



**Third
Annual
Regional
Conference** 2007

*Beyond the Edge...
Maximize Your Competitive Advantage*

March 6-7, 2007
Portland, Oregon Oregon Convention Center

Expectations of Volunteers

Thank you for volunteering for one of the biggest events in our year! Your enthusiasm and energy will make the conference a smashing success!

The following overview is intended to maximize your volunteer experience. Please be sure to read all the information. Questions are always welcome!

Expectations of Conference Volunteers

1. **Attend the orientation on Thursday, February 22, 2007 at the Oregon Convention Center, Room E141, 6:00 – 8:00 pm.** If you are not able to attend, please contact one of the Volunteer Coordinators (info below) as soon as you know.
2. Be prompt and dependable at the conference. Please show up 10 – 15 minutes prior to your scheduled volunteer time to ensure appropriate overlap of volunteers. Again, if you can't keep your commitment, please let one of the Volunteer Contacts know.
3. Check in with the Volunteer Coordinator upon arrival at the conference. All check in tables and registration will be held in the Exhibit Hall.
4. Be patient. Be flexible. Be a positive role model for ASTD and other volunteers.
5. Please be focused on serving the customer during your assigned time and save the "socializing" for another time during the conference.
6. Communicate. Ask questions. Share ideas. Get to know the other volunteers.
7. Make the event fun and rewarding for all!

The Chapter's Commitments to Volunteers

1. We will provide a \$50 discount on the registration fee of the conference for working a minimum of 6 assigned hours (before, during or after the conference). The discount will be given within a month after the conference.
2. You will have a great opportunity to network with national and regional speakers as well as other training and development professionals.
3. Have some fun!

Volunteer Contacts

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