



*Serving the HR professionals and  
supporting the SHRM chapters in Michigan*

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## **APPENDIX B - Frequently Asked Questions**

### **Volunteer Ambassadors Program**

### **2018 Michigan SHRM Conference and Exposition**

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#### **How do I enroll to be an Ambassador?**

Inform your local Chapter President (or the designated coordinator within your chapter) of your desire to volunteer, including your name and contact information.

Chapters should send a completed list of volunteers to [conference@mishrm.org](mailto:conference@mishrm.org) no later than August 31st.

If you're not a member of a local chapter, that's ok too! Simply send a message to the email address above indicating your interest in volunteering.

#### **How many hours am I expected to volunteer?**

We ask for a commitment of at least 8 hours (does not necessarily need to be sequential) from each volunteer over the three day conference period.

#### **What days and times are available to volunteer in 2018?**

The conference will require volunteer ambassadors throughout the event, which begins on Wednesday, October 17 through Friday, October 19. A full schedule of available volunteer assignments and associated timeframes is published separately.

There will be an Ambassador bag-stuffing and reception event on Tuesday evening, October 16. The time spent in orientation does *not* count toward the minimum 8 hours of volunteering described above.

#### **How will I be prepared for what to expect in my volunteer role?**

There will be an Ambassador Orientation session held via webinar prior to the event.

#### **What types of roles are available to volunteer for?**

Ambassadors will be required in many areas, including Registration Desks, Exhibit Hall, Social Media, and all content sessions (Program Breakouts/Key Notes /Summits/Event Sessions).

**Do I have a choice of the role I volunteer for?**

Yes, as long as there is a need in that area.

**Is it free, do I have to pay the conference fee, travel or accommodations?**

Due to your commitment to serve as a volunteer for a minimum of 8 hours over a three-day period, you will be eligible for a drastically reduced conference registration rate of \$125. This is designed to simply cover the cost of your food and beverage at the conference.

You will be able to attend sessions and enjoy the full benefits of the conference as a regular attendee when you're not working as a volunteer (and some volunteer roles are in session rooms, so in that case you wouldn't miss any of the sessions at all!)

All other expenses, including travel and accommodations, are your own responsibility.

**How do I register for the conference at the reduced Ambassador rate?**

Further instructions about registering for the conference will be provided in advance.

**Will I have the ability to attend sessions if I am not working as a volunteer?**

Absolutely! You can enjoy the full benefits of the conference as a regular attendee whenever you're not volunteering (and sometimes even when you are volunteering, as you may be in a session room and you'll certainly always be networking with many people!)

**What is the dress code?**

Business casual. You may be required to wear clothing for a uniformed identity to ease recognition of your role as an Ambassador.

**If I have any questions in advance of the conference, who should I speak to?**

Please send your questions to [conference@mishrm.org](mailto:conference@mishrm.org) or call 844.MI.SHRM (844.464.7476).

**Will there be communications about where to meet and who to report to when I arrive?**

Yes, there will be prior communications. Check in and check out at the Registration Desk at the Conference during the times you volunteer.