



MN Quality Conference November 9-10, 2021

Volunteer Information

Frequently Asked Questions

1. *Why should I volunteer?*

- This is a fantastic opportunity to make connections, network with colleagues, subject-matter experts, and vendors.
- RU (Recertification units) credits
- Free admission to the conference
- Free food

2. *Where is the Event?*

Earle Brown Heritage Center
6155 Earle Brown Dr
Brooklyn Center, MN 55430

3. *When is the Event scheduled?*

Tuesday, Nov 9th (ie. the day for speaker presentations) from 7am (registration) to 4:30pm, and Wednesday, Nov 10th (ie. the day for workshops) from 7am (registration) to 4:30pm. Please note that the setup and tear-down volunteer roles will require attendance at least one hour before or after the event.

4. *How much time is required to volunteer?*

A mandatory two-hour volunteer training session is being planned for an evening one week prior to the event. The session will be at the Earle Brown Heritage Center; it is intended to help ensure all volunteers are familiar with the location, have all the information they need to perform their volunteer role(s), etc.

During the event, most volunteer time slots are divided into 4 hours segments.

5. *What areas are there for volunteering and what does it involve?*

- Event Set-up** - Support set-up with exhibitors, general facilities, check-in, audio and video equipment, and easels by each room.
- Operations Room Security** - Secure Operations room, assist with checking in speakers and volunteers, coordinate communication, and assist with handles questions.
- Runner/Ambassador** – Volunteer at large, assists with immediate issue and various errands, assist with guiding lost individuals around the facility.
- Registration Desk**- Check-in attendees, hand out registration name tags, direct volunteers to Operations room, and answer questions.
- Moderator**- Verify audio video equipment is ready for the upcoming presentation, introduce and assist Speaker, take attendance, handout and collect speaker evaluation



forms, thank the Speaker and make any final announcements, straighten the room, and change posters for next session.

VI. **Event Tear-down** – Support Exhibitors and general facilities with tear-down.

6. *What is the dress attire?*

We ask volunteers wear a white or blue shirt, slacks, and comfortable shoes. We will provide a blue ASQ vest. We encourage volunteers to bring your fully charged cell phone in case communication is needed between volunteers.

7. *Where can I find out more about the conference?*

Please see the [Minnesota Quality Conference website](#)