ARNOVA Conference
ARNOVA will be hosting its annual conference November 15-18 in Grand Rapids, MI. Volunteers are needed to help in a number of areas and time slots. To view the complete conference schedule and additional conference information you can visit www.arnova.org

Volunteer Opportunities & Requirements
Listed below are the areas where we need your help. The ARNOVA staff will give you instructions for each task. You are asked to work a 4-hour shift. In return you will receive complimentary registration for one day of the conference. For each additional 4 hour shift worked volunteers will receive an additional one day pass. (For example if you would like to attend all three days of the conference you can sign up for 3 shifts.) The conference will take place at the Amway Grand Plaza hotel. Complimentary parking will be provided on the day of your volunteer shift(s).

Tuesday
Assembly of attendee registration envelopes and tote bags. Prep for registration, namebadge assembly.
Volunteers needed: 8-10 per shift

Wednesday
Registration desk: set up registration; greet attendees, hand out name badges & envelopes, tote bags, program books, etc. Answer questions; directing to the appropriate people for assistance.

Additional Duties: Volunteers to be stationed throughout the hotel to direct attendees to the correct rooms. Volunteers will check on meeting rooms to be sure everything is set up correctly, provide presenters with evaluation forms and take a count of how many attendees are in the session. Volunteers will assist in set up for meals and plenary session (place programs at tables, place signage, etc.).Video and/or audio tape sessions.
Volunteers needed: 6-8 per shift

Thursday
Same tasks and duties as above.
Volunteers needed: 4-6 per shift.

Friday, Nov. 21
Same tasks and duties as previous day.
Volunteers needed: 4-6 per shift

Saturday, Nov. 22
Same tasks as previous days. Volunteers needed: 2-4

To sign up: https://arnova.site-ym.com/?page=volunteer

Questions – contact Mary Kate Myers @ mkmyers@arnova.org