

Call for Symposium Volunteers.

It's that wonderful time of the year again where we are calling for any interested Volunteers to help with the 2018 Symposium to be held Tuesday, October 23rd through Thursday, October 25th, 2018. Being held at the Ottawa Conference Centre at 200 Coventry Road just off the Queensway/Vanier exit.

To streamline the process this year potential Volunteers are asked to commit to 8 hours of volunteer effort over the 3 days. In exchange Volunteers earn full access to the Symposium, all meals and snacks, networking opportunities, and PDUs for their efforts.

To be considered as a Volunteer the following is mandatory:

- 1) You **must** be a PMI OVOC (Ottawa) Chapter member;
- 2) You **must** be available for a training session to be held at 7 p.m. on Monday, October 22nd at the Ottawa Conference Centre (200 Coventry Rd);
- 3) Your Availability **must** fit within the time slots in the grid below;
- 4) You **must** be willing to provide a credit card number and in the case that you are a "no show" for your assigned shifts a \$150 + HST fee will be charged to that credit card. This represents the food costs we pay per attendee if as a "No show" you prevented another person from this Volunteer opportunity, left us short-handed, and inflated our food costs.

***** How to Submit your Interest:** If you are interested in participating as a Volunteer please email: Symposium-Vol-Lead@pmiovoc.org with the following information:

Name: _____

Email Address: _____

Cell Phone: _____

Availability on the Following shifts:

Tues, Oct. 23, 2018		Wed, Oct. 24, 2018		Thurs, Oct. 25, 2018	
Registration and Info Role	Other Volunteer Roles	Registration Role	Other Volunteer Roles	Registration Role	Other Volunteer Roles
6:30 a.m. – 10:30 a.m.	7 a.m. – 11 a.m.	7 a.m. – 11 a.m.	7 a.m. – 11 a.m.	7 a.m. – 11 a.m.	7 a.m. – 11 a.m.
7:30 a.m. – 11:30 a.m.	10 a.m. – 2 p.m.	10 a.m. – 2 p.m.	10 a.m. – 2 p.m.	10 a.m. – 2 p.m.	10 a.m. – 2 p.m.
10 a.m. – 2 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.

As we have streamline the Volunteer roles and the method of receiving Speaker feedback will not need as many Volunteers as in previous year. In the case that we have more interested people than spots we will do a random draw to fill each time slot. So it would be in your best interest to list:

My preferred 8 hours: Days/Times/Roles

My 2nd preferred 8 hours: Days/Times/Roles

My 3rd preferred 8 hours: Days/Times/Roles

To increase your chances of being slotted in.

We will notify every Volunteer applicant by the weekend of week they submit so they can arrange their work or personal schedule.

If you have any questions, please email Roisin at Symposium-Vol-Lead@pmiovoc.org