

# Volunteer and Service Opportunities for the Office of the Vice President - Conferences and Events

## College of Performance Management: Workshop Room Volunteer

The Office of the Vice President - Conferences and Events has openings for room volunteers for the Integrated Program Management (IPM) Workshop and for EVM World.

Responsibilities include working with the Volunteer Coordinator to:

- Attend all IPM Workshop or EVM World sessions as assigned by the Volunteer Coordinator for the duration of the conference
- Be available to support coordination phone calls leading up to the conference (approximately 2 hours)
- Meet in the volunteer room the first day of the conference, prior to the initial session
- Act as point of contact for speaker help for each session assigned
- Distribute and collect survey forms from all attendees for each assigned session and return to Volunteer Coordinator
- Distribute training track session presentations
- Produce an executive summary (2-3 paragraphs) for each assigned session, due one week after the workshop concludes
- Provide feedback as requested by Volunteer Coordinator on suggestions and improvements for conference

This is a great opportunity for individuals to actively contribute to the success of workshop events.

The position is to support a single specific IPM Workshop or EVM World. It is preferred that room volunteers are members of CPM, and space is limited. Workshop registration will be complimentary for selected room volunteers, since they will not be able to choose which sessions they attend. Travel and hotel accommodations are the responsibility of the room volunteer.

For more information or to apply contact Don Kaiser, Executive Director of CPM at [kaiser@mycpm.org](mailto:kaiser@mycpm.org)