



2018 TACOMA PNWS-AWWA

Thank you for your interest in volunteering to assist at the 2018 PNWS-AWWA Tacoma Conference! Without your help, this conference could not be a success. The information below gives you an idea of what type of volunteers we will need and the job description of the volunteer positions.

PLEASE NOTE – You must volunteer for 4 hours in order to get a complimentary registration for that day.

Volunteer Positions and Descriptions:

Room Assistant for Tech Sessions - This position will scan attendees entering and leaving the technical sessions. The scanning is to track CEU credits. This position will also monitor the room in case of any issues that arise. Select the technical track that you would like to volunteer for.

Room Assistant volunteers need to complete **Mandatory Training** prior to the session. The training session shows on how to operate the scanners during the session and download the data at the end of each session. Training will be held at the Registration Booth.

1. Training Session 1 - April 24, Tuesday 3:15-3:30
 - a. Who can attend: Assistant for any sessions on Wednesday, Thursday & Friday
2. Training Session 2 - April 25, Wednesday 4:45 pm – 5:00 pm
 - a. Who can attend: Room Assistants for Thursday and Friday sessions
3. Training Session 3 – April 26, Thursday 8:40 am – 8:55 am
 - a. Who can attend: Room Assistants for the Thursday afternoon & Friday sessions
4. Training Session 4 – April 26, Thursday 5:15 pm – 5:30 pm (may be cancelled if not necessary)
 - a. Who can attend: Room Assistants for the Friday sessions

Scanner Runner - This position will take the scanner back and forth from the meeting space to registration.

Next Steps:

Email your volunteer selection request to Stephanie Kennedy at totaleventconnection@gmail.com. She will then send you a confirmation email confirming your duties and volunteer day. Once you receive the confirmation email you can register for the conference as a volunteer. **DO NOT REGISTER AS A VOLUNTEER BEFORE YOU RECEIVE YOUR CONFIRMATION.**