2013 OCTOBER 1-2 2013 SPECIAL EDUCATION LEADERSHIP CONFERENCE

VOLUNTEERS

Ohio Department of Education

– Call for Volunteers –

Volunteering provides an opportunity for you to help the 2013 Leadership Conference run smoothly both for presenters and participants - and to also be an active Conference participant at a reduced costs. The reduced cost is half of the Conference registration fee or $50. As a volunteer, you will be expected to be at the Convention Center by 7 AM on Tuesday, October 1, 2013, and plan the Conference sessions you want to attend around your volunteer schedule.

The theme for the 2013 Conference is *Achieving Balance: Leading Improvement for Children with Disabilities While Managing Compliance*. Registration for the Conference begins at 8 AM on Tuesday, October 1, and the Conference ends at 2:30 PM Wednesday, October 2, 2013. There is also an optional Pre Conference focusing on Managing Compliance on Monday, September 30, 2013 from 1:00 - 5:00 PM. Volunteers will not be needed for the Pre Conference.

– Volunteer Benefits –

Ohio's 7th Annual Special Education Leadership Conference is seeking 30 volunteers on Tuesday and Wednesday to help support the conference.

Volunteers will receive:

- a 50% discount, or pay only $50.00 registration fee that includes:
  - access to the general sessions and concurrent sessions – when not assigned to monitor a session,
  - access to exhibits, and
  - any meals provided.
- A shirt identifying you as a volunteer

– Volunteer Opportunities –

Volunteer roles include Master/Concurrent Session Host, General Conference Greeter, Information Desk, and Speaker Attaché.

Volunteers must commit to the following:

- Attend a **mandatory 2yπǎλúŜ Volunteer Orientation** on Tuesday, October 1, 2013 at 7 AM
- ########## Serve as greeter before the General Session on Tuesday, October 1.
- ########## Volunteer for two (2) concurrent or (1) master session time slots (i.e. one concurrent session time on Tuesday and one concurrent session time on Wednesday or two concurrent session time slots on Wednesday), or two (2) shifts for the Information Desk/Conference Greeter. Speaker Attaché may be in combination with one other volunteer opportunity depending on the number of available volunteers.
- Complete a follow-up evaluation to provide feedback to conference planners.

– Volunteer Job Descriptions –

1. Master or Concurrent Session Host* ***(good communication skills preferred)***

Responsibilities:

- Assist in set-up of signs and easels throughout the Conference space,
- monitor room seating and "close the session" when all seating is taken,
- post "Closed Session" sign when the meeting room is full,
- redirect conference attendees to other sessions when your assigned session is full,
- serve as a resource to the session presenter,
- distribute and collect evaluation forms for your assigned session,
- post cancellation notices as necessary or required,
- provide general conference information to conference attendees.

*Each session host will be responsible for only one room per session.

2. Information Desk and Conference Greeter*

Responsibilities:

- provide general conference information to conference attendees,
- assist in set-up of signs and easels throughout the conference space,
- help attendees find the registration desk, the exhibit area, the poster session,
- direct conference attendees to various sessions and event locations throughout the conference,
- answer participant questions and/or direct them to others,
- collect required paperwork, contact information, sign-in forms, and any other relevant information.

*The Information Desk will be continually staffed by a Conference Team member who will be assisted by Volunteers. Conference Greeters will be stationed throughout the event location.

3. Speaker Attaché

Responsibilities may include but not limited to:

- Assist speaker to and from designated presentation area
- Act as liaison among speaker, conference team, and convention center staff to ensure appropriate room arrangement, lighting, technology, etc.
- Be a resource person to the presenter during the presentation (water, technology, etc.)
- Duties as assigned by conference team related to the presenter

If you are interested in this exciting opportunity to support and participate in Ohio's 7th Annual Special Education Leadership Conference, please complete the volunteer application and ***send it as soon as possible but no later than August 15th*** to Laurie Dotson, dotson.121@osu.edu. Your participation will be confirmed by September 3, 2013.

2013 OCTOBER 1-2 — 2013 SPECIAL EDUCATION LEADERSHIP CONFERENCE — VOLUNTEERS — Ohio Department of Education

SUBMIT BY August 15, 2013

Volunteer Application Form

Please fill out the two page form on your computer and use the 'submit' function in Adobe Acrobat Reader, or save the completed form and attach to an email message to dotson.121@osu.edu. You may print or save a copy for your records.

Conference planners will determine the status and assign the volunteer time and location for all Volunteers. All confirmed applicants will receive notification of their status and assignments via email by September 1st. Confirmed volunteers will be registered by conference planners and must submit payment to OSU-CETE and send to Laurie Dotson, CETE, 1900 Kenny Road, Columbus, Ohio 43210.

