



# Volunteer Application

2022 Conference ▪ April 5 - 7, 2021  
Lynnwood Convention Center - Lynnwood, WA

Thank you for expressing interest in volunteering your time for the 2022 Partners in Emergency Preparedness Conference. As a non-profit 501(c)(3) organization, this event relies on our great volunteers. 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.

*Volunteer Expectations & Duties are subject to change to reflect appropriate COVID-19 related safety measures at the time of the conference.*

## **CONFERENCE DETAILS:**

### **Dates and Times:**

- Tuesday, April 5th 8:00am – 5:00pm
- Wednesday, April 6th 8:00am - 4:30pm
- Thursday, April 7th 8:00am - 4:30pm

### **Location:**

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

### **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 EXPECTATIONS:**

### **Orientation:**

Attendance is required at one of the following orientation sessions:

- Tuesday, April 5th 7:00am – 8:00am and 12:00pm – 1:00pm

- Wednesday, April 6th 7:00am – 8:00am
- Thursday, April 7th 7:00am – 8:00am

### **Hours:**

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

### **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 the 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.
- 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 need for your room will be provided during a volunteer briefing held each morning of the conference at the Registration Desk.

**Networking Events:**

There is one networking event associated with this conference and you are invited and encouraged to attend if you can. The event is on Wednesday evening at the Conference Center. Remember to enjoy yourself as well and please introduce yourself during breaks and networking time.

