

NHRMA 2018 Annual Conference & Tradeshow Volunteer Program

OVERVIEW:

The NHRMA Volunteer Program is essential to the seamless execution of the NHRMA Annual Conference & Tradeshow. Volunteers who donate their time provide invaluable assistance to the onsite coordination of the Conference.

In exchange for volunteering for a minimum of six (6) hours throughout the duration of the Conference, volunteers can register for the full conference at the discounted rate of \$350 (a savings of up to (\$425!). If you would like to volunteer for less than six hours, please note that you will not be eligible for the discounted rate.

Note: Cancellation or reduction of volunteer hours may impact eligibility for the discounted rate. If a registered volunteer falls below the minimum requirement, the volunteer's registration fee will be adjusted to the applicable Conference rate at the time of registration.

AREAS OF RESPONSIBILITY:

Volunteer Committee Chairs

The Volunteer Committee Chairs are responsible for contacting and securing all volunteers needed for the Conference during the preceding months. Conference Solutions will provide a Volunteer Schedule & Sign-Up Website listing each shift, date and hours. All shifts and alternates are to be identified no later than August 15, 2018. The Volunteer Committee Chairs are also responsible for overseeing the Registration Packet assembly, if needed, on the afternoon prior to the first day of the Conference.

Assemble Registration Packets

Conference Solutions will organize the contents of the registration packet and explain the collating and stuffing process. Volunteers should be prepared to stand for a few hours and work in an assembly-line style environment.

Registration

Volunteers will receive their training from the Conference Solutions Registration Coordinator.

- Registration Duties: Check in conference attendees.
- Explain markings on back of badge (if any).
- Provide attendee with appropriate registration materials and giveaways (if any).
- Assist attendees with questions regarding the Conference.
- Act as a resource for directional and local area information, if possible.
- Assist with Conference tasks, as necessary, at the registration desk, such as tabulation, etcetera.

Workshop Moderator

Conference Solutions will prepare all Moderator Packets including detailed instructions of Moderator duties required. Volunteers will:

- Pick up Moderator Packet no less than fifteen (15) minutes prior to the start of the workshop.
- Place presenter name cards at presenter's head table.
- Check the workshop room for temperature, cleanliness and comfort.
- Give a five-minute notice that the workshop is starting.
- Coordinate start and end times with speakers.
- Ensure workshop starts and ends on time.
- Make necessary session announcements/reminders (as denoted in your packet).
- Record the number of workshop attendees on the outside of the packet.
- Return the Moderator Packet to the Registration Desk.

Conference Solutions Staff and AV Staff will be nearby to assist, as needed. Please advise them of any issues that need their attention.

Exhibitor Install & Information Desk

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Conference Solutions will oversee the Exhibitor check-in and install process and train the volunteers to:

- Provide directional assistance.
- Direct Exhibitors to the Help Desk operated by the Tradeshow Decorator as needed.
- Assist Exhibitors with questions.

General Sessions

Conference Solutions or the NHRMA Conference Committee will handle all of the details of these events, but may need assistance at points throughout the event – primarily with placing session materials and crowd control/directional and flow.

Silent Auction Set Up

Volunteers will set up silent auction displays for bidding during the Welcome Reception.

Silent Auction-Raffle Monitors

During the Welcome Reception, volunteers will hand out raffle tickets, explain the raffle and silent auction to guests, and accept payment. Volunteers must have a smart phone and download the Square app. Volunteers should be SHRM leaders.

Evening Event Dispatch

- Greet guests as they gather in dispatch location.
- Confirm guests have event tickets (if applicable).
- Answer questions related to event. Conference Solutions will provide all necessary information prior to event start.