

2010 NMSDC CONFERENCE AND BUSINESS OPPORTUNITY FAIR

VOLUNTEER GUIDE



MINORITY BUSINESSES AND CORPORATE AMERICA **Partnership: The Engine for a Global Economy**

Miami Beach Convention Center • Miami Beach, Florida

October 24 - 27, 2010

TO PROSPECTIVE VOLUNTEERS

To make the 2010 National Minority Supplier Development Council® Conference and Business Opportunity Fair a success, we need scores of volunteers. The success of an annual conference in large measure relates to the number and competency of the volunteer force.

An electronic version of the NMSDC® Volunteer Guide contains a description of the tasks, dates and time slots for which we need volunteers. The Volunteer Guide can be found at the following address:
http://www.sfmsdc.org/NMSDC_VolunteerGuide2010.pdf.

Please complete and return the Volunteer Form to the Volunteer Committee in care of:
Nettie Seaberry, NMSDC® Volunteer Coordinator by fax (212-730-6391) or mail to National Minority Supplier Development Council®, 1359 Broadway, 10th Floor, New York, NY 10018. We will attempt to assign everyone according to their first choice; however, it may become necessary to reassign you to another activity for the same date and time period. You may volunteer for more than one area and/or time slot.

Although more than 40 distinct tasks have been identified, a large number of volunteers are necessary, since most tasks require more than one person. The tasks for which we need volunteers are varied and there is something for everyone – many volunteers sign up for two or more assignments. We welcome your active involvement.

Your response would be appreciated by July 31, 2010.

Thank you for your cooperation in making this a great conference.

Sincerely,



Rhonda P. Wimberly
Community Affairs Director
Turner Construction Company
Chair, NMSDC Volunteer Committee
1000 Waterford Building, 2nd Floor
1000 N.W. 57th Court
Miami, Florida 33126
Fax: (212) 730-6391



Beatrice Louissaint
President and CEO
Southern Florida Minority Supplier
Development Council
9499 N.E. 2nd Avenue #201
Miami, Florida 33138
Tel: (305) 762-6151

**General Information for the
2010 NMSDC[®] Conference Volunteers**

2010 NMSDC® CONFERENCE VOLUNTEERS

GENERAL INFORMATION

The purpose of these instructions is to provide you with information you will need to carry out your duties as a volunteer for the 2010 National Minority Supplier Development Council® Conference and Business Opportunity Fair. The Conference will be held October 24 – 27, at the Miami Beach Convention Center.

The Conference is comprised of:

- Welcome Reception on Sunday evening,
- Daily Power Breakfast and Luncheon on Monday, Tuesday, and Wednesday,
- Business Opportunity Fair on Monday,
- Reception on Monday evening,
- Leadership Development Series, Plenary Sessions, concurrent workshops,
- MBE Seminar on Wednesday,
- And the Awards Banquet Reception, Awards Banquet and Farewell Reception on Wednesday.

Volunteers are an integral part of the NMSDC® Conference and make a real contribution to its success. Volunteers perform many essential services during the Conference, such as assuring a good first impression through a swift, courteous experience at registration, or directing registrants to meeting rooms and assisting with conference evaluations.

The Miami Beach Convention Center is the 2010 NMSDC® Conference headquarters. All conference programs will be held at the Miami Beach Convention Center. The Awards Banquet Reception, Awards Banquet and the Farewell Reception will be held at the **Fontainebleau Miami Beach Hotel**. Conference identification badges are required to attend the Business Opportunity Fair, Leadership Development Series, Plenary Sessions, Workshops and MBE Seminar. Tickets are required for Breakfasts, Luncheons, Awards Banquet and Receptions. The duties of each volunteer depend on the assigned task. Volunteers will be briefed prior to the conference.

