



# 2012 HAWAII CONSERVATION CONFERENCE WORK EXCHANGE PROGRAM



## **WORK EXCHANGE CONTACTS**

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# WORK EXCHANGE 2012

The Hawai'i Conservation Alliance is proud to announce the 2012 Work Exchange Program for the 20th Anniversary Hawai'i Conservation Conference (HCC). This is a great opportunity for those that may not otherwise be able to attend the event, but instead can offer their skills, assistance, and leadership in exchange for full conference admission in addition to other benefits.

HCC's success stems from the work of willing and dedicated individuals who participate in our work exchange partnership. The work exchange participant's dedicated assistance makes it possible to have the various engaging exhibits, events, and speakers which the conference is focused around.

The HCC Work Exchange Program presents a unique opportunity for participants to meet, interact with, and learn from conservation veterans, emerging leaders, resource managers, field staff, and others from the conservation community. The research, knowledge, and experiences they share provides an invaluable opportunity to anyone interested in starting or furthering a career in conservation.



# PROGRAM BENEFITS

For participating in the program, participants receive:

*Access to all conference sessions outside of work schedule*

*Emerging Professionals Networking Event*

*20th Anniversary Public Celebration & Poster Reception*

*Conference Program Book*

*Reusable Drinkware with Refill Beverage Coupons*

*One (1) Lunch Coupon for use on Tuesday or Wednesday*

*One Buffet Lunch Ticket for the HCA Awards Ceremony & Luncheon*

*2012 HCC t-shirt*

*Exclusive invitation to HCC Pau Hana for all conference workers*

# PROGRAM REQUIREMENTS

## WORK EXCHANGE PROGRAM COMMITMENT

The Work Exchange Program allows individuals to work a significant number of volunteer hours in exchange for a complimentary pass (valued over \$360) to attend the 20th Anniversary Hawai'i Conservation Conference.

## WORK EXCHANGE APPLICANTS MUST AGREE TO:

*Completing 12-14 hours of service at the 2012 HCC.*

*Be billed for the full conference price, if they do not complete their scheduled hours.*

*Attending a mandatory orientation on July 30th,  
10:00 a.m. - 12:00 p.m.*

*Sign in and out with the Work Exchange Coordinator for each shift (this is the participant's responsibility in order to receive credit for hours worked, NOT the responsibility of the Work Exchange Coordinator).*



# APPLICATION TIMELINE

*May 15 - June 3, Accepting Applications*

*July 5 - July 13, Participant Decisions Made*

*July 20, Participant Schedules Emailed*

*July 30, 10am - 12pm, Mandatory Orientation*

*July 31 - Aug 2, Hawai'i Conservation Conference*

## WORK EXCHANGE ROLES

Work Exchange Participants will be assigned one or more of the following roles. To give an idea of the type of work that might be assigned, we've included some basic job descriptions below. This list is not exhaustive and the job descriptions are not all-encompassing. Team leaders will explain full expectations at the Volunteer Orientation. If concerns about your ability to fulfill any of these roles, please notify us in your application.

### DISPLAY BOARD SET UP

*Work with the Logistics & Posters Team to transport and assemble all displays and other exhibit materials in the exhibit hall before the conference.*

### GENERAL/T-SHIRT PREP

*Help with various tasks to prepare for the conference on Monday, including but not limited to unpacking t-shirts and assembling program books.*

### PRE-CONFERENCE EVENTS

*Come with your best smile, ready to host the party! We have two pre-conference events that need staff present for any unexpected logistical issues that may arise. Come dressed in black slacks/skirt and a white top with sandals or covered shoes.*

## **ROOM RUNNER**

*The Room Runner is responsible for running errands or getting help in the event of a problem. Find session moderator and introduce yourself. Sit near a Presentation Team member. Alert Presentation Team coordinator to any presentation glitches. Find HCA staff or volunteer coordinators in any emergency or strange situations.*

## **ROOM MONITOR**

*Find session moderator and introduce yourself. Ensure that moderator instructions and time cards are at the podium. Turn lights on and off. Check badges of people entering the room. Monitor doors opening/closing. Monitor noises. Be mindful of time—help moderator stay on track. Use counter to keep track of how many people attend the session.*

## **EXHIBIT MONITORS**

*Ensure that posters and displays are not being tampered with and fix any falling or crooked signs or posters to ensure quality presentation.*

## **INFORMATION BOOTH**

*Serve as a 4th-floor extension of registration. Direct exhibitors and poster presenters to their display areas and any non-badge-wearing attendees down to the 3rd floor to receive badges. Answer questions about which sessions are held where and when.*

## **OPENING PROTOCOL ASSISTANT**

*Assist with interactive opening protocol by holding signs representing groups based on island or continent of origin.*

## **GREETER**

*Greet and help direct conference attendees to where they need to go. Answer questions and deliver excellent customer service.*

## **T-SHIRT & HCA ALOHA WEAR SALES**

*Always watch the cash box. Unpack boxes and organize merchandise by size, color, and product type. Help customer find size. Track sales during your shift. See detailed instructions in Sales binder.*

## **REGISTRATION**

*Help sign in registered participants. Hand out name badges and conference materials. Help stuff conference bags with program and other materials as necessary.*

## **ART BOARD/POSTER BREAKDOWN**

*Assist with clean-up of exhibit hall, break-down, and storage of poster boards at the end of the conference.*

## **VOLUNTEER CHECK-IN**

*Work with Work Exchange Coordinators to ensure all other volunteers check in and out before each shift.*



