

## 2009 Hawaii Conservation Conference

### Volunteer Descriptions

#### **Audio-Visual Assistant/Room Monitors**

Work with the AV coordinator in the conference rooms to load PowerPoint presentations on computers, run the slides for the speakers during their presentations, and monitor the room during the presentations (assist with lights, doors, etc.). AV assistants must meet with the AV coordinator before the conference. We will try to match volunteers with presentations that match their interests.

#### **Exhibit Assistants**

Work with the logistics team to transport and assemble the poster boards and other exhibit materials in the exhibit hall before the conference. Assist with clean-up of exhibit hall, break-down, and storage of poster boards at the end of the conference. Volunteers may also be needed to serve as room monitors during the conference.

#### **Registration**

Help sign in registered participants, hand out name badges and conference materials, and answer basic questions. Help stuff conference bags with program, mug and other materials.

#### **Sales**

Sell Aloha products, T-shirts and other souvenirs, manage money collection, record sales and inventory.

#### **Organizing Committee**

Contact [silvam@hawaii.edu](mailto:silvam@hawaii.edu) if you would like to serve on the organizing committee. We are looking for people to help coordinate the following: abstract/program review, student awards, volunteers, logistics, posters/exhibits, public events, field trips and product sales.