

## ARNOVA Conference

ARNOVA will be hosting its annual conference November 16-18 in Orlando, FL. 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](http://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 Hilton Orlando Lake Buena Vista – Disney Springs Area. Complimentary parking will be provided on the day of your volunteer shift(s).

#### Tuesday, November 14

Assembly of attendee registration materials. Prep for registration, name badge assembly.

**Volunteers needed: 8-10 per shift**

#### Wednesday, November 15

Registration desk: set up registration; greet attendees, hand out name badges, etc. Answer questions; directing 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 setting up for meals and plenary session (place programs at tables, place signage, etc.)

**Volunteers needed: 8-10 per shift**

#### Thursday, November 16

Same tasks and duties as above.

**Volunteers needed: 8-10 per shift**

#### Friday, November 17

Same tasks and duties as previous day.

**Volunteers needed: 8-10 per shift**

#### Saturday, November 18

Same tasks as previous days.

**Volunteers needed: 8-10 per shift**

To sign up: [Click Here](#)

Questions – contact us at [conference@arnova.org](mailto:conference@arnova.org)