Volunteer Guidelines
2024 Conference • April 2 - 4, 2024
Marriott Tacoma Downtown • Tacoma, WA

Thank you for expressing an interest in volunteering your time for the 2024 Partners in Emergency Preparedness Conference. As a non-profit 501(c)(3) organization, this event relies on our great volunteers. Volunteering is an excellent way to connect with professionals in emergency management and related fields, learn from experts, and interact with hundreds of professionals throughout the region (for free)!

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 yourself and your organization, but the Partners in Emergency Preparedness Conference as well.

Volunteer Guidelines are subject to change to reflect appropriate health and safety measures at the time of the conference.

CONFERENCE DETAILS:
You may volunteer 1, 2, or all 3 days. Please be sure you are available for your entire shift.

Date	Volunteer Arrival Time *	Conference Start Time	Conference/ Volunteer End Time
Tuesday, April 2	Noon	1:00pm	5:00pm
Wednesday, April 3	7:00am	8:00am	4:30pm **
Thursday, April 4	7:00am	8:00am	4:30pm

* Allow extra time for traffic and to park your car. Volunteers should be checked in with the Volunteer Coordinator by the scheduled Volunteer Arrival Time.

** You are welcome and encouraged to attend the networking event Wednesday evening after checking out.

Location:
Marriott Tacoma Downtown
1538 Commerce Street
Tacoma, WA 98402

Directions and Parking:
Please see our website for more information.

Volunteer Benefits:
- Free conference attendance on the day(s) you volunteer
- Opportunity to attend plenary sessions and sessions in your assigned room
- Networking with conference attendees, presenters, and vendors during exhibit, break periods, and networking reception
- Complimentary beverages, snacks, and meals on the day(s) you volunteer
- Learning from experts in the emergency management field

VOLUNTEER EXPECTATIONS:
- Communicate with us if you have had a change in your schedule or ability to volunteer
- Arrive early/on time for your scheduled volunteer shift
- Follow the Volunteer Guidelines

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 will be 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
- Attend an orientation session at the start of your shift.
- Check out a staff radio (instructions 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 audio/visual 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 any handouts for the session are available.
- Assist speakers in setting up and call the audio/visual specialist on radio if needed.
- Notify event organizers 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 items left in the room to the Registration Desk.

Other Duties:
- Direct 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:
- 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.

After you submit your volunteer application, you should receive TWO confirmation emails acknowledging receipt - one from JotForm.com and a second from volunteers@piepc.org. If you do NOT receive confirmation from piepc.org within a week of submission or have questions, please contact us directly at volunteers@piepc.org.

Volunteers will be notified of their application status by March 3, 2024.

Thank you again for your interest and donating your time and effort. We look forward to seeing you!