

VOLUNTEER INFORMATION

National Preservation Conference

Preservation in Progress

October 21 – 25, 2008 • Tulsa, Oklahoma

The National Preservation Conference, the premier historic preservation conference in the United States, attracts more than 2,000 attendees and provides an opportunity to explore current preservation challenges and strategies. The National Trust invites you and your colleagues to assist in this week-long conference by volunteering your time and talents.

Volunteers are needed in a variety of areas during the conference— distributing registration packets, monitoring education sessions, assisting with field session departures, or working in the conference office.

Volunteering for the National Preservation Conference is a serious commitment, but the experience is rewarding and educational. National Trust staff depends on the support of volunteers to help the conference run smoothly. As a volunteer, you are the “face of the conference” to the attendees -- dependability, courtesy, tact, and enthusiasm are critical.

TIME COMMITMENT

To ensure continuity over the course of the entire conference, volunteers must commit to serve for the duration of the five-day conference. If you are unable to make this time commitment, you may be best served by taking advantage of the early registration rate to attend the conference. Volunteers who are selected must attend a mandatory training and information meeting at the conference site on Monday, October 20 from 9:00 a.m. to 11:30 a.m.

BENEFITS

As a volunteer, you will receive the following:

- Admission to the Opening Plenary and Opening Reception on Wednesday, October 22nd
- Admission to the 2008 National Preservation Awards ceremony on Thursday, October 23rd
- Admission to the Closing Plenary session and Gala Closing party on Saturday, October 25th
- Breakfast and lunch each day of the volunteer assignment
- Volunteers who serve as education session monitors will learn from conference sessions addressing a variety of topics

TO APPLY

- Review the descriptions of assignments and hours that follow and determine which assignments match your interests and available time.
- Complete the Volunteer Application Form, indicating your first, second and third choice of assignment.
- Return the application form no later than **July 1, 2008**, by mail as indicated below.
- Your assignment and schedule will be confirmed no later than **October 1, 2008**.

While the number of volunteer positions is limited, we will also select two or three alternates who will have full volunteer benefits. If we are unable to find an assignment for you that matches our needs, you will be able to register for the conference at the reduced early bird registration rate.

Feel free to pass this information on to friends and colleagues. This application form can also be printed from the PDF file found at <http://www.preservationnation.org/resources/training/npc/>

KEY DATES

July 1st	Deadline to submit your volunteer application to: National Trust for Historic Preservation ATTN: National Preservation Conference 1785 Massachusetts Avenue, NW Washington, DC 20036 Ph. (202) 588-6095 E-mail: charlotte_bonini@nthp.org
No later than October 1st	Volunteer schedule confirmation
October 20th	Volunteer training and information meeting at conference site 9:00 a.m. – 11:30 a.m. (breakfast provided)
October 21st – 25th	National Preservation Conference 2008 Tulsa, Oklahoma

VOLUNTEER POSITIONS

Registration Assistant and Conference Office Assistant (4 volunteers needed)

This is your chance to meet and greet conference attendees. The Tulsa Convention Center will house conference registration. Duties include distributing packets to pre-registered attendees, handing out affiliation ribbons as requested by attendees, and answering questions about the conference program. Towards the end of the week, when registration has slowed, these volunteers will assist in the conference office by compiling and inputting session evaluation data, and assisting with general office duties.

Volunteer Schedule (three-day commitment) 7:00 a.m. - 5:00 p.m., Wednesday – Friday

Education Session Monitor (6 volunteers needed)

While the topics of the sessions will be determined by the meeting room assigned to the session monitor, this is your opportunity to hear presentations on a variety of preservation-related topics - neighborhood revitalization to economic development, heritage education and organizational development. All sessions will take place at the Tulsa Convention Center, located at 100 Civic Center in downtown Tulsa. Sessions are held concurrently and most are 90 minutes in length, although some can be up to three hours. About 50 education sessions take place from Tuesday to Saturday. Session monitors assure that the sessions run smoothly by checking and scanning name badges, distributing evaluations, making sure the room is set up as requested and that speakers are ready to begin the session on time, alerting Trust staff in the event of any problems, and collecting evaluations and returning them to conference office.

Volunteer Schedule (five-day commitment) 7:00 a.m. – 5:00 p.m., Tuesday - Saturday

Field Session and Conference Office Assistant (2 volunteers needed)

Field sessions take conference attendees into the community and region by bus, on foot and on bicycles. About 20 are typically offered, with some repeated. To ensure that these sessions run smoothly, volunteers will place signs, assist attendees in lining up for a particular session, and lead groups to waiting buses. Between the times that field sessions are dispatched, these volunteers will assist in the conference office by compiling and inputting session evaluation data, and assisting with general office duties.

Volunteer Schedule (five-day commitment) 7:00 a.m. – 5:00 p.m., Tuesday - Saturday

VOLUNTEER APPLICATION FORM

National Preservation Conference
Preservation in Progress
October 21 – October 25, 2008 • Tulsa, Oklahoma

CONTACT INFORMATION

Name _____

Address _____

City _____

State _____

Zip _____

Work Phone _____

Home Phone _____

Cell Phone _____

Fax _____

Email _____

***If you are a student, please complete the following:**

Institution _____

Program _____

VOLUNTEER ASSIGNMENT DESIRED

Indicate "1," "2," or "3" next to your first, second and third choice. If you really are not interested in being considered for one of the assignments, please do not include it as a choice.

Registration / Conference Office Assistant 7:00 a.m. – 5:00 p.m., Wednesday – Friday

Education Session Monitor 7:00 a.m. – 5:00 p.m., Tuesday – Saturday

Field Session / Conference Office Assistant 7:00 a.m. – 5:00 p.m., Tuesday – Friday

Return completed form no later than **July 1, 2008**, to:

Charlotte D. Bonini, PhD.
Senior Education Planner
National Preservation Conference
National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington D.C. 20036
(202) 588-6095