

SHRM

ANNUAL CONFERENCE & EXPO
LAS VEGAS & LIVE ONLINE
SEPTEMBER 9-12

21

SHRM[®]

BETTER WORKPLACES
BETTER WORLD™

SHRM21 Area Training – September 2021

Victor Duarte

Volunteer/ Temporary Staff Coordinator

Welcome and Thank You!

- Introductions
- Objectives / Roles
- Floorplans
- Escalation



Introduction

About me

- Victor Duarte: Volunteer/ Temp Staff Event Coordinator
- SHRM21 role: I support the event by scheduling the needs of department leads with Volunteers or Temporary Staff





Special Projects

Objective / Roles

Special Projects

- Objectives
 - Ensure all Attendees get to their sessions in a timely and safe manner
 - Flexibility is key in this role as things tend to change

- Roles
 - Crowd Control
 - Meal Attendant
 - Needed Support
 - Mask and Sanitizer Attendant



Special Projects

Floor Plans - Main Call Outs

LVCC - West Hall

- Level 1 - Registration, Expo, General Session, Saturday Concert, Meals
- Level 2 - Speaker Lounge, Press Room, Prayer, Quiet Room, Pre-Con
- Level 3 - Volunteer Lounger (321), Pre-con, Photo-op, California Reception

Resorts World

- Level 1 - Volunteer Lounge (Orchid B), Registration
- Level 2 - All Rose Meeting Rooms

LVCC

6

*Please note: these numbers are based off the property marketing floor plans and should be drawn to scale in CAD prior to sharing with the Education Team



LVCC – WEST HALL – Level 1

Key

- Ad Hoc
- Mega / Meals
- Expo

GS elements not shown on floor plan / SAG:

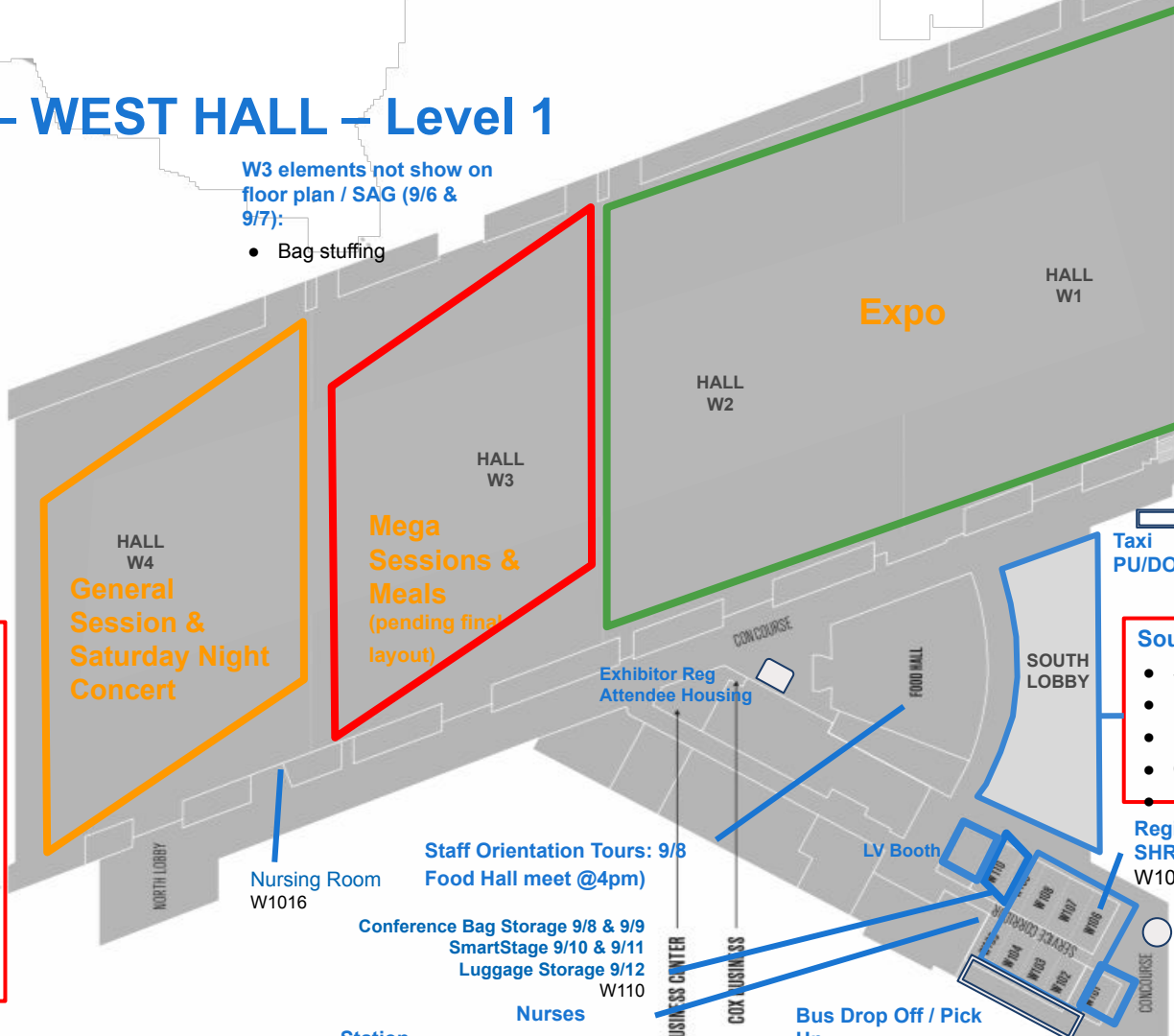
- Green Room Area inside W4 rear
- BOH Green Rooms for Board, Executives

