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**2019 DesignDC Volunteer Application Form**

**September 16-18, 2019**

**Ronald Reagan Building and International Trade Center**

Fill out this form to be considered as a volunteer for the 2019 DesignDC. If you are accepted as a volunteer, you will be contacted with your day and time of your five (5) hour shift and informed of the code to use to register for the entire DesignDC conference at the special volunteer discount of $50 (tours extra). Tour volunteers have the $35 tour fee waived. Please be aware that the 2019 DesignDC is in a new venue this year, the Ronald Reagan Building and International Trade Center, located at 1300 Pennsylvania Ave., NW, Washington, DC. All conference activities with the exception of the tours take place at the Reagan Building.

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

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Best Phone to Reach You:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you volunteered for previous DesignDC conferences?**

\_\_\_\_\_ Yes

\_\_\_\_\_No

If Yes, What Year(s) \_\_\_\_\_\_\_\_

If Yes, In What Capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you be available for a training session on Friday, September 13 from 8:30 am – 10:00am?**

\_\_\_\_Yes   
\_\_\_\_No  
 *Answering yes to this question means that you are making the commitment to attend the orientation on Friday.*

**Volunteers may be asked to use electronic devices for any or all of the duties listed below.**

**Do you regularly use any of the following?**   
 iPad or Tablet  
 Smart Phone  
 Hand Held Scanners  
\_\_\_\_ Laptop Computer

**Preferred day to volunteer at the Ronald Reagan Building:**\_\_\_\_\_\_September 15 (Kit Stuffing and Set-Up)

\_\_\_\_\_\_September 16  
\_\_\_\_\_\_September 17   
\_\_\_\_\_\_September 18 (tours only)

**Preferred time to volunteer if selecting Tour Volunteer on September 18 (only tour volunteers select time of day.)**

Check one: (four positions available for each time slot)   
\_\_\_\_\_\_\_10:00 am – 12:00 pm

\_\_\_\_\_\_\_ 2:00 pm – 4:00 pm

**Tour Volunteers, check if you are able to help with a tour in:**\_\_\_\_\_\_\_DC only   
\_\_\_\_\_\_\_Maryland only

\_\_\_\_\_\_\_Virginia only   
\_\_\_\_\_\_\_Any of the three jurisdictions

**Preferred duties as volunteer (check all that you are comfortable with)**

\_\_\_\_Kit Stuffing and Set-Up (duties may consist of helping to unpack boxes of bags and inserts. Inserting materials into bags. Arranging credentials and badges. General set-up. May involve some lifting and standing for long periods. (Shifts on this day are the day before the conference starts)

\_\_\_\_\_Registration Desk (duties may consist of pulling badges for pre-registered attendees, answering general conference questions such as directions and possibly assisting with on-site registration including typing badges. Must be familiarize yourself with conference program before your shift)

\_\_\_\_\_ Room Monitor (duties may consist of use of scanners or iPads to monitor session attendance, assisting speakers to get ready for sessions, helping to ensure AV is working and getting tech help if there are problems. Must be familiarize yourself with conference program before your shift)

\_\_\_\_\_ General Conference Host/Greeter (duties may consist of standing for long periods of time in Convention Center hallways to assist attendees with directions and session locations. Must be familiarize yourself with conference program before your shift, this assignment is on September 16 only)

\_\_\_\_\_\_Tour Assistant consists of helping to take and record attendance at the tour. Report attendance to AIADC staff. Assist in keeping tour moving on time.

**Please print and scan this form, email it to Tina Hochberg,** [**thochberg@aiadc.com**](mailto:thochberg@aiadc.com)**, please email with any questions.**