

Date: March 24, 2003  
To: SCB 2003 Annual Meeting Student Volunteers  
Re: Student Volunteer Coordination Process, Obligations, and Benefits

Thank you for volunteering to help at the 2003 Conservation Biology Annual Meeting in Duluth, MN from June 28-July 2, 2003. Based on our recent conversations with the Scientific Program Committee, we think this year's conference will be an excellent opportunity for you to be intellectually stimulated by the diverse range of papers and symposia scheduled for presentation at the conference.

Please note that because we had such a large response to our call for volunteers, we are only able to offer volunteer positions to students. Non-students are ineligible to volunteer for the conference. Student volunteers will be asked to present current, valid student identification upon arrival at the meeting. If you are in the volunteer database, but not a currently enrolled student, please send Erika Rivers an e-mail message so she can remove you from the database: [lind0003@tc.umn.edu](mailto:lind0003@tc.umn.edu).

This message is the first of three e-mails you will receive from the Student Volunteer Committee in March and April. Below we have outlined the student volunteer coordination process for the meeting, the obligations you will have as a volunteer at the meeting, and the benefits we are offering in exchange for your time. We will send you each a second e-mail sometime between March 24 and April 14, depending on your position in the volunteer database. This e-mail will describe the various responsibilities of each volunteer position and list several volunteer opportunities open to you (based on the preferences you indicated in the database). You will be asked to rank your preference for each of these opportunities, and reply via e-mail by a specified date. Please make sure you reply to that e-mail by the date listed, or the volunteer opportunities offered to you in that e-mail will be re-opened other volunteers. Finally, the third e-mail will be sent at the end of April and will list the volunteer positions assigned to you. You will be asked to confirm these assignments by replying to that e-mail by May 16. Again, make sure you reply by this date, or the positions will be re-assigned.

We look forward to working with you to find the best match between your interests and our volunteer needs. If you have questions about volunteer opportunities at the conference (or, if you have decided that you will not be able to volunteer), please e-mail Erika Rivers at [lind0003@tc.umn.edu](mailto:lind0003@tc.umn.edu) or Dave Grandmaison at [grand0335@d.umn.edu](mailto:grand0335@d.umn.edu).

Best,  
Erika & Dave

## **Student Volunteer Coordination Process: Key Dates and Events**

**Week of March 24:** The first quarter of volunteers in the database (according to date of volunteer submission) will be offered a choice of volunteer opportunities based on the preferences you selected in the database. The first group will be asked to confirm their volunteer choices by March 28.

**March 28:** Early registration deadline for contributed papers. If you are presenting a paper or poster at the conference, your registration must be submitted by this date. \*\*\*Please note: In order to receive the registration fee waiver, you must write, "Student Volunteer," in the entry field on the registration form that asks, "How do you want your affiliation to appear on your badge?" Then, you should leave the registration fees section of the form blank, so the fees aren't calculated in your total bill. The registration form can be found on the conference website at: <http://www.conservationbiology.org/2003>.

**Week of March 31:** The second quarter of volunteers in the database (according to date of volunteer submission) will be offered a choice of volunteer opportunities based on the preferences you selected in the database. This group will be asked to confirm their volunteer choices by April 4.

**Week of April 7:** The third quarter of volunteers in the database (according to date of volunteer submission) will be offered a choice of volunteer opportunities based on the preferences you selected in the database. This group will be asked to confirm their volunteer choices by April 11.

**Week of April 14:** The final quarter of volunteers in the database (according to date of volunteer submission) will be offered a choice of volunteer opportunities based on the preferences you selected indicated in the database. This group will be asked to confirm their volunteer choices by April 18.

**Week of April 28:** The Student Volunteer Committee will send all volunteers a confirmation e-mail, which will detail your volunteer assignments for the conference, describe the obligations of volunteers, and outline the benefits that will be exchanged for your services (conference t-shirt, waived registration fees, etc.). You must reply to this e-mail with confirmation of these assignments by May 16, or your volunteer assignments will be re-opened to those on the waiting list.

**May 1:** Deadline for submitting your registration to the conference as a volunteer. After this date, your volunteer assignments will be re-opened to those on the waiting list. \*\*\*Please note: In order to receive the registration fee waiver, you must write, "Student Volunteer," in the entry field on the registration form that asks, "How do you want your affiliation to appear on your badge?" Then, you should leave the registration fees section of the form blank, so the fees aren't calculated in your total bill. The registration form can be found on the conference website at: <http://www.conservationbiology.org/2003>.

**May 16:** The Student Volunteer Committee must receive your reply confirmation to the volunteer assignment e-mail by this date. Again, if your reply hasn't been received by this date, your volunteer assignments will be re-issued to someone on the waiting list.

**June 15:** This is the registration cancellation deadline. You will be charged the \$25 cancellation fee if you cancel on or before this date. If you cancel after this date, however, you will be charged the full conference fees (\$100 for students).

**June 28:** 2:00 PM – 4:00 PM. The volunteer training meeting will be held at the Duluth Entertainment and Convention Center (DECC). All volunteers are required to attend, and should check in at the registration area upon arrival.

## **Student Volunteer Benefits**

### **1. *Waived Registration***

In exchange for 12 hours of volunteer time, your registration fees for the conference will be waived (a \$100 value for students). \*\*\*Please note: In order to receive the registration fee waiver, you must write, "Student Volunteer," in the entry field on the registration form that asks, "How do you want your affiliation to appear on your badge?" Then, you should leave the registration fees section of the form blank, so the fees aren't calculated in your total bill. While your registration fees for the conference will be waived, you will still be responsible for the following other conference-related expenses: lodging at your choice of hotels or the residence hall, meals (including the banquet), proceedings, optional entertainment (Boogie on the Boat), field trips, and travel to/from the conference.

### **2. *Standard Benefits Given to All Full-Paying Conferees***

Even though registration fees have been waived, all volunteers will have the same benefits as full-paying conferees: admission to plenary, concurrent, and poster sessions; complimentary refreshment breaks and receptions; and admission to SCB member meetings.

### **3. *Conference T-Shirt***

You will receive a complimentary conference t-shirt in exchange for your time as well. We ask that you wear this t-shirt during your volunteer assignments. The Duluth Entertainment and Convention Center (DECC) is a very large complex. Therefore, we would like all conferees to be able to easily pick volunteers out of the crowd to ask questions or seek other assistance.

## **Student Volunteer Obligations**

### **1. *Complete Volunteer Assignments***

You will be asked to sign in for all of the volunteer assignments that you have committed to during the conference. Sign in will be at the volunteer coordination area. Please sign in 15 minutes before your volunteer assignment begins. If you fail to complete *any* of your volunteer assignments, the local organizing committee will bill you for the full conference fees after the conference (\$100 for students).

### **2. *Attend Training Session***

A training session for all volunteers will be held on Saturday, June 28 from 2:00 PM to 4:00 PM at the DECC (check in at the registration area. All volunteers are required to attend this meeting. At this meeting, conference organizers and DECC personnel will outline volunteer responsibilities; detail specific duties and trouble-shooting techniques for each type volunteer assignment; and give you a tour of the DECC. You will also be able to pick up registration materials and t-shirts during this time.

### **3. *Act Professionally and Responsibly***

Finally, volunteers for this meeting will be acting as ambassadors of the Society for Conservation Biology and Duluth's local organizing committee. As such, we ask all volunteers to conduct themselves professionally and responsibly. Specifically, we expect that volunteers will be courteous to conferees and international guests and offer assistance to those in need.