



# Volunteer Welcome and Sign-Up Sheet

For the  
**IDA 61<sup>st</sup> Annual Conference and Tradeshow**  
Wednesday September 30<sup>th</sup> - Friday October 2<sup>nd</sup>

**Bridge the Gap!**  
**Thru Innovation, Inclusion, and Inspiration**

*To be held at*  
Marriott Marquis Hotel, San Francisco  
780 Mission Street  
Yerba Buena Salon 8



## WELCOME TO ALL OUR VOLUNTEERS

Thank you for volunteering for the IDA's 61st Annual Conference and Tradeshow! Your willingness to help is greatly appreciated by Union Square Business Improvement District, the City of San Francisco and the International Downtown Association.

Two volunteer orientation sessions will be held at the Marriott Marquis Hotel, located at 780 Mission Street, San Francisco. All volunteers are required to attend one of these sessions.

At orientation we will review the conference program, the floorplan of the event, your job position including expectations and will provide training as needed.

We will be sending you an information packet for you to review and familiarize yourself with in advance of the orientation session. It will be emailed out to you. At orientation you will have an opportunity to address any areas you need to ensure you understand your role. Our goal is to host a great conference to showcase San Francisco and we know we can do this with your help and support.

Caroline Armer, from Events, ETC...and their staff, will serve as your main point of contact and head the team of Volunteers. You will meet Caroline and her lead staff during the orientation. Throughout the conference, Caroline will have a minimum of one-person on duty at all times to help you with any questions or issues that arise. During the orientation you will be provided with the information on how to reach the on duty volunteer contact. Caroline Armer, or her on duty lead representative, will be your primary point of contact during the conference. Please address issues, or questions, where at all possible to them first.

Rebecca Bishophall (IDA Manager of Membership Services) is the conference registrar and will assist with any registration issues. Other key members of the IDA conference team are as follows - Tracie Clemmer (Development and Exhibits Director), Rachel Davis (Communications and Information Services Manager), Carolyn Dellutri (Director of Professional Development), and Cole Judge (Director of Research).

Should you have questions prior to the conference, please contact, Caroline Armer at [caroline@eventsetc.com](mailto:caroline@eventsetc.com)

Again, thank you for agreeing to help us host downtown professionals from around the country. We hope you enjoy the conference!

David Downey  
President & CEO  
International Downtown Association

Karin Flood  
Executive Director  
Union Square Business Improvement District



## **Volunteer Fact Sheet**

**Event:** IDA 61<sup>st</sup> Annual Conference in San Francisco (“Bridge the Gap”)  
**When:** September 30-October 2, 2015 (Wednesday through Friday)  
**Where:** San Francisco Marriott Marquis - 780 Mission Street

### **About the Event:**

The International Downtown Association (IDA), and our host partner the Union Square Business Improvement District (USBID), are pleased to present the 61<sup>st</sup> Annual Conference on September 30, 2015 to October 2<sup>nd</sup> in San Francisco. IDA’s annual conferences bring together urban place management practitioners from around the world providing them important educational programming to assist them in creating healthy and vibrant urban places, as well as an opportunity to connect with fellow urban district managers. The IDA mission is to connect diverse practitioners who transform cities into healthy and vibrant places resulting in a world full of vital and livable downtowns.

***We welcome volunteers and want to take this moment to thank you all for your invaluable contribution towards the success of this year’s IDA conference in San Francisco.***

### **Why We Need Volunteers**

To showcase the city of San Francisco. We need your help to bring us the local touch to the IDA conference, whether it is in being one of our insightful local experts to answer questions on San Francisco or being there as one of our tech savvy individuals that can assist with check in and plenary sessions. We have a variety of conference activities in which we need volunteers to assist to ensure attendees experience a welcoming and successful conference.

### **How You Benefit**

Here’s an opportunity for volunteers with educational and professional interests in public space management, urban studies, place making technologies, economic and urban development, and public-private partnerships to:

- Meet key IDA staff and industry professionals
- All Volunteers will receive a free meal when working and get a free volunteer t-shirt.

### **Volunteers Are Needed For:**

- Registration set up & running (Tradeshow set-up)
- Receptions – Opening, Closing, Newcomers, Downtown Canada Reception, VIP Reception
- Pre-conference tours and mobile workshops
- Breakout sessions, Pre-Conference Workshops and Affinity Roundtables
- IDA Awards ceremony



## Volunteer Sign-Up Sheet

**Please sign me up!** As a volunteer for the IDA 61<sup>st</sup> Annual Conference and Tradeshow, **Bridge the Gap** I acknowledge that:

- I expect to be scheduled for at least 5 hours and up to 8 hours of work a day, on the days I am available.
- I am available for AT LEAST TWO of the days indicated below. (more than two days of availability is preferred)
- I will arrive a minimum of 15 minutes before the start of my scheduled shift times.
- I will arrive in Business attire (men & women, no shorts or tennis shoes). Healthy attitude, smiles & Teamwork!
- I will be provided with and wear credentials (such as name badge, Volunteer ID) during the event.

### Days & Times Required:

**We will confirm with each volunteer their actual required shift times.** Please note the below time periods are the times within which volunteer shifts will be scheduled.

Monday September 28 <sup>th</sup>	1pm to 5pm
Tuesday September 29 <sup>th</sup>	2pm to 6pm
Wednesday September 30 <sup>th</sup> , Thursday October 1 <sup>st</sup> and Friday October 2 <sup>nd</sup>	7am to 8pm

### Please check Your Availability:

*EARLY SHIFT 7AM TO 2PM*

*LATE SHIFT 12PM TO 8PM*

- |  |                                      |                                     |                                  |
|--|--------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Monday, September 28 <sup>th</sup>    |                                      | <input type="checkbox"/> LATE SHIFT |                                  |
| <input type="checkbox"/> Tuesday, September 29 <sup>th</sup>   |                                      | <input type="checkbox"/> LATE SHIFT |                                  |
| <input type="checkbox"/> Wednesday, September 30 <sup>th</sup> | <input type="checkbox"/> EARLY SHIFT | <input type="checkbox"/> LATE SHIFT | <input type="checkbox"/> ALL DAY |
| <input type="checkbox"/> Thursday, October 1 <sup>st</sup>     | <input type="checkbox"/> EARLY SHIFT | <input type="checkbox"/> LATE SHIFT | <input type="checkbox"/> ALL DAY |
| <input type="checkbox"/> Friday, October 2 <sup>nd</sup>       | <input type="checkbox"/> EARLY SHIFT | <input type="checkbox"/> LATE SHIFT | <input type="checkbox"/> ALL DAY |

Restrictions (please specify): \_\_\_\_\_

**I will be present at the Volunteer Orientation Session (you must select and attend one of these two sessions)**

- Monday September 28<sup>th</sup> at 5pm to 6pm
- Tuesday September 30<sup>th</sup> at 9am to 10am

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Affiliated Organization or University: \_\_\_\_\_

Occupation: \_\_\_\_\_ Language Fluency: \_\_\_\_\_

Please email COMPLETED form back to: [caroline@eventsetc.com](mailto:caroline@eventsetc.com)

You will receive an information packet via email which will include a confirmation of your schedule and job description.

**Thank you for helping and becoming a member of our IDA Conference Team. Welcome!**