

## CALL FOR VOLUNTEERS

Are you interested in Volunteering? Are you in need of Volunteer Hours? If so, the Association is looking for volunteers to assist with the 2016 Ingenium Conference.

### **Ingenium Conference**

The Association's Annual Conference, Ingenium 2016, will be held this year from Tuesday October 25<sup>th</sup> to Friday October 28<sup>rd</sup> at Fort Garry Hotel with the theme "Great Expectations". Professional development topics of interest to engineering and geosciences professionals will discuss diversity in the profession, at work, in the Province, and in their personal careers.

### General Duties and Responsibilities:

#### **Pre-loading Volunteers**

- Three pre-loading volunteers are needed for Thursday October 27<sup>th</sup> from 8:30 a.m., with a maximum ending time of 5:00 p.m. Volunteers will help move boxes, unload and set up sound and lighting equipment, staging and décor and other technical equipment for the conference. Volunteers must be physically capable for the work involved. Lunch will be provided for those volunteers who are working the full shift.

#### **Conference Office Help**

- On Wednesday October 26<sup>st</sup> seven volunteers are needed, and on Thursday October 27<sup>th</sup> three volunteers are needed, each day to assist with conference set up (i.e. putting together conference packages etc.) and other opportunities throughout the day. Shifts for both days are between the hours of 8:00 a.m. to 6:30 p.m. and are at the Fort Garry Hotel. Lunch will be provided for those volunteers who have been there for multiple hours. Can be the same volunteers for both days.

#### **Conference Room Host**

- On Thursday October 27<sup>nd</sup>, ten volunteers are needed from 7:45 a.m. to 1:30 p.m. to provide room support under the Technical Director for the Professional Development individual sessions. This may include sound and visual support. Basic knowledge of A/V systems and projector equipment is preferable, but not required. Lunch will be provided.

#### **Tear Down**

- On Saturday October 29<sup>th</sup> from 12:00 a.m. to 1:30 a.m., 6 volunteers are needed to assist with tear down and packaging up of sound and lighting equipment, other technical equipment, and materials from the conference and awards evening. ***Double volunteer hours will be given to volunteers due to late hour.***

#### **Gala Help**

- On Friday October 28<sup>th</sup> from 5:00 p.m. to 7:30 p.m., three volunteers are needed to help with the Awards Gala Dinner Reception. Responsibilities will include greeting guests and award winners, helping guests find their tables, and assisting with crowd control.

## Awards Help

- On Friday, October 28<sup>th</sup> from 8:00 p.m. to 9:30 p.m., two volunteers are needed to help the technical team with the Awards section of the evening. Responsibilities will include operating the live camera feed and working together taking down the stage curtains.

### How to Apply:

If you are interested in volunteering for any of these opportunities or want more information please contact Sebastian Goldstein at [gkeatch@apegm.mb.ca](mailto:gkeatch@apegm.mb.ca).