Registration Options for Volunteers

If you do not register for the conference, you will receive an identification badge which will allow access to the Plenary sessions and Workshops when not on duty. **If you do not register for the conference and you want to attend official conference meal functions, special events or the Business Opportunity Fair, when you do not have a volunteer assignment, you must purchase a ticket for the event.**

If you have an assignment as a ticket taker for a meal function or event, you will **not** have time to participate as a guest. You will receive a distinctive identification badge to identify you as a conference volunteer. Volunteers should arrive **not later than one hour** prior to the start of any event for which they are scheduled. **Note: The hour is already built into the assignment start time.**

Recommended Attire

Volunteers should dress appropriately for the event to which they are assigned. Business attire is appropriate for the registration area, all breakfasts, luncheons, leadership development series, plenary sessions, workshops, MBE seminar and receptions. For Wednesday evening, the attire is **black tie**.

Orientation

Volunteers will receive an e-confirmation and be briefed prior to the start of their conference assignment(s). The briefing will provide each individual with specific information on their volunteer assignment(s). You will have an opportunity to meet with NMSDC® staff before your assignment(s) to ensure your understanding of your task(s). **Please note: NMSDC® is unable to validate parking during the length of stay for conference assignments.**

Following is a breakdown of volunteer duties. The hours listed on the following pages reflect (a) the time you report to the Volunteer Office, which is either one half to one hour before the official event time, and (b) the time your assignment ends.

We hope you will volunteer your time at the NMSDC[®] Conference.

BUSINESS OPPORTUNITY FAIR

The Business Opportunity Fair will be held Monday, October 25 in the Miami Beach Convention Center. Volunteers will be needed to check badges, distribute directories, provide information, directions, etc.

i. Exhibit Manager's Office Assistant

An assistant is needed to staff the NMSDC[®] Exhibit Manager's Office and to serve as a liaison between the NMSDC and exhibitors. Prefer same person throughout.

ii. Exhibitor Entrance Monitors

Volunteers are needed at the Exhibitor's Entrance to the Business Opportunity Fair to permit entry for Exhibitors with an "Early Access Pass" so they might set up prior to show hours, and to prevent entry to others.

iii. Aisle Monitors

Provide direct service to exhibitors and ensure that all exhibitors adhere to show regulations.

iv. Badge Checkers

Make sure that conference registrants have the appropriate badge for entrance to the Business Opportunity Fair during show hours.

v. Door Prizes

Responsible for checking and securing door prizes, announcing, posting names of winners and maintaining prize log.

GENERAL VOLUNTEER ASSIGNMENTS

The Awards Banquet Reception, the Awards Banquet and the Farewell Reception will be held at the **Fontainebleau Miami Beach Hotel**. Volunteers are needed to collect tickets, assist with seating and to distribute programs and mementos. **The attire is black tie (formal).**

The Business Consortium Fund Investors' Meeting Support

A volunteer is needed to assist with distribution of materials and seating.

Conference Participant Profile Forms

The NMSDC[®] collects demographic data from conference attendees during the hours of registration (Saturday through Wednesday). Volunteers are needed in the Conference Registration area to pass out and collect completed Conference Participant Profile Forms. The forms are to be given to all registrants, who are asked to complete and return the forms to the Information / Exhibit Booth or designated drop points within the Registration area.

Conference Packing Team

Volunteers are needed for readying conference materials for shipment from the conference site to the NMSDC[®] Headquarters office. The tasks will include sorting and packing boxes, sealing and labeling. Very casual attire suggested.

Corporate Plus[®] Forum Support

The volunteer will be given a list of Corporate Plus[®] Corporations (company names only) and will be responsible for checking attendees against a prepared roster, allowing only the individual(s) whose company appears on the list to enter the forum.

Corporate Plus[®] Reception Assistant

The volunteer is needed to greet and welcome NMSDC[®] Corporate Plus[®] sponsors and be responsible for checking attendees against a prepared roster list and handing out name badges to those in attendance.

Conference Portfolio Assembly

Volunteers are needed to assemble conference portfolios. Very casual attire suggested.

Conference Portfolio Supplier

Volunteers are needed to support the registration area by providing a constant supply of conference portfolios.

Corporate Database Demo Receptionist

A volunteer is needed to greet and welcome NMSDC® national and local corporate members who've come for a demonstration of the NMSDC® MBISYS® (supplier) database.

Information / Exhibit Booth

This booth will be open during the hours of registration. The volunteers will also be responsible for providing general conference information, answering attendees' questions and for "troubleshooting" in the registration area. The Booth will also serve as the Lost and Found for all conferees. The Exhibit portion of the booth will contain information on the NMSDC® and the Louisiana Minority Supplier Development Council, which will be freely distributed.

