

PA Women Work! Career Conference

Volunteer Registration

Please Provide Your Contact Information

Name:

Phone Number:

E-mail address:

Thank you for your interest in volunteering at the 11th Pennsylvania Women Work Career Conference.

Date: Saturday March 27, 2010

Location: PNC Bank's Firstside Center, 500 First Avenue

Parking: Parking is available in the Firstside Garage (between the PNC Firstside Center and the courthouse/Allegheny County Jail for a flat day rate of \$5.00

Bus/ "T": The "T" - get off at the Firstside stop and you're there. Bus—Please check the Port Authority Site for Saturday schedules

When can you volunteer?

All day (7:30 am to 3:00 pm)

Help with registration

Moderate sessions (Introduce speakers, count attendees)

Direct participants, presenters and vendors

Half Day Morning (7:30 am to 11:30am)

Help staff with registration of participant/ vendors/ presenters

Moderate sessions 1 and 2 (Introduce speakers, count attendees)

Volunteers are then welcome to leave or they may attend session 3 and stay for lunch

Half day Afternoon(10:45 am to 2:00pm)

Assist with afternoon registration

Moderate sessions 3 and 4

Volunteers are then welcome to leave or stay for the end of day

End of day – tear down (1:50pm to 3:15pm)

Help with door prizes

Assist staff, vendors, employers and presenters as needed with clean up

Please arrive promptly at the start time listed.

Dress Code

Volunteers should be dressed in business casual or business dress

Items that should not be worn: Tee shirts ,shorts, workout wear, tennis shoes, jeans or any item that does not fit well (either too small or too large)

Any Questions? Please Contact

Kimberly Grosel

PA Women Work!

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Thank you!