



APOS ANNUAL CONFERENCE Volunteer Policies and Position Descriptions

Welcome to an exciting event and opportunity: Volunteering at the **APOS 7th Annual Conference**, scheduled for **18 - 21 February 2010 in New Orleans, Louisiana, USA**. Volunteers play an integral role in meeting the mission of the American Psychosocial Oncology Society, and this Conference. As a volunteer with APOS, it is your responsibility to abide by and understand the policies explained below.

Conference Overview

This conference provides a unique forum of individuals representing diverse disciplines to gather and exchange current information and discuss challenges in the field of psychosocial oncology. This year's theme is '*Integrating Psychosocial Research and Practice in Quality Cancer Care: Confronting Challenges Together.*'

General Information

Conference location: **Sheraton New Orleans**, 500 Canal Street, New Orleans, LA, 70130, USA, Tel: +1.504.525.2500.

Why Volunteer?

APOS invites students, recent graduates and members to volunteer at the conference for an opportunity to gain unique insights into the current practice and research within psychosocial oncology. Volunteering will increase your exposure to national leaders and as experts in the field. When not scheduled to work, volunteers are encouraged to join the sessions and networking events. However, you must attend your volunteer assignments.

Volunteer Benefits

- The opportunity to see and hear the most recent research in psychosocial oncology
- Network and meet leaders in the field
- Access and ability to visit the exhibits and speak with vendors
- Opportunity to attend sessions
- Refreshments and food during conference hours

Our Volunteer Policy:

- Volunteer positions are limited and scheduled by order they are received.
- Volunteers are eligible for a \$50 reduction on their registration fees.
- Volunteers must be available throughout the day during which they're scheduled. I.E.: If you sign up to volunteer on Thursday, you could be scheduled ANY TIME during that day. If you are only available for specific hours, please note that on your application.
- Volunteers for the full conference will be scheduled to work at least two days.
- Volunteers must work a minimum of **5** hours in order to attend session(s).
- Volunteers may attend sessions for the equal amount of time they volunteer.
- One-day conference volunteers will be scheduled to work during the day they wish to attend – I.E.: If you attend only on Friday - you will need to volunteer on Friday.

Volunteers are needed:

- **Conference Bag stuffers**
- **Registration Desk staff**
- **Session Monitors**
- **Traffic Directors**

About APOS

The American Psychosocial Oncology Society is dedicated to advancing the science and practice of psychosocial care for people with cancer.

Position Descriptions

BAG ASSEMBLY:

Responsible for compiling and filling bags with materials for Annual Conference attendees.
(WEDNESDAY ONLY)

REGISTRATION DESK:

Responsible for greeting arriving attendees, checking them in on a list, providing them with their Badges, Tickets and Conference Bag.

The Registration Desk will have an APOS Staffer for attendees who ask to register on-site, have problems with their registration or ask questions that volunteers are unable to answer. You may direct attendees to the APOS Staff onsite to help with any of these issues.

SESSION MONITORS:

Responsible for checking that each attendee is wearing a badge and assisting the Session Chair/Moderator.

The most important thing to remember as a monitor is if you experience any problems (audiovisual, lighting, incorrect session sign, etc.), you should go immediately to the Registration area. Tell an APOS staff person your room name and a brief description of the problem; they will then call for assistance. Return to your session room and an APOS staff person or a member of the AV staff will arrive within minutes. *Please do not attempt to fix any audio-visual equipment yourself.* A member of the AV staff should be located in the corridors outside the session rooms. Please try to help us enforce that cellular telephones and pagers are turned off during a session or workshop. If you are monitoring a session, report to your session room at least 15 minutes before the start of the session to meet the session chair/moderator and presenters.

TRAFFIC DIRECTORS:

Volunteers will be strategically placed within the hotel and will navigate registrants to the Plenary presentations or navigating the hotel in locating workshop or session rooms.



APOS Conference Volunteer Application
18 – 21 February 2010
New Orleans, Louisiana, USA

Name: _____ Date: _____
 Affiliation: _____
 Address: _____
 Day Phone: _____ Cell Phone: _____
 Email: _____

Check preferred dates/times for volunteer opportunities!!
 Shifts are **5 hours long**; volunteers are welcome to attend sessions the day of their shifts if not assigned to any duties.

Your Availability (*check all that apply*)

	7am -5pm	7 – 10:30 am	10am – 12:30 pm	12:30 pm -2:00 pm	2pm – 5:30 pm	5:00-8:00 pm	Other (<i>please specify</i>)
Wednesday, 17 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday, 18 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Friday, 19 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday, 20 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday, 21 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I will work a total of _____ hours.

Preferred Session: _____

Volunteers are placed on a first come first serve basis. We will attempt to honor your schedule request, but the APOS Scientific Program Committee will make the final decision.

Please fax this form by **15 January 2010** to: Kimberly Haynes; fax +1.434.977.1856, e-mail: khaynes@apos-society.org. For further information about conference opportunities please call 434.293.5350.

Conference Hours:

Thursday 8:00 am – 8:00 pm Friday 8:30 am – 6:30 pm Saturday 8:00 am - 5:30 pm Sunday 8:00 am – 11:00 am

Volunteers to report to the Sheraton New Orleans, 500 Canal Street, New Orleans, LA, Tel: +1.504.525.2500.

TERMS AND CONDITIONS

In no event will the American Psychosocial Oncology Society be liable for any damages, including, without limitation, indirect or consequential damages, or any damages whatsoever arising from the use or loss of use, data, or profits, whether in action of contract, negligence or other torturous action arising out of or in connection with attendance or participation at this conference. If these terms and conditions are not accepted in full, you will not have APOS' permission to participate in this conference.

DEFAMATION/LIBEL DISCLAIMER

Neither the American Psychosocial Oncology Society nor any of its officers or employees can accept responsibility or liability (express or implied, contractual, torturous, or otherwise) for any material contributed to this conference. The views and opinions expressed by any contributor to this conference are not necessarily those of APOS or any of its members.