

APWA Norcal Conference Volunteer Descriptions

Thank you for volunteering to help make the annual APWA Norcal Conference become reality. Please check in at the beginning and end of your shift at the Registration area with the Volunteer Coordinators: Carlos Melendez (Ghirardelli & Associates) or Jocelyn Larocque (Contra Costa County) for assignments. The shift times are as follows:

Wednesday, 11/7

Shift 1: 6:30 am to 10:30 am

Shift 2: 10:30 am to 2:30 pm

Thursday, 11/8

Shift 1: 7:00 am to 11:00 am

Shift 2: 11:00 am to 4:00 pm

Registration Volunteer

Registration is located at the main entrance to the Richmond Civic Center and auditorium starts at 7 am on each day. During your shift (throughout the day), you will be responsible for checking attendees/speakers in on the registration list, providing them their name tags, conference materials, and lunch tickets. Conference materials should already be prepared and ready for distribution the day before the conference starts, however you may need to assist in filling additional conference bags if necessary.

General Conference Volunteer

During the conference, there will be multiple activities occurring simultaneously throughout the day. There will be a Blood Drive, Rodeo (Construction Equipment operation contest), Education Sessions, and Exhibitor Hall located in difference areas of the Richmond Civic Center site. Please assist in making and posting direction signage as appropriate and assist conference attendees in locating the various events.

Education Session Room Monitor

Room monitors are staged at each presentation room to direct attendees to the proper room. As attendees arrive, please distribute presentation surveys to be completed and collected by you at the conclusion of the session. Presentation surveys are important since they provided feedback to the speakers, and event organizers on how to improve the conference and specific presentation topics. Please do an attendance count to track the # of participants and tidy up the room at the end of the session (straighten out chairs, collect any extra presentation materials). Please bring completed surveys and attendance count #'s to the Volunteer Coordinator.

Facility Clean Up Volunteer

Facility clean up volunteers are responsible for clearing any remaining garbage in the main exhibit hall tables (used for breakfast & lunch by the attendees). During your shift (after breakfast or lunch), please verify that the tables are cleared. At the end of Day 2 (Thursday, 11/8), table cloths from the exhibit hall tables should be moved and tables ready to be put away by City of Richmond staff.