Airwall Schedule

- W2/W3 - open until 2PM SAT
- W3/W4 - open:
 - THU 2P-3:30P
 - FRI 8:30A-10A
 - SAT 8:30A - 10A
 - SUN 10:15A-11:45A
- SS/SHRMStore

W3 elements not show on floor plan / SAG (9/6 & 9/7):

- Bag stuffing



Offices & Ancillary Lounges on Expo Floor

- Freeman Service Desk
- Compu-Systems / CSI
- Lead Retrieval Rentals
- Exhibit Sales office / MCI
- Exhibitor Lounge
- Ad Sales Office
- Business Appt Suites (3)
- DTA
- Certification Lounge
- Workplace Innovation Zone
- SHRM Enterprise Solutions
- PMQ
- Charging Station(s)
- Grand Prize Drawing Stage

South Lobby elements:

- SHRM Info Booth
- Peer Group Networking
- Express Registration Kiosk (9/8-9/9)
- Charging Station(s)

Registration & Bag Pick-Up & SHRMStore
W102 - W109

DJ Booth

Seat Planners / Temps / Reg Storage
W101

Staff Orientation Tours: 9/8
Food Hall meet @4pm)

Conference Bag Storage 9/8 & 9/9
SmartStage 9/10 & 9/11
Luggage Storage 9/12
W110

