

VOLUNTEER DUTIES
Manitoba Agronomists Conference
Rm 172 Agriculture Building
December 13 & 14, 2011

Please contact Heather Wiebe at mac2011conf@gmail.com if you are interested in any of the volunteer duties below. In return for your time and volunteer effort you will be offered lunch and standing room at the conference.

Date	Volunteers	Time	Task	Location	
DEC 13	3	7:30 am - 8:15 am 7:30 am - 9:00 am 8:00 am - 9:30 am (NOTE: Welcome Center opens at 8 am, first set of doors will be open to stand in foyer)	Hand out parking passes to conference participants, check names off, write licence plate # on pass. Bring leftover passes to registration desk Rm 172 Ag Building.	Welcome Centre, 423 University Cres. (beside U Lot)	
DEC 13 and 14	1 or 2	8:00 am - 4:30 pm both days	Queue up powerpoint presentations for each speaker (these will be preloaded and categorized by speaker name & time of presentation), set speakers up with mics, and run mic to people with questions at end of each presentation	Rm 172 Agriculture Building	
DEC 13 and 14	3	7:30 am - 8:15 am 7:30 am - afternoon 7:30 am - ? (also Dec 14 as needed)	Registration table: hand out nametags, have participants sign in, show them CCA & CCSC forms to sign & hand out speaker pkgs.	Outside Rm 172 Ag Bldg	
DEC 13 and 14	2	Dec 13 - Check am break Check on lunch Check pm break	Dec 14- Check am break Check on lunch Check pm break	Stand by refreshments before am & pm break times Check on lunch and then return to Rm 172 to lead conference participants to location	Coffee breaks -Ag Bldg Atrium. Lunch - Univ Centre, Rm 204 Marshall McLuhan Hall.