



**BC INSTITUTE OF
AGROLOGISTS**
Cultivating Natural Resource Professionals

Call For Volunteers
2020 Conference



Planning to attend the BCIA Conference & AGM at Sun Peaks, Kamloops?

Want to get involved? Want to meet other Agrologists?

Why not be a conference volunteer?

As a volunteer you will have the opportunity to greet and get to know other Agrologists and conference presenters and have the satisfaction knowing that you helped to make your conference a great event. Read over the list of volunteer positions available and let us know if you are interested in assisting with one or more of the tasks. **Email your name, phone number with the volunteer position title and date(s) and time(s) you will be available to Julia at office@bcia.com. You are welcome to request more than one volunteer position. Note: Volunteers must be registered for the conference or AGM.**

Articling volunteers have the opportunity to receive volunteering credit for the Articling program.

1. Speaker Gift and Swag Assistants (2 people)

Expectations: You will assist the conference committee with gathering and wrapping the speaker gifts and gathering the items and packing the 200 or more “portfolios” and swag for conference attendees. You will ensure the speaker gifts are available for the VIP Greeter.

You bring: enthusiasm, and possibly access to a car to pick up items.

Estimated effort: This position may require an estimated 1 or 2 hours per week in the time leading up to the conference and about 2 to 3 hours just before the conference to prepare the gifts for conference attendees and the thank-you gifts for the VIPs.

2. PD VIP Greeters (3 or more people)

Expectations: You will assist each PD presenter with any set up required and introduce and welcome each presenter or panel of presenters. You will thank and present a gift to each presenter. A greeter will

be needed for each concurrent presentation and panel session and for Thursday and Friday presentations.

You bring: enthusiasm, punctuality, friendliness, an ability to speak before a group

Estimated effort: Registered for the conference PD sessions.

3. Registration Desk (3 to 4 people)

Expectations: You will assist the BCIA office staff with set up of the registration materials, registering conference attendees and handing out conference packages and swag bags. The registration desk will be open for most of the conference so we will need several people to help.

The times when we know that registration will be busy include:

1. Wednesday evening – 6:00 – 7:30 pm (1 person)
2. Thursday morning - 7:30 – 9:00 am (Before conference welcome & PD) (2 people)
3. *Thursday afternoon – 12:30 – 1:30 pm (Before AGM. ALL attendees need to be registered for AGM) (2 or 3 people)
4. Friday morning from 7:30 to 8:30 am (before the PD sessions) (1 person)

*The AGM is on Thursday at 1:30 pm. Registration in advance of the AGM is critical because we need an accurate record of the number of members in attendance.

4. Sponsor and Poster Displays (1 person)

Expectations: You will greet and assist sponsors and poster display participants. You will assist them with set up their displays if necessary. Assist with take down of poster displays.

Estimated effort: Set up about 7:00 am to 9:00 am on Thursday. Take down at noon Friday.

5. Wed Evening Reception Greeters (2 people)

Expectations: You will greet members as they enter the Wednesday evening meet & mingle. You will help facilitate networking and help introduce Agrologists to one another – especially Articling Agrologists. You will assist the organizing committee with any “activities” planned.

You bring: Enthusiasm, friendliness, knowledge of where the bathrooms and bar are located, and good name recollection skills.

Estimated effort: 5:30 pm to about 8:00 pm on Wednesday May 20, 2020

6. Thursday Dinner Guides & Greeters (2 or more people)

Expectations: You will provide directions to conference attendees to the offsite location at Masa’s Bar & Grill. Or you will greet conference attendees at Masa’s and collect their dinner tickets.

You bring: Enthusiasm, friendliness, knowledge of where the bathrooms and bar are, and good name recollection skills.

Estimated effort: 5:30 pm to about 7:30 pm on Wednesday May 20, 2020

7. Drone Demo Assistants (1 or 2 people)

Expectations: You will assist with directing conference attendees to the location of the demos, and also provide any assistance with set up required by the drone operators and organizers. You must be registered for Friday as a participant.

Estimated effort: Friday 2:30 – 4:00 pm .

8. MentiMeter Conference Feedback Volunteers (2 or 3 people)

For those who like social media and statistics! MentiMeter is an interactive presentation online editor which engages the audience in real-time through their smart-phones. The audience uses their smartphones to connect to the presentation where they can answer questions, give feedback and much more.

Expectations: To work with BCIA staff to set up interactive online polls and activities throughout the conference.

Estimated effort: Learning the MentiMeter app. Full conference – Wed to Fri. Or assigned parts of conference.

9. Social Media Volunteer (1 person)

Expectations: You will be the social media presence for the AGM, preparing tweets and coordinating with BCIA staff Facebook posts. You will create hashtags for the conference and share them with conference attendees. You will prepare posts to thank our sponsors, showcase BCIA, honour our profession, and anything else of interest. BCIA will provide you with access to social media accounts, as necessary.

You bring: enthusiasm, knowledge of social media use for professionals, good spelling and grammar, a camera, a smartphone or tablet to make the posts, and good judgement.

Estimated effort: This position can be as much as you make it. It will require some initial set up of hashtags and pre-conference promotion to prepare the audience for a social media presence. During the conference, you will need to post to social media snippets to get people excited and interested conference events and activities and the AGM.