Nurses

Bus Drop Off / Pick Up

Taxi PU/DO

LV Booth

Exhibitor Reg
Attendee Housing

Nursing Room
W1016

NORTH LOBBY

SOUTH LOBBY

HALL W1

HALL W2

HALL W3

HALL W4

CONTOURSE

FOOD HALL

BUSINESS CENTER

COX BUSINESS

W110

W109

W108

W107

W106

W105

W104

W103

W102

W101

W102

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W100

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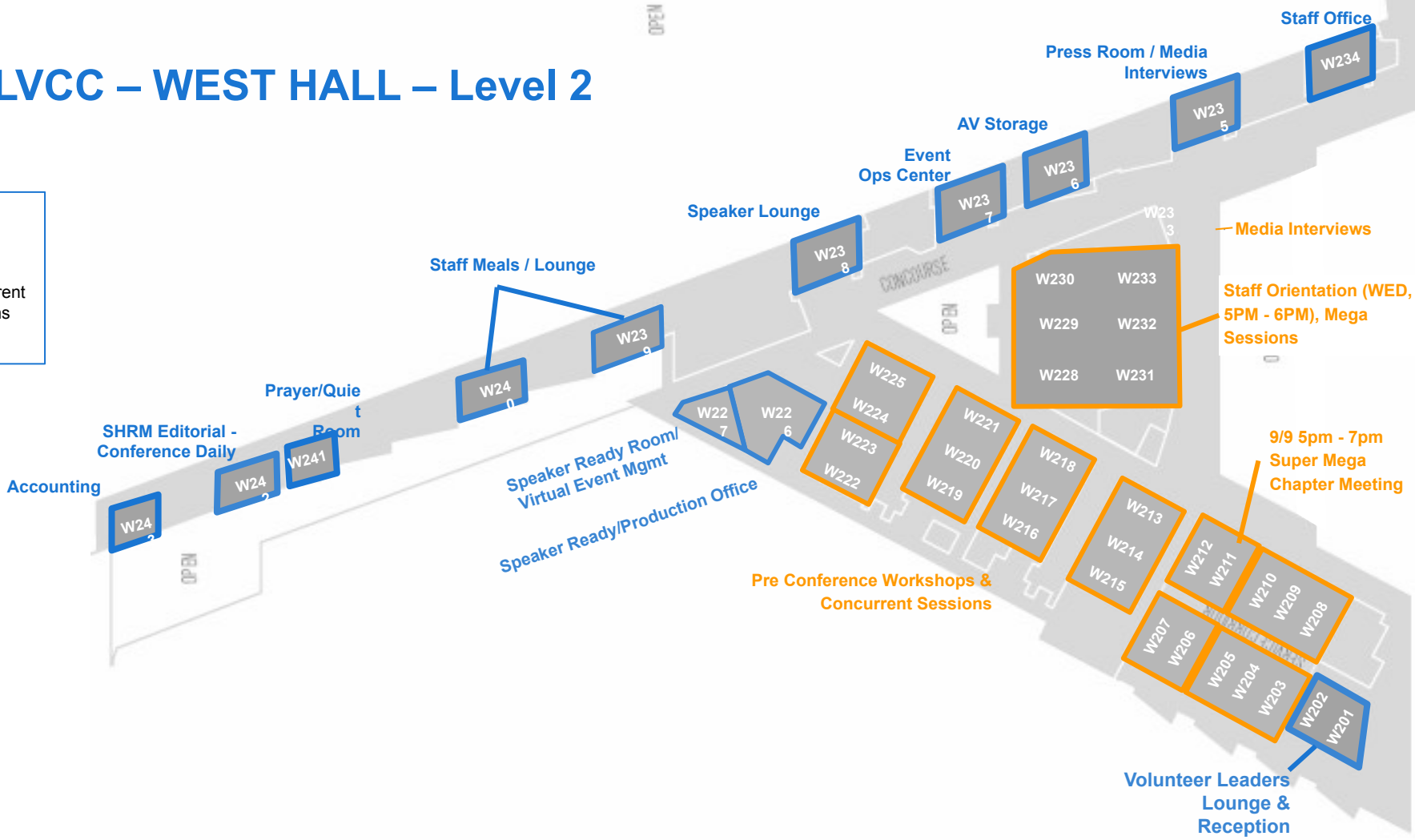
W1



