



# THE FORUM ON WORKPLACE INCLUSION

## Registration Volunteers

### ALL VOLUNTEERS MUST CHECK IN AT SYMPHONY IV (Hilton 2nd Floor)

Registration volunteers are the face of the Forum. You will be one of the first people an attendee will see at the Forum. You are Forum ambassadors and share a common goal with Forum staff – to ensure attendees have an exceptional learning experience.

Each position is a vital component in the success of this conference. With a national and increasingly international presence of attendees at the Forum, we ask that you extend and share Minnesota hospitality. If questions arise that you are unable to answer, do not hesitate to ask your volunteer team lead, assistance in the volunteer room, or at registration.

**Training and update sessions are required prior to the conference and on the day(s) you volunteer.** Training prior to the conference provides a full scope of the conference, the behind the scene picture day-by-day and what to expect. The day of volunteer update sessions is essential as information changes hour by hour, and what you may have learned at the pre-training or on a previous day, may not apply on another day.

### Conference Registration Desk

Report first to Volunteer Room Symphony IV to check in and receive your name badge. Then proceed to meet **Mikaela Vogland** at the Registration Desk at the Red Wing Room on the Third Floor Lobby.

Shift start and end times are as follows:

**Monday, March 27 AM: 7:30 AM – 12:45 PM**  
**Monday, March 27 PM: 12:15 PM – 5:00 PM**

**Tuesday, March 28 AM: 6:30 AM – 12:30 PM**  
**Tuesday, March 28 PM: 12:15 PM – 5:00 PM**

**Wednesday, March 29 AM: 6:45 AM – 1:00 PM (Followed by Closing General Session)**

Please be on time as registration opens at 8:00 AM Monday, and 7:00 AM Tuesday and Wednesday for the conference. There will be one or two people at each registration desk, one to check in the attendee and the other to provide a nametag, tote bag, and instructions.

If attendee is not registered, or claims to be registered and there is no information for that person on your list, send them to the registration assistance location.



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**For all volunteers**

Please keep in mind that you may need to be flexible as situations change. If you are not currently assigned to a task, always check in at the Volunteer Room Symphony IV to see if a need arises for assistance. There will be a flip chart in the Volunteer Room indicating current volunteer needs. Please check it frequently.

**All volunteers are expected to assist as needed in the Grand Ballroom for seating attendees for lunch and general sessions.** \*This information is subject to change without notice.

Volunteers should not be seated for meals until ALL attendees are seated.

