

NWGIS 2019 Volunteers

A Note to Volunteers

First off thank you for providing help with the Northwest GIS User Group conference. As a volunteer you are going to serve a critical role in helping things run smoothly for attendees. The volunteer coordinator will provide more details for you as things get closer to the conference. Below are some high level notes.

Positions

- **Moderators** – Moderators will be needed predominantly for the Wednesday sessions. As a moderator you will introduce speakers and make sure they keep on time. Most sessions will have 2-3 presenters; we need to respect everyone's time. More detailed how-to's will be provided before you start. If there are particular session you were interested in attending anyway being a moderator is a great way to see your session and help the conference. You also have a better opportunity to touch base with the presenters
- **Registration** – You'll get a crash course when you arrive for your shift. We will have a full-time registrar...but things get busy for one person in the morning. Wednesday AM will likely be the busiest day. We need to get people checked in, pointed in the right direction. You are going to be the first people most attendees meet...make it a good experience.
- **Float Support** – During conference proceeding we will need assistance with session start up and transitions. The goal is to help presenters and moderators with anything they need outside their rooms. Usually this entails letting the conference planners know about technical issues with the room, projectors, or presenter needs.

Discounts – For every 1 hour you are volunteering you can earn 1 hour of 'conference time'. So, if you volunteer for 4 hours in the morning your afternoon is paid for. We can negotiate times and days. What we have to avoid is someone volunteering for 2 hours and expecting to get 1.5 days of a free conference. We will work to keep it fair and balanced. Volunteers can take advantage of meals and special activities if their shift is adjacent to that event/meal and/or have racked up volunteer hours. Again, trying to keep it fair.

Miscellaneous Notes

- Days and times can be negotiated with the volunteer coordinator. We can try to accommodate position preferences...but we may need to fill in some gaps that are not your top choice.
- Volunteers will not have to register online for the conference.