

Alaska
Arizona
Hawaii
Idaho
Montana



Nevada
Oregon
Utah
Washington
Wyoming

Dear Member,

We are happy to share the 2015 SHRM Annual Conference and Expo will be in Las Vegas June 28th to July 1st, 2015. We are excited to once again assist in bringing this amazing event to Southern Nevada!

CALL FOR VOLUNTEERS:

We are still accepting pre-registers for Volunteers for the Conference. Pre-registers receive the first chance to apply for preferred pre-conference shifts. Please make sure to be a current National Member of SHRM before you pre-register to get the chance at the best shift(s)!

Earn free days for each shift that you work. Schedule up to three (3) shifts for a free full conference registration (based on availability and shift release schedule.)

To register please visit: <https://www.volgistics.com/ex/portal.dll/ap?ap=43538559>

- SNHRA Board of Directors, Conference Co-Chairs, SNHRA Administration and Volunteer Administrators



Ambassadors

Duties:

These Volunteers provide directions, information and assistance to SHRM Annual Conference attendees throughout the convention center and host hotels. Work with SHRM Staff and Co-Chairs in attendee movement logistics to ensure safe people movement from General Session and concurrent sessions into the Exhibit Hall. Assist in attendee movement logistics to ensure safe people movement for Lunch Time distribution of meals in the Convention Center. And, reports any unsafe condition to Volunteer Center and SHRM Show Staff immediately.

Qualifications:

This position is best served by an outgoing person, with the ability to interact with all levels of volunteers, staff, vendors and general public, presenting a positive, warm and friendly image and to deal with stressful situations with diplomacy and calm. Prepare to arrive at convention center well in advance of shift start time in order to check-in, receive training and reach posted station.

Session Hosts

Duties:

These Volunteers introduce speakers and hosts sessions. They also maintain headcounts, distribute and collect evaluations, serve as runners, hall monitors and couriers of materials. You may be asked to assist with crowd control or other session management activities as directed and assist participants in locating rooms or giving directions.

Qualifications:

These positions require not only outgoing individuals that enjoy speaking to large groups, but also flexible people that are very analytical and detail oriented to assist with data collection. Session Hosts must be SHRM Members.

Registration/Satellite Registration: Bag and Badge Holder Pick-up

Duties:

This position staffs Bag and Badge Holder pick-up and ticket exchange, as well as providing directions on-site. Volunteers for this position provide conference materials after attendees register. You do not process Conference Registration nor print badges. You provide general information, replace defective bags, accept items for Lost and Found and handle the ticket exchange for the Tuesday Night Concert.

SHRM Store

Duties:

This position involves 3 separate stages: set-up, customer service/store information and breakdown of the bookstore. Set-up begins two days before

the conference and involves unpacking, inventory, and stocking shelves. You may work until 8:00 pm or possibly later that night. Those that staff the store must show up 15 minutes before your assigned shift so that you can be briefed about the day, including author appearances, availability of inventory, and any other information that will help you do your job better. We will need as many volunteers as we can get after the store officially closes on Wednesday afternoon. We have to remove the remaining inventory from the store database and then pack it. Everything needs to be boxed and labeled by 5:30 Wednesday up for return. This is a process that is greatly speeded up by having lots of hands.

Qualifications:

Dress comfortably as you may be standing for extended periods of time - shorts & t-shirts are ok. This position doesn't require previous Store experience!

Packet Stuffing

Duties:

This Volunteer position is fulfilled before the conference begins. Volunteers take on one of several positions, including:

- Table Leaders: organize teams of Bag Finishers, Bag Counter Bag Stuffers
- Bag Stuffers: insert the printed material into the bags
- Bag Finishers: ensure that conference bags are filled in a proscribed manner
- Bag Counters: maintain an accurate count of conference bags and the proper placement (stacking) in bag receptacles.

Packet Stuffing is initiated and completed the Thursday and Friday prior to the Conference. The synergy and team building starts here!!! Volunteers must be able to stand and walk for a 6+ hour shift. Dress is casual clothes and comfortable shoes; lunch and refreshments will be provided by SHRM to volunteers that are working.

Qualifications:

These volunteers must be able to stand and walk for extended periods of time, maintain an upbeat, energized and fun work area and ENSURE A SAFE WORKING ENVIRONMENT for all volunteers.

Tuesday Night Show

Duties:

These Volunteers serve as our hosts and ambassadors for the Tuesday evening event. Volunteers attend a dinner briefing and work with SHRM Staff in attendee movement logistics to ensure safe people movement as well as report any unsafe condition to SHRM Show Staff immediately. Prepare to

arrive at convention center well in advance of shift start time in order to check-in, receive training with the SHRM Staff and reach posted station.

Qualifications:

This position is best served by an outgoing person, with the ability to interact with all levels of volunteers, staff, vendors and general public, presenting a positive, warm and friendly image. Must have the ability to deal with stressful situations with diplomacy and calm. These volunteers must be able to stand and walk for extended periods of time, maintain an upbeat, energized and fun attitude and help to ENSURE A SAFE ENVIRONMENT for all attendees.

Special Projects

Duties:

Volunteer duties may include filling in for any of the other volunteer jobs, Conference Daily errands or other temporary tasks that may arise on-site at the conference.

Qualifications:

These positions are for the most flexible of volunteers. You never know what may come up..

Meet-to-Eat

Duties:

These Volunteers staff our internal dinner reservation area. Volunteers assist attendees in choosing a restaurant from our pre-determined list (if they don't already know which restaurant they like) and sign them up during regular registration hours. You are also responsible for monitoring the number of reservations and adjusting them with the restaurants as necessary each day.

Qualifications:

This program is designed for those that wish to network with other HR professionals.

SHRM Information Booth

Duties:

Join the SHRM Staff in the information booth to answer general questions, give directions and welcome attendees. Training will be provided.

Smart Stage

Duties:

These volunteers will be responsible for greeting and helping in the Smart Stage. This new addition to the conference offers curated cutting-edge content presented in short segments by SHRM Staff, HR and business thought leaders, well-known speakers and bloggers. These volunteers will serve as hosts, crowd managers and greeters during the presentations.

Volunteer Lounge

As this position requires detailed training, all Volunteers for this position must schedule three shifts for this Assignment and be available to work ANY DAY/TIME between June 25th and July 1st. Please apply online and then send an email to shrmvolunteers@nthdegreegroup.net for the manual scheduling of your three shifts.

Duties:

Volunteer Lounge Volunteers will assist the Hosting Chapter (SNVSHRM) and the on-site Management Team with Volunteer Registration, Sign-in and Sign-outs for shifts along with many other administrative duties, including but not limited to: Managing inventory, steaming Volunteer shirts, organizing/cleaning the lounge, assisting with reports to SHRM, assisting Volunteers with scheduling changes/cancellations and more. Basic computer skills (which will aid you in learning our custom, internet-based software and badge printing software), ability to learn quickly and good communications skills are a must. On-the-job training will be provided on all of our electronic and manual systems.