Leadership Development Series

Volunteers are needed to direct conferees to seats in front of the room, ensure that all entering have the appropriate conference badges and distribute evaluation forms.

MBE Seminar

Volunteers are needed to direct conferees to seats in front of the room, ensure that all entering have the appropriate conference badges and distribute evaluation forms.

NMSDC® Board of Directors Meeting Support

A volunteer is needed to assist with distributing identification badges and materials.

NMSDC® Corporate Members Meeting Support

A volunteer is needed to assist with distributing identification badges and materials.

Plenary Sessions / Workshops

Volunteers are needed to direct conferees to seats in the front of the room, ensure that all entering have the appropriate conference badges and distribute evaluation forms.

Plenary Session / Workshop Facilitators

Volunteers are needed to greet program participants, answer questions and escort speakers to their respective sessions.

Power Breakfast/ Luncheons

Volunteers are needed to take tickets and assist with seating.

Receptions

Volunteers are needed to collect tickets, distribute mementos (if applicable), and give directions.

Receptions Volunteer Coordinators

Volunteers are needed to ensure that volunteer teams are in place and to provide last minute instructions or other assistance to volunteer teams.

Regional Council Database Training Receptionist

A volunteer is needed to greet and welcome NMSDC® regional affiliated council personnel who have come for training on the MBISYS® (supplier) database.

Shuttle Bus Coordinators

Monitor the shuttle bus service between the Conference hotel and the receptions on Sunday and Monday night. The Shuttle Bus Coordinators are responsible for controlling load and departure.

Shuttle Bus Ticket Checkers

Volunteers are needed to check and make sure all conferees have the correct color-coded ticket before boarding buses to the NMSDC® receptions.

CONFERENCE OFFICE SUPPORT

Conference Headquarters Office Support

A volunteer is needed to answer telephones, type, run errands and make copies. Tuesday – Wednesday, October 19-27. Microsoft Word is a must. Prefer the same person throughout
Note:

Conference Program Office Assistant

A volunteer is needed to check in and assist with the daily management of the office, Friday – Wednesday, October 22-27. Prefer the same person throughout.

Conference Program Office Support

A volunteer is needed to answer telephones, type, run errands and make copies. Friday – Wednesday, October. 22-27. Prefer the same person throughout.

Media Office Support

Volunteers are needed with good people and reception skills to answer telephones, type, run errands and make copies. Must have familiarity with Microsoft Word, Excel and Access. Friday – Wednesday, October 22-27. Microsoft Word is a must. Prefer the same people throughout.

Additionally, two volunteers will be needed to assist with post-Banquet pictures. Instructions will be provided by the NMSDC® Media Office staff member. Wednesday, October 27, 6 p.m. - 9:30 p.m.

Volunteer Office Support

A volunteer is needed with good people and reception skills to answer telephones, process volunteers for assignments, dispense volunteer badges and assist staff with keeping a smooth running office, Thursday, October 21 – 27. Office skills, Microsoft Word and Excel are helpful.

NMSDC[®] Conference Volunteer Schedules

BUSINESS OPPORTUNITY FAIR ASSIGNMENTS

Saturday – Monday, October 23 -25, 2010 – Miami Beach Convention Center

EXHIBIT MANAGER'S OFFICE ASSISTANT

Saturday, October 23

8 AM – 5:30 PM

Sunday, October 24

8 AM – 5:30 PM

Monday, October 25

6:30 AM – 4 PM

EXHIBITOR ENTRANCE MONITORS

Saturday, October 23

8 AM – 1:00 PM

1 PM – 6 PM

Sunday, October 24

8 AM – 1:00 PM

1 PM – 6 PM

Monday, October 25

6:30 AM – 9 AM

Monday, October 25

Aisle Monitors

8 AM – 1 PM

1 PM – 6 PM

Monday, October 25

Badge Checkers

8 AM – 1 PM

1 PM – 6 PM

Monday, October 25

Door Prizes

8 AM - 6 PM

GENERAL VOLUNTEER ASSIGNMENTS

Saturday – Wednesday, October 23 –27, 2010 – Miami Beach Convention Center

(9 – 12 volunteers needed for each event)

