input

I am comfortable introducing speakers as needed.

I am NOT comfortable introducing speakers.

Preferred Sessions (see [Sessions](#))

Monday (optional)

Full Day -OR- Half Day

Tuesday

Session A

Session B

Session C

Session D

Wednesday

Session E

Session F

Session G

Session H

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:** _____