

MNHPC 2020 Annual Conference Volunteer Information

Thank you for your interest in volunteering at the 2020 MNHPC Annual Conference! Volunteers are an integral part of the Minnesota Network of Hospice & Palliative Care Annual Conference; they serve a variety of roles and help ensure that everything runs smoothly.

Volunteer Application and Process

The volunteer application is available on the MNHPC website. All applications are due by February 14th. Individuals who are selected to volunteer will be notified by February 21st, so that anyone who is not selected to volunteer can still register for the conference at the early registration rate.

Selection Criteria

MNHPC staff makes decisions about volunteer selection based on:

- Information provided on applications (skills, attributes, interests, etc.)
- MNHPC Membership status. Priority is given to current MNHPC members
- Experience volunteering at previous MNHPC Annual Conferences
- Attendance at previous MNHPC Annual Conferences
- The number of volunteer applicants from your organization *

*Please note that MNHPC uses volunteer opportunities as a means of providing financial assistance to organizations who otherwise would not be able to send staff members to the conference. Therefore, we often will limit the number of volunteers allowed from a single organization in order to provide opportunities for others.

Volunteer Benefits

Individuals who volunteer for 1/2 day will be able to attend the conference for 1/2 price on the day of their volunteer shift. Though they will have volunteer responsibilities, they will be able to attend general sessions and some of their preferred breakout sessions. Individuals who volunteer for a full day will be able to attend the conference on the day of their volunteer service. Full day conference volunteers will still be able to attend general sessions and some of their preferred breakout sessions, though they may have responsibilities while they are attending sessions. Volunteers for the pre-conference workshop or the Matters of Death and Life Conversation on Monday evening will receive complimentary registration to those events.

Volunteer Roles

There are a number of tasks that volunteers will be responsible for. MNHPC staff will make decisions on volunteer placement based on staffing needs; however, when you apply, you will have the opportunity to provide information about your skills and comfort level with various tasks. Volunteer roles will include:

- Registration Volunteers—staff registration tables in the morning as conference attendees arrive, hand out name badges and conference materials, answer questions and provide directions as necessary. **Registration volunteers should be “morning people” as registration shifts will start at 7:00 AM.**
- Greeters—greet attendees and presenters as they arrive, provide directional assistance when necessary, answer questions, run errands when necessary
- General session/lunch ushers—help attendees find places to sit for general sessions, at lunch ensure that tables are filled efficiently to help control costs
- Breakout Session Monitor—check name badges to ensure people are in the correct breakout session room, ensure that all breakout session attendees are seated in a chair, ensure that breakout session speakers have everything they need, be in touch with MNHPC staff if any needs arise in breakout session rooms. **Room Monitors must be comfortable being assertive. This might mean telling someone they cannot attend a session they are not registered for or asking people to change seats to make room for all attendees.**
- Breakout Session Moderator—welcome attendees to breakout sessions, introduce speaker, make announcements about conflicts of interest or other important topics, moderate Q&A sessions, time the session and show the speaker time cards as the end of the session is approaching. **Breakout session moderators must be comfortable speaking in front of groups. Some breakout sessions can have as many as 150 people in them.**

Volunteer Shifts

Half Day Volunteers will work from 7:00 AM-12:30 PM or 12:00 PM-5:30 PM*

Full Day Volunteers will work from 7:00 AM – 5:00 PM*

Pre-Conference Volunteers will work from 12:00 PM-5:00 PM

Matters of Death and Life Conversation Volunteers will work from 5:00 PM-9:00 PM*

*Times are approximate and might change, depending on the finalized conference schedule as well as staffing needs.

Application

[Click here to complete the volunteer application](#)

Questions

Additional questions? Contact MNHPC Communications Coordinator Amy Peterson at amy@mnhpc.org