

VOLUNTEER FORM

We need your talent and skills in organizing a successful conference.

Name: _____ Today's Date: _____

E-mail Address _____

Home

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: () _____ Cell Phone: () _____

Thank you for your interest in volunteering! We appreciate your passion and interest. In completing the following form, please identify your favorite volunteer activities and return the form to Hiwa Nezhadian @ Hnezhadian@kaes.us as soon as possible :

Identifying Specific Duties

- Greet guests, help with registration process, distribute program brochures, and badges
- Manage the stage
- Provide technical help
- Guide attendees before, during, and after the conference
- Answer conference related telephone calls and give directions
- Attend to the guests and participants
- Follow the sequence of the program, distribute and collect evaluation forms at the end
- Serve as media relation liaison
- Distribute handouts and other materials if necessary
- Help attendees with information about the local restaurants, attractions
- Set up decorations around the room
- Help with the organization of the reception night
 - Help with cleaning up

All volunteers need:

- General info about Los Angeles and Westwood Village
- General info about the reception night
- Uniformity in dress code

The conference would run from 9:00 AM (but volunteers will meet at 8:00) to 6:00 PM. We would appreciate your volunteering for all day; nevertheless, if this is not possible, the average time for your volunteering would be five hours.

Thank you for your volunteering. We will contact you shortly.