AWARDS BANQUET EVENING - Fontainebleau Miami Beach Hotel

Wednesday, October 27

Awards Banquet Reception

5 PM – 7 PM

Wednesday, October 27

Awards Banquet

6 PM – 9:30 PM

Wednesday, October 27

Farewell Reception

8:30 PM – 12 AM

BUSINESS CONSORTIUM FUND INVESTORS' MEETING SUPPORT

Wednesday, October 27

7 AM – 10:30 AM

Wednesday, October 27

11:45 AM. – 2:30 PM

CONFERENCE PARTICIPANT PROFILE FORMS – Miami Beach Convention Center

Saturday, October 23

Noon – 5 PM

Sunday, October 24

8 AM – Noon

Noon – 5 PM

Monday, October 25

6 AM – Noon

Noon – 5 PM

Tuesday, October 26

6:30 AM – 11 AM

11 AM – 3 PM

Wednesday, October 27

7 AM – 1 PM

CONFERENCE PACKING TEAM – Miami Beach Convention Center

Wednesday, October 27

Noon – 5 PM

CONFERENCE PORTFOLIO ASSEMBLY – Miami Beach Convention Center

Friday, October 22

9 AM – 5 PM

CONFERENCE PORTFOLIO SUPPLIER – Miami Beach Convention Center

Saturday, October 23

Noon – 5 PM

Sunday, October 24

8 AM – Noon

Noon – 5 PM

Monday, October 25

6 AM – Noon

Noon – 5 PM

CORPORATE DATABASE TRAINING RECEPTIONIST – Miami Beach Convention Center

Tuesday, October 26

8:30 AM – 3:30 PM

CORPORATE PLUS® FORUM SUPPORT – Loews Miami Beach Hotel – Poinciana Salon 4

Sunday, October 24

12:30 PM – 3:30 PM

CORPORATE PLUS® RECEPTION ASSISTANT – Loews Miami Beach Hotel – Americana Salon 1

Sunday, October 24

3:30 PM – 6 PM

INFORMATION/EXHIBIT BOOTH – Miami Beach Convention Center

Saturday, October 23

Noon – 5 PM

Sunday, October 24

8 AM – Noon

Noon – 5 PM

Monday, October 25

6 AM – Noon

Noon – 5 PM

Tuesday, October 26

6:30 AM – 11 AM

11 AM – 3 PM

Wednesday, October 27

7 AM – 1 PM

LEADERSHIP DEVELOPMENT SERIES

- Buying Organizations / Supplier Diversity Professionals**
- Minority Business Owners**
- NMSDC® Council Presidents (one volunteer only)**

Tuesday, October 26

- 1:30 PM – 4:30 PM
 - Volunteer
-

MBE SEMINAR – (Three volunteers needed)

