VOLUNTEER Positions Available
- Sign up to volunteer by logging into your account at www.calcupa.org
- Details on these volunteer positions are posted under VOLUNTEERS on the website at www.calcupa.org.

VOLUNTEER OPPORTUNITIES
VOLUNTEER during the conference to help with various tasks. Sign up on the Conference Management System from your individual account by clicking on VOLUNTEER ASSIGNMENTS in the Scholarships tab and selecting ONE of the tasks listed below.

Please keep in mind that if you are in a training session prior to the selected volunteer assignment, you must leave that session early in order to check in at least 15 minutes prior to your assignment.
Volunteer assignments can be confirmed by viewing and/or printing your individual itinerary.

1. **Presentation/Speaker** – Present a Session at the conference. If you have Session you are interested in presenting please complete the Abstract form before August 31st posted at www.calcupa.org. Speakers are pre-approved. Do not submit requests to volunteer to be a Presenter/Speaker.

2. **CUPA Kiosk Booth** – Must check in 15 minutes prior to the start of the assignment at the Registration Desk and check out after the session. Volunteers help attendees with the new calcupa.org website and the mobile ap. They should teach attendees how to add or remove sessions from their itinerary, view and/or print their itinerary, add or delete scanner and room monitor volunteer assignments, sign up for other volunteer assignments, check scans of their sessions, complete session and conference evaluations, use the mobile ap on a Smart Phone, explain the pitfalls of creating duplicate accounts and losing their training history. Volunteers will also give one raffle ticket per person if they are presented with a fully completed vendor page. **Times:** 7-9am, 9-11am, 11am-1pm, and 1-3pm, Mon-Thurs and 3-5pm, Mon-Wed.

3. **Gov’t Only Session Security** – Must check in 15 minutes prior to the start of the session at the Registration Desk and check out after the session. Gov’t only session security monitor the doors on sessions that can only be attended by government employees or are closed sessions and ask non-gov’t attendees to find another session to attend.
**Times:** As indicated on the program and are subject to change if the overall conference program changes.

4. **Name Badge Scanners** – Must check in at the Scanner booth 15 minutes prior to the session to pick up scanner and receive training, if necessary, and check out at the Scanner booth after all attendees have been scanned out of the session. Volunteers scan attendees in and out of sessions and must stay posted at the doors during the entire session. To volunteer, first add the session to your itinerary in your individual account and then click on the heart icon. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the scanner.  
**Times:** run concurrent with program sessions and one assignment fulfills the volunteer requirement.

5. **Room Monitors** – Must check in and out at the Registration Desk prior to and after the session. Room monitors provide support to the session speaker; help them set up and start and end session on time; help pass the microphone around when there is a question and answer period; make sure scanners are at and stay at the door; make sure there is water in the room and may need to go to the Registration Desk during the session to report any issues with the room or AV. To volunteer, first add the session to your itinerary in your individual account and then click on the blue "signal" icon. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the room monitor.  
**Times:** run concurrent with program sessions and one assignment fulfills the volunteer requirement.

6. **Sunday Set Up** – Reporting times can vary; however, after checking in must volunteer for two full hours. Volunteers help to unload the CUPA trailer, assemble conference materials, collate lunch tickets, tie ribbons on speaker gifts, set up the CUPA Kiosk, assemble easels, set out signage and set up for early registration on Sunday evening.  
**Times:** First shift starts at 9am and last shift ends at 3pm, Sunday only

7. **Thursday Tear Down** – Reporting times can vary slightly; however, after checking in must volunteer for two full hours. Volunteers help to pack up the conference office, breakdown the CUPA Kiosk and easels, pick up all signage, laptops and projectors, and help load the CUPA trailer.  
**Times:** First shift starts at 1pm and last shift ends at 5pm, Thurs only