



Thank you for your interest in volunteering to assist at the 2019 PNWS-AWWA Vancouver 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 in attendees attending educational sessions. The scanning is to track CEU credits. This position will also monitor the room in case of any issues that arise.

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 sessions are:

1. Training Session 1 – Tuesday, April 30, 3:15pm – 3:30pm
 - a. Who can attend: Assistant for any sessions on Wednesday, Thursday & Friday
 - b. Location – *near Registration Desk*
 2. Training Session 2 - Wednesday, May 1, 4:45 pm – 5:00 pm
 - a. Who can attend: Room Assistants for Thursday and Friday sessions
 - b. Location - *near Registration Desk*
 3. Training Session 3 – Thursday, May 2, 8:40 am – 8:55 am
 - a. Who can attend: Room Assistants for the Thursday afternoon & Friday sessions
 - b. Location - *near Registration Desk*
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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.**