

Where Technology Meets Humanity

Hosted By:



VOLUNTEER BROCHURE

October 4 – 8, 2020
Microsoft Corporate West Campus
Building 92/Visitor's Center
15010 NE 36th Street
Redmond, WA

In partnership with:



SEATTLE POLICE FOUNDATION
Partnership for a Safe Seattle

On behalf of the Washington State Internet Crimes Against Children Task Force, we are pleased to have you at this year's conference. Thank you for volunteering your time. Your help and assistance at the conference allows our law enforcement community to have the knowledge and skills needed to keep our children safe.

VOLUNTEER OPPORTUNITIES

Registration Table

This position(s) will be responsible for ensuring the registrants are provided name badges, SWAG and other important information.

Check-in will be on laptops, QR scanners and paper attendance sheets.

- Welcome those attending
- Check-in attendees
- Escort VIPs/Speakers to appropriate rooms
- Pass out SWAG bags/name tags
- Answer questions
- Provide Directions

Evening Event Registration

Similar to above. Check in will take place outside venue doors with clipboard lists and QR Scanners.

- Welcome those attending
- Check-in attendees
- Pass out drink tickets
- Provide directions

Room Monitors

This position will be one person per room each session. This person will be responsible for ensuring the room is ready for the session, be familiar enough with technology to assist any presenter with basic IT questions when it comes to uploading their presentation and assisting with the microphone, if necessary.

Attendees will need to be SCANNED prior to entering the room. The conference app will need to be downloaded to your phone prior to arrival. If you do not have access to a smartphone, please check with conference staff at Registration Desk.

- Prep room (water bottle for speaker, assist loading presentation, clean tables, pick up garbage, if needed)
- SCAN in attendees
- Remind re: survey app
- Ensure that if closed session; only those allowed are in attendance (verify badge colors)

Ushers

This position(s) will encourage plenary session attendees to sit (filling the room from front to back), escort Reserved Seat attendees to their seats, assist in locating open seating (filling in the gaps), and provide direction to overflow option, if necessary.

- Welcome and escort attendees towards the front of the room
- Communicate with other Ushers the number of open seats prior to the start of the event

Door Attendants

This position(s) will be stationed at the locked doors between the conference space and the Commons and will ensure all conference attendees are badged in and out of the building and Microsoft security protocols are followed.

- Visual check of attendee badge
- Unlock doors for attendee exit/entry
- No Scan Necessary

Microsoft Blue Badge ONLY.

Info Desk

This position(s) will provide general information to conference attendees and take over misc. registration desk duties when registration closes at noon on Wednesday. This desk will have access to a communication radio.

- Lost & Found
- Provide Directions around the facility/campus
- Answer questions
- Help with the App and any session needs.
- Provide other general help attendees may need

Runner/Floater

This position will be stationed at the Information Desk and assist Conference Staff Team, as needed.

- Priority support for Judit, Ian & Kelly

Set-Up/Tear-Down

This position will help conference staff with general physical set-up and closing tasks before, during and after the conference.

- Set-up or shut-down computers for the labs
- Hang or remove signage where directed
- Load and unload vehicles, etc.
- Volunteers should be able to lift 30lbs or more (60lbs with a hand-truck)

We appreciate all our volunteers and want everyone to be comfortable and safe. Please look over these tips before arriving for your volunteer shift.

TIPS

- Dress code: Business casual. Please remember to wear comfortable shoes.
- Some volunteer opportunities may require the ability to lift 30lbs or more. (60lbs with a hand-truck)
- Conference materials and discussions are sensitive in nature. If this is a concern, we recommend bringing a pair of headphones or avoid volunteering as a room monitor.
- Parking is free. ONLY park in designated garages. There is NO surface street parking.
- Feel free to arrive up to 30 minutes early for your shift to familiarize yourself with the conference location.
- Photography is NOT allowed. (Do not photograph any attendee(s) without their consent.)
- If you need to cancel your shift, please contact Melissa.Cordeiro@Seattle.gov ASAP

DAY OF VOLUNTEER ASSIGNMENT

- Arrive at least 15 minutes early for your shift
- Upon arrival, check in at the Registration Desk, if still open, or Information Desk
- Be sure to download the [Whova App](#) prior to your assignment. Please familiarize yourself with the content prior to your volunteer arrival time.
- If you have any questions, please contact Melissa.Cordeiro@Seattle.gov

VOLUNTEER MATCH

Many companies match employee donations of money, products, and time to nonprofits. If your employer matches the hours you're donating during the conference please complete the volunteer match section on the volunteer registration link. Microsoft employees may choose to donate your hours to either NCMEC or the Seattle Police Foundation.

REGISTRATION

Please register for volunteer jobs using the link below:

<https://www.nwregionalicac.com/volunteers>

Confirmation of your assignment will be emailed to you by September 30th, 2021.