
Volunteer Package

Dear Prospective Volunteer,

Thank you very much for your interest in volunteering at the Can-Fit-Pro Personal Training and Group Fitness Conference and Trade Show. We are looking forward to another fantastic event on the West Coast, and feel extremely fortunate to have the support of enthusiastic volunteers like you to make it a blast. We truly believe that none of our conferences could be a success without the help of many amazing volunteers who join our team each year.

If you meet the following requirements we would love to work with you:

- Friendly and enthusiastic
- Responsible and hard-working
- Able to work well in a team and on your own
- Able to interact with a broad range of people (delegates, staff, presenters)
- Able to fulfill an assigned volunteer shift
- Great sense of humor is an asset!

You do not need to be a fitness professional to volunteer. Family, friends and fitness enthusiasts are welcome to volunteer too!

Conference Dates:

Friday, November 6 – pre-conference workshops;
Saturday, November 7 and Sunday, November 8 - conference sessions and trade show.

Location:

Sheraton Vancouver Airport Hotel (formerly Best Western Richmond Inn Hotel & Convention Centre)
7551 Westminster Hwy
Richmond, BC V6X 1A3
Phone: 604 273-7878

Accommodation

Volunteers are responsible for their accommodation during the event.

Can-Fit-Pro negotiated special rates at Sheraton Vancouver Airport Hotel and Hilton Vancouver Airport for all conference attendees. Please visit www.canfitpro.com/vancouver to view the details and to make your reservations online.

Would like to save? If you are willing to share a guestroom with another volunteer of the same gender, please contact Victoria Goncharenko at victoria@canfitpro.com or 1 (800) 667-5622 ext. 234 for arrangements.

Travel and Parking

Volunteers are also responsible for their transportation to and from the event.

If you drive to the event, Can-Fit-Pro will pay for maximum of two days of parking at Sheraton Vancouver Airport Hotel (\$25 in savings!). The details will be provided to registered volunteers.

Meals

Please ensure you eat well and drink plenty of fluids to keep your energy and spirits up. There are a number of restaurants and cafés at the hotel and within a very close proximity.

You may also bring your own food, snacks and water if desired.

Volunteer Benefits

As a Can-Fit-Pro volunteer you are entitled to the following benefits:

- Work for half of the event, and attend the other half for FREE!
- Online access to conference session handouts
- FREE one-year professional membership to Can-Fit-Pro (\$69 value!)
- Paid two-day parking at Sheraton Vancouver Airport Hotel
- A reference letter for future job hunting (upon request)
- Experience the event behind the scenes
- Excellent networking opportunity

You will need to commit to only one full shift (see shift availability below) in order to attend the rest of the conference for FREE! Once your shift is completed, you will be supplied with a special volunteer wristband to gain access to sessions. **Note:** this offer doesn't apply to pre-conference workshops.

Please remember to take off your volunteer shirt when you are not on shift, so that the staff knows you are not an active volunteer at that point.

Be aware that you are to attend sessions on a stand-by space-permissible basis, as space and equipment in sessions are first reserved for the delegates who have paid to attend the conference.

To claim your Continuing Education Credits (CECs) for attended sessions, you need to fill out a copy of the CEC Tracking Form, which will be provided for you on-site, as well as online in downloadable format. The completed form can be dropped off at the volunteer office (Gilbert Room) during the event, or faxed to our office at 416 493-1756 within one business week following the conference. Late forms will NOT be processed.

SHIFT DETAILS

DESCRIPTION	SHIFT DETAILS
<p>Registration</p> <ul style="list-style-type: none"> Assist with the desk set-up and tear-down Greet everyone who enters the conference Assist with registration desk check-in Assist the Can-Fit-Pro staff with on-site conference registrations 	<p>101: Friday 2:00 PM – 8:00 PM 102: Saturday 6:30 AM – 12:30 PM</p>
<p>Equipment Set-up</p> <ul style="list-style-type: none"> Assist with equipment set-up and tear-down 	<p>201: Friday 3:30 PM – 9:00 PM 202: Saturday 11:00 AM – 6:30 PM 203: Sunday 10:00 AM – 5:00 PM</p>
<p>Room Monitor</p> <ul style="list-style-type: none"> Assist with equipment set-up if necessary Admit delegates to sessions Create and monitor a stand-by line for non-registered delegates Help maintain educational and professional environment in session. Collect session/presenter evaluation forms at the end of