



MN Quality Conference November 9-10, 2021

Volunteer Information

Frequently Asked Questions

- 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
- Where is the Event?*

Earle Brown Heritage Center
6155 Earle Brown Dr
Brooklyn Center, MN 55430
- When is the Event scheduled?*

Tuesday, Nov 9th

 - Keynote speaker followed by other presentations in the four tracks
 - Onsite and virtual event

Wednesday, Nov 10th

 - Workshops
 - Onsite event
- How much time is required to volunteer?*

Virtual training will take place on Wednesday, October 27th from 7-8pm to help ensure volunteers have all the information they need to perform their volunteer role(s).

For those wanting to volunteer as a moderator or with audio/video equipment, we will have in-person training on Tuesday, November 2nd at Ridgedale Library at 12601 Ridgedale Dr, Minnetonka, MN 55305.

- Moderator - 6:00-6:50pm
- Audio/video operator - 7:00-7:30pm

During the event, most volunteer time slots are divided into 4 hours segments. Please note that the setup and tear-down volunteer roles will require attendance at least one hour before or after the event.



5. *What areas are there for volunteering and what does it involve?*
 - I. **Event Set-up** - Support set-up with exhibitors, general facilities, check-in, audio and video equipment, and easels by each room.
 - II. **Operations Room Security** - Secure Operations room, assist with checking in speakers and volunteers, coordinate communication, and assist with handles questions.
 - III. **Runner/Ambassador** – Volunteer at large, assists with immediate issue and various errands, assist with guiding lost individuals around the facility.
 - IV. **Registration Desk**- Check-in attendees, hand out registration name tags, direct volunteers to Operations room, and answer questions.
 - V. **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. **Audio/Video Operator** – Operate equipment (Nov 9th only) during presentations.
 - VII. **Event Tear-down** – Support Exhibitors and general facilities with tear-down.

6. *What is the dress attire?*

Please wear comfortable shoes. We will provide a blue ASQ fleece 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](http://www.asq.org)