

7<sup>th</sup> ANNUAL

# Plant-based Prevention Of Disease

NATIONAL CONFERENCE

May 30 - June 1, 2020

Eastern Michigan University  
Ypsilanti, Michigan



## Volunteer Guidelines & Responsibilities

Full conference attendance including meals is equivalent to 20 earned service hours. Partial conference attendance may be granted based on proportion of service hours. Earned service hours may vary based on the level of responsibility of each volunteer position. See below.

Conference meals are included for every 4 earned service hours. On-campus lodging may also be covered by service hours. Each night of housing is equivalent to 4 additional earned service hours. For example, 28 earned service hours is equivalent to full conference admittance plus meals and 2 nights stay in on-campus housing.

## Volunteer Job Descriptions

### **Speaker Transportation**

One hour of service is equivalent to two earned service hours. Full conference admittance will be granted upon completion of 10 service hours. This position requires use of a personal vehicle and personal cell phone and has two components:

Pick up speaker at airport → Drop off at conference center or nearby lodging.

[This will likely occur before or earlier in the conference]

Pick up speaker at conference center or nearby lodging → Drop off at airport

[This will likely occur after or toward the end of the conference]

### **Registration/Help Desk**

One hour of service is equivalent to 1 earned service hour. This position includes but is not limited to:

- Greeting and welcoming P-POD guests
- Distributing name badges
- Checking in registered guests
- Answering questions (continuing ed credits, housing, etc.)
- Directing guests to restrooms or business center

### **Time Keeping**

One hour of service is equivalent to 1 earned service hour. This position requires approval from volunteer coordinators. This role requires attention to detail. While seated at a designated table at the front of the room, you are to keep track of time. Note the length of each presentation, as they are not all the same length. Give a 5 minute warning at the end of presentation, before Q&A is to begin. Give a 1 minute warning before Q&A. Give a signal when Q&A is over. Signage will be provided to signal the speaker.

### **Advance Remote Tasks**

One hour of service is equivalent to 1 earned service hour. Responsibilities may vary based on the needs of the organization. This position may include but is not limited to basic computer tasks, including internet research and email, use of Microsoft Office and Excel.

### **Promotions & Marketing**

Equivalent hours vary based on method of promotion. See [Promotional Volunteer Guidelines](#) for more information.

### **Volunteer Lead**

Full conference admittance will be granted upon completion of four volunteer lead shifts. Volunteer leads are required to have volunteered for a past P-POD conference. This position requires approval from volunteer coordinators.