



Second Annual Regional Conference 2005



Build your community.. engage, learn, succeed

November 17-18, 2005

Portland, Oregon DoubleTree Hotel—Lloyd Center

Build Your Community...Engage, Learn, Succeed

The following matrix shows dates, times, locations and names of scheduled volunteers. Please arrive 10 – 15 minutes prior to your scheduled time in order for use to ensure appropriate overlap. If you can't make your scheduled time, please contact one of the Volunteer Contacts. DO NOT call the hotel.

All volunteer activities are scheduled for the conference site of:

DoubleTree Hotel – Lloyd Center
1000 NE Multnomah Blvd.
Portland, OR 97214

Wednesday, November 9, 2005

Table with 4 columns: Time, Task, Volunteers, Misc Info. Row 1: 6 – 8 pm, Volunteer Orientation, All, Location of room at hotel

Monday, November 14, 2005

Table with 4 columns: Time, Task, Volunteers, Misc Info. Row 1: 6 – 8 pm, Packet Stuffing, All, Location of room at hotel

Thursday, November 17, 2005

Time	Task	Volunteers	Misc. Info
Noon – 4 pm	General Assistance		TBA
4 – 5:30 pm 5:30 – 7 pm 7 – 8:30 pm	Check in for Pre-Registration		2 volunteers for each time slot
4 – 5:30 pm 5:30 – 7 pm 7 – 8:30 pm	On-site Registration		2 volunteers for each time slot
5:30 - 7pm 7 – 8:30 pm	Speaker check-in		1 volunteer for each time slot
5:30-7 p.m.	Keynoters	Chris Cartwright Doug Dale	Care and feeding of keynoters
5:30 – 7 pm 7 – 8:30 pm	Volunteer check-in		2 volunteers for each time slot
4 – 5:30 pm 5:30 – 7 pm 7 – 8:30 pm	Photographer		1 volunteer for each time slot May need to bring own digital camera Must be Windows compatible w/ability to burn on CD
5:30 – 7 pm	Bookstore Liaison	Kathleen Bergquist	1 volunteer as “runner”
5:30-7 pm	Exhibit Hall	Kathleen Bergquist	1 volunteer as “runner”
5:30 – 7 pm 7 – 8:30 pm	Sponsor Liaison	Kathleen Bergquist	1 volunteer for each time slot as “runner”
5:30-7 pm 7 – 8:30 pm	Food		1 volunteer for each time slot Check periodically to make sure food is sufficient Work with hotel catering staff to
5:30 – 7 pm 7 – 8:30 pm	Hotel Liaison	Kathleen Bergquist	1 volunteer for each time slot for each time slot as “runner”
5:30-7 pm	Impact Award	Sheryl Alstrin	1 volunteer
5:30-7 pm 7 – 8:30 pm	“Ask Me” Rover	Kathleen Bergquist Nancy Seebert	1 volunteer for each time slot
8 – 9 pm	Closers/Shutdown		2 volunteers

Friday, November 18, 2005

Time	Task	Volunteers	Misc. Info
7 – 9 am 9 - 11 am 11 am – 1 pm	Check in for Pre-Registration		2 volunteers for each time slot per alpha section
7 – 9 am 9 - 11 am 11 am – 1 pm	On-Site Registration		2 volunteers for each time slot
7 – 9 am 9 - 11 am 11 am – 1 pm 1 – 3 pm	Speaker check-in		1 volunteer for each time slot
All day	Keynoters	Chris Cartwright Doug Dale	Care and feeding of keynoters
7 – 9 am 9 - 11 am 11 am – 1 pm 1 – 3 pm	Volunteer check-in		1 volunteer1s for each time slot
All day, times tba	Bookstore Liaison	Kathleen Bergquist	1 volunteer as “runner”
All day, times tba	Exhibit Hall	Kathleen Bergquist	1 volunteer as “runner”
All day, times tba	Sponsor Liaison	Kathleen Bergquist	1 volunteer as “runner”
All day, times tba	Hotel Liaison	Kathleen Bergquist	1 volunteer as “runner”
7 – 9 am 9 - 11 am 11 am – 1 pm 1 – 3 pm 3 – 5 pm	Food		1 volunteer for each time slot Check periodically to make sure food is sufficient Work with hotel catering staff to
All day, times tba	“Ask Me” Rover	Kathleen Bergquist Nancy Seebert	1 volunteer as “runner”
9:30 – 11:45 pm	Breakout Session 1		3 volunteers per session (1 board, 1 AV and 1 gopher)
Noon – 2 pm	Breakout Session 2		3 volunteers per session (1 board, 1 AV and 1 gopher)
2 – 4:15 pm	Breakout Session 3		3 volunteers per session (1 board, 1 AV and 1 gopher)
5 pm	Evaluation Collectors		2 volunteers
4 pm on	Closers/Shutdown		2 volunteers

Post Event

Time	Task	Volunteers	Misc Info
TBA	Evaluation Analysis		2 volunteers
TBA	Debrief		Conference Committee

Volunteer Contacts

Seniye Groff

VP of Volunteer

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Kathleen Bergquist

Business Manager

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