

## 2019 PATH Intl. Conference and Annual Meeting

### Volunteer Position Descriptions

**Note:** The 2019 Annual Conference agenda has been revised.

**Friday, November 8<sup>th</sup>** – Expanded preconference workshop offerings (hotel and arena)

**Saturday, November 9<sup>th</sup> and Sunday, November 10<sup>th</sup>** – General Sessions and workshops

#### Set-Up and Tear Down

These volunteers will help with unpacking, packing and inventorying of merchandise at the merchandise booth. They may also assist with setting up the registration area, setting out signs or other small tasks. Approximate times needed: Thursday, November 7<sup>th</sup> from 12:00pm – 4:00pm

#### Registration Desk Volunteer

Hand out conference registration packets and registration bags. Any registration issues will be deferred to PATH Intl. staff. Approximate times needed: Thursday, November 7<sup>th</sup> from 6:00pm – 8:00pm, Friday, November 8<sup>th</sup> from 8:00am – 7:00pm, Saturday, November 9<sup>th</sup> from 7:00am – 6:00pm and Sunday, November 10<sup>th</sup> from 7:00am – 11:45am.

#### Silent Auction Volunteer

Assist with set-up of auction items, monitor silent auction tables and items, and assist attendees with questions. Only PATH Intl. staff will handle money at close-out. Approximate times needed: Friday, November 8<sup>th</sup> from 12:00pm – 7:30pm, Saturday, November 9<sup>th</sup> 8:00am – 5:30pm and, Sunday, November 10<sup>th</sup> from 8:00am – 3:30pm

#### Directional / Greeters Assistance

These volunteers will assist attendees in locating registration, specific classrooms as well as assist with seating at the Regional Networking Breakfast. Approximate times needed: Miscellaneous throughout conference. Thursday, November 7<sup>th</sup> 4:00pm – 8:00pm. Varying times throughout the conference on Friday, Saturday and Sunday.

#### Conference Concierge

The conference concierge will assist attendees with making the most out of their conference experience. They will answer general questions about the conference, assist with using the mobile app, recommend workshops based on desired professional growth, and provide information on getting involved in the association as well as direct attendees to special events. This person should have a good working knowledge of the industry and PATH, Intl. A PATH Intl staff person will be also be in assistance. Varying times throughout the conference on Friday, Saturday and Sunday.

#### Room Monitor for Educational Tracks

These volunteers may be asked to introduce the speaker (unless the speaker prefers to do it themselves), welcome attendees, distribute handouts and evaluation forms, assist with lights and audio visual, etc. (any AV problems will be handled by PATH Intl. staff members). Approximate times needed: Friday, November 8<sup>th</sup> from 8:30am – 9:15am, Saturday, November 9<sup>th</sup> from 9:00am – 5:15pm and Sunday, November 10<sup>th</sup> from 9:00am – 5:00pm. Room Monitors should arrive 30 minutes prior to the start of the session. **Room Monitors will have the opportunity to audit the sessions they volunteer to help with. Priority for these volunteer positions will be given to volunteers helping in other areas as well.**

#### Merchandise Booth

Assist PATH Intl. staff with the sale of merchandise, restocking tables, sorting and searching for sizes, and answering questions. Only PATH Intl. staff will handle actual sale. Approximate times needed: Friday, November 8<sup>th</sup> from 12:00pm – 7:30pm, Saturday, November 9<sup>th</sup> from 8:00am – 5:30pm and, Sunday, November 10<sup>th</sup> from 8:00am – 3:00pm.

#### Pre-Conference Arena

Assist with set-up, greeting arriving attendees, and assisting with attendee directions & questions. Assist with lunch set-up, flow and tear down. Assist with departing attendees. Assist with general tear-down and clean up. Friday, November 8<sup>th</sup> from 7:30am – 3:30pm.

**Please fill out the portion below and return to:**

Michael Mersman, Volunteer Chair

For questions pertaining to volunteering in any of the above positions please contact Michael at [m.mersman@stablestrides.org](mailto:m.mersman@stablestrides.org) or 719-331-8650.



**2019 PATH Intl. Conference and Annual Meeting  
Volunteer Contact Information**

**Name:**

**Mailing Address:**

**Center Represented (if applicable):**

**Email Address:**

**Home Phone:**

**Cell:**

**OK to text? Yes | No**

**Best Time to Call:**

**Preferred Form of Contact: Email | Home | Cell Call | Cell Text**

**Days / Hours available (please include all that apply)**

Thursday, November 7<sup>th</sup>

12:00pm – 4:00pm; 4:00pm – 8:00pm

Friday, November 8<sup>th</sup>

6:00am – 10:00am; 10:00am – 2:00pm; 2:00pm – 6:00pm; 6:00pm – 10:00pm

Saturday, November 9<sup>th</sup>

6:00am – 10:00am; 10:00am – 2:00pm; 2:00pm – 6:00pm; 6:00pm – 10:00pm

Sunday, November 10<sup>th</sup>

6:00am – 10:00am; 10:00am – 2:00pm; 2:00pm – 6:00pm

**Preferred type of assignment (Please see volunteer job descriptions on previous page):**

**First choice:**

**Second choice:**

**Third choice:**