LVCC – WEST HALL – Level 2

Key

- Ad Hoc
- Concurrent Sessions



Media Interviews

Staff Orientation (WED, 5PM - 6PM), Mega Sessions

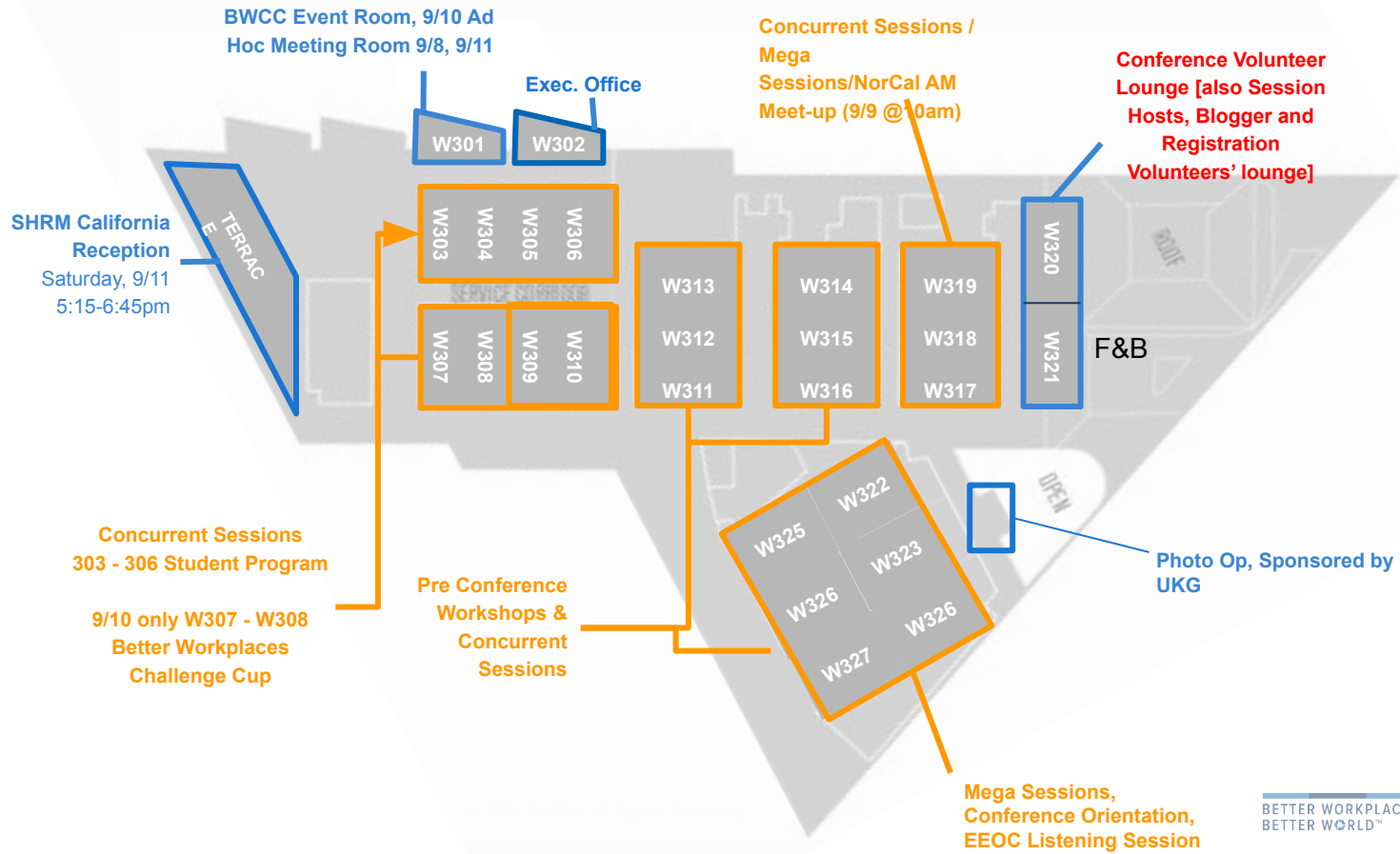
9/9 5pm - 7pm Super Mega Chapter Meeting



