



HCSRN 2020 Volunteer Program

Volunteering your time will help ensure a seamless execution of the HCSRN Annual Conference. Your assistance is invaluable to the Conference planning team!! This is a unique opportunity for a 'behind-the-scenes' look at what it takes to run a smooth meeting, and is a great career development opportunity. Volunteering for six or more hours throughout the Conference will earn a complimentary registration. Sign up for six or more hours on the volunteer website and your link for complimentary registration will be included in your confirmation email.

To volunteer, please sign up on the website at <http://www.hcsrnmeeing.org/volunteer>

Here is a brief snapshot of what would be expected of each kind of volunteer shift, so you can get an idea of where your skills would be best utilized:

CONFERENCE REGISTRATION

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

Registration Duties:

- Checking in Conference attendees.
- Explain additional registration items noted on the back of their badges (if any).
- Provide attendee with appropriate registration materials (if any).
- Assist attendees with questions regarding the Conference.
- Act as a resource for directional and local area information, if possible (locate nearest restrooms).
- Assist with Conference tasks, as necessary, at the Registration Desk.

SESSION ROOM LIAISON

Conference Solutions will prepare all session packets including detailed instructions for the Room Liaisons.

- Pick up session packet from the Registration Desk no less than 15 minutes prior to the session.
- Check in with the Session Moderator(s) who will facilitate the session.
- Place name cards at head table (if applicable).
- Check the room for temperature, cleanliness and comfort.
- Give a five-minute notice that the session is starting.
- Coordinate start and end times with Session Moderator.
- Ensure session starts and ends on time.
- Record the number of session attendees on the outside of the packet.
- Return the session packet to the Registration Desk.

Conference Solutions Staff and AV Staff will be nearby to assist, as needed.