Wednesday, October 27

- 1:30 PM – 4 PM
 - Volunteer
-

**NMSDC® BOARD OF DIRECTORS MEETING SUPPORT – Miami Beach Convention Center
(Two volunteers needed)**

Wednesday – October 27

- 2:30 PM – 5 PM
-

**NMSDC® CORPORATE MEMBERS MEETING SUPPORT – Miami Beach Convention Center
(Two volunteers needed)**

Wednesday – October 27

- 1:30 PM – 4 PM
-

PLENARY SESSIONS – (Five volunteers per session) – Miami Beach Convention Center

Tuesday, October 26

- 8 AM – 10:30 AM
- Volunteer

Wednesday, October 27

- 8 AM – 10:30 AM
 - Volunteer
-

POWER BREAKFASTS (Eight volunteers per session) – Miami Beach Convention Center

Monday, October 25

- 6:30 AM – 9 AM

Tuesday, October 26

- 6:30 AM – 9 AM

Wednesday, October 27

- 6:30 AM – 9 AM
-

POWER LUNCHEONS (Eight volunteers per session) – Miami Beach Convention Center

Monday, October 25

- 11:30 AM – 2 PM

Tuesday, October 26

- 11:45 AM – 2 PM

Wednesday, October 27

- 11:45 AM – 2:30 PM
-

RECEPTIONS

Sunday, October 24

Welcome to Miami

6 PM – 10 PM

Monday, October 25

Monday Night Reception

7 PM – 11 PM

RECEPTIONS / AWARDS BANQUET VOLUNTEER COORDINATORS

Sunday, October 24

Welcome to Miami

6 PM – 10 PM

Monday, October 25

Monday Night Reception

7 PM – 11 PM

Wednesday, October 27

Awards Banquet Reception

5 PM – 7 PM

Wednesday, October 27

Awards Banquet

6 PM – 9:30 PM

Wednesday, October 27

Farewell Reception

8:30 PM – 12 AM

REGIONAL COUNCIL DATABASE TRAINING RECEPTIONIST – Miami Beach Convention Center

Tuesday, October 26

8:30 AM – 3:30 PM

SHUTTLE BUS COORDINATORS

Sunday, October 24

Welcome to Miami

6 PM – 8 PM

Monday, October 25

Monday Night Reception

7 PM – 9 PM

SHUTTLE BUS TICKET CHECKERS

Sunday, October 24

Welcome to Miami

6 PM – 8 PM

Monday, October 25

Monday Night Reception

7 PM – 9 PM

WORKSHOPS (12) – (Three volunteers per workshop) – Miami Beach Convention Center

Tuesday, October 26

9:15 A.M – 1 PM

Volunteer

Wednesday, October 27

9:15 A.M – 1 PM

Volunteer

CONFERENCE OFFICE SUPPORT

Tuesday – Wednesday, October 19 – October 27 – Miami Beach Convention Center

CONFERENCE HEADQUARTERS OFFICE SUPPORT (8 days) (prefer the same person)

Tuesday–Wednesday, October 19 – October 27

8 AM – 5 PM

CONFERENCE PROGRAM OFFICE ASSISTANT (5 days) (prefer the same person)

Friday-Wednesday, October 22 – October 27

8 AM – 5:30 PM

CONFERENCE PROGRAM OFFICE SUPPORT (5 days) (prefer the same person)

Friday-Wednesday, October 22 – October 27

8 AM – 5 PM

CONFERENCE SERVICES OFFICE SUPPORT

Wednesday, October 27 – Packing Support (Casual attire appropriate)

Noon – 6 PM

MEDIA OFFICE SUPPORT (5 ½ days)

(One volunteer Friday – Sunday)

(Two volunteers Monday – Wednesday)

Friday, October 22

Noon – 5 PM

Saturday, October 23

9 AM – 5 PM

Sunday, October 24

9 AM – 5 PM

Monday, October 25

6:30 AM – 5 PM

Tuesday, October 26

6:30 AM – 5 PM

Wednesday, October 27

9 AM – 1 PM

6 pm – 9:30 pm **(Two volunteers needed)**

VOLUNTEER OFFICE SUPPORT (6 days)

Thursday–Tuesday, October 21 – October 26

9 AM – 5 PM

Wednesday, October 27

9 AM – 1 PM

**2010 NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL®
CONFERENCE AND BUSINESS OPPORTUNITY FAIR**

**Minority Businesses and Corporate America
Partnerships: The Engine for a Global Economy**

V O L U N T E E R F O R M

Name:		
Title:		
Company/Organization:		
Address:		
City:	State:	Zip Code:
Business Telephone: ()	Fax Number: ()	
Home : ()	(Cell) ()	E-mail: ()

- Corporate Volunteer
 MBE Volunteer

I am willing to volunteer for the following date(s) and time(s)
(Please check the appropriate box)

Assignment Preference

Date	Time (s)	First Choice	Second Choice

No Preference. Please assign where need is greatest.

Please complete one form per volunteer. You may duplicate this blank form as required. Thank You.

Please return this form to the Volunteer Committee Chairperson c/o Nettie Seaberry by fax: (212) 730-6391 or by mail:

Rhonda P. Wimberly
NMSDC® Volunteer Committee Chair
c/o Nettie Seaberry
National Minority Supplier Development Council®
1359 Broadway, 10th Floor
New York, New York 10018