LVCC – WEST HALL – Level 3

Key

- Ad Hoc
- Concurrent Sessions



RESORTS WORLD

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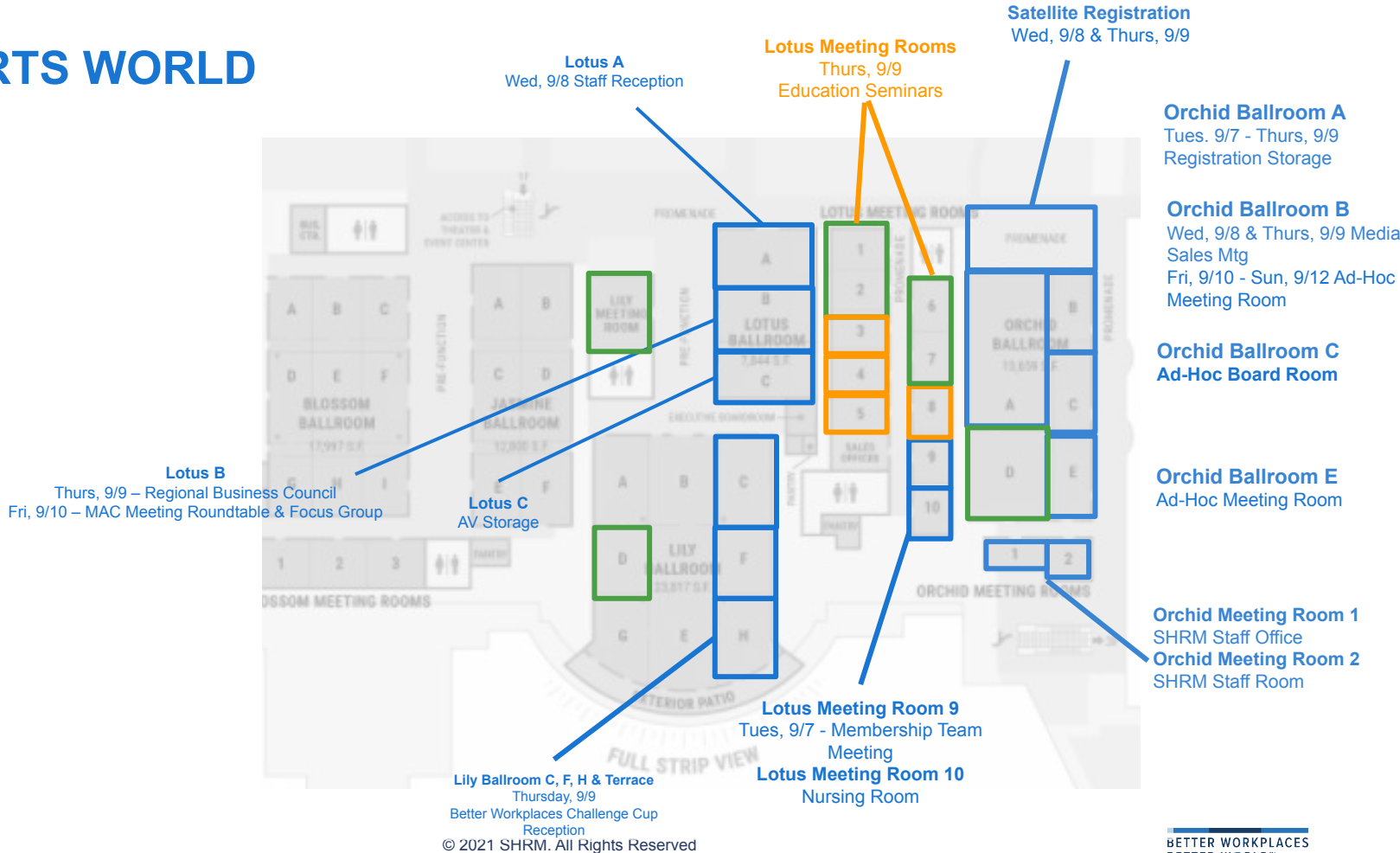
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RESORTS WORLD

Key



- Ad Hoc
- Available
- Concurrent Sessions





RESORTS WORLD

Key

-  Ad Hoc
-  Available





Special Projects

Escalation

- Look for a Zone Lead or Volunteer Team Lead we can help you with most solutions



Questions?

Contact Information

- Please email victor.duarte@freeman.com

**Thank you for your hard work
at SHRM21!**