Today's Date:	

Volunteer Information – (Please use the form fill option or print clearly)

First Name:		Men's Shirt Size
Last Name		S M L XL 2XL 3XL
Email Address:		
Employer/Company:		
Title/Position:		Women's Shirt Size
Mailing Address:		S M L XL 2XL 3XL
City, State, Zip:		
Day time Phone Number:		
Mobile Phone Number		

Terms and Conditions

The following terms and conditions must be accepted by all volunteers. If selected and confirmed as a Volunteer for Ohio's 7th Annual Special Education Leadership Conference on October 1-2, 2013, I commit to:

1. attend the **mandatory Volunteer Orientation**
   a. On-site Tuesday, October 1, 2013 from 7:00 - 7:30 AM
2. arrive at the assigned location at least 15 minutes prior to the start of the session and remain for the entire session.
3. assure payment to OSU-CETE for the $50 registration fee.
4. assume my own costs for travel to and from the conference and accommodation expenses incurred.
5. be prepared to communicate competently and comfortably with conference participants.
6. participate in a follow up evaluation to provide feedback to conference planners.

☐ I certify that I am available to volunteer during Ohio's 7th Annual Special Education Leadership Conference on October 1-2, 2013, at the Greater Columbus Convention Center in Columbus, Ohio, and agree to all the terms and conditions stated above.

Volunteer signature (required if mailed or faxed) ***Date***

☐ I have submitted a presentation or poster proposal. *(The committee wants to know this so that you are not assigned a job that conflicts with your presentation time.)*

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Volunteer Role – rank in order of preference:
(Please use "0" to designate "not a preference")

- ☐ Master or Concurrent Session Host
- ☐ Speaker Attaché
- ☐ General Conference Assistance
- ☐ Information Desk

Volunteer Time Slots

Please note that assignments will be made for **Session Hosts** first, then others as needed. Please take time to review the conference agenda to avoid receiving a conflicting volunteer assignment during a session that you may want to attend. Concurrent Session Hosts and Master Session Hosts are required to monitor the entire session by remaining outside of their assigned meeting rooms. When the presentation is underway, the volunteer has the option of observing the session while remaining at the room entrance/exit.

Indicate your priority choices for assignment times within each of the following four categories, ranking them in the boxes in front of each opportunity. Please denote your first choice with 1, your second with 2, and your third with 3, and so on. Please use "0" to note your "not available" times. We may contact you via email if your requested preference is not available. The conference planning committee will do its best to honor your choices.

Concurrent Session Host:

- ☐ 11:30 – 12:45 pm **¢dzŜăŘl·è**, Oct. 1 and 10:00 – 11:15 am **² ŜŘyŜsday**, Oct. 2
- ☐ 11:30 – 12:45 pm **¢dzŜăŘl·è**, Oct. 1 and 11:30 am – 12:45 pm **² ŜŘyŜsday**, Oct. 2
- ☐ 2:00 – 3:15 pm **¢dzesday**, Oct. 1 and 1:15 – 2:30 pm **² ŜŘyŜsday**, Oct. 2
- ☐ 10:00 – 11:15 am **² ŜŘyŜăday**, Oct. 2 and 11:30 am – 12:45 pm **² ŜŘyŜday**, Oct. 2
- ☐ 10:00 – 11:15 am **Wednesday**, Oct. 2 and 11:30 – 12:45 pm **Wednesday**, Oct. 2
- ☐ 11:30 am – 12:45 pm **Wednesday**, Oct. 2 and 1:15 – 2:30 pm **Wednesday**, Oct. 2

Master Session Host:

- ☐ 11:30 am – 12:30 pm **¢dzŜăday**, Oct. 1 and 2:00 – 3:15 pm **¢dzŜsday**, Oct. 1
- ☐ 10:00 am – 12:45pm **² ŜŘyŜăday**, Oct. 2

Information Desk/ General Conference Host:

(a minimum of two shifts over the entire event will be assigned)

¢dzŜăŘl·è:
- ☐ 7:45 – 9:00 am
- ☐ 9:00 – 10:00 am
- ☐ 11:00 am – 12:00 pm
- ☐ 12:00 – 1:00 pm
- ☐ 2:00 – 3:00 pm
- ☐ 3:00 – 4:00 pm

² ŜŘyŜăday:
- ☐ 7:15 – 8:30 am
- ☐ 9:30 – 11:00 am
- ☐ 11:00 am – 12:30 pm
- ☐ 1:00 – 2:00 pm
- ☐ 2:00 – 3:15 pm

Speaker Attaché:

¢dzŜăday:
- ☐ Elise Frattura - Specialized Instruction
- ☐ Tim Lewis - PBIS
- ☐ Mary Little - Math
- ☐ Nancy Marchand-Martella - Literacy
- ☐ David Meichenbaurn - Behavior

² ŜŘyŜăday:
- ☐ Elise Frattura - Specialized Instruction
- ☐ Mary Little - Math
- ☐ Nancy Marchand-Martella - Literacy
- ☐ Jeanne Wanzek - Reading

Submit Your Application (Use Adobe Acrobat "Submit Form" button or the options below)

Please submit completed two-page application to: Laurie Dotson, CETE,
The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210
Fax: 614.292.6505 ● Phone: 614.292-6336 ● email: dotson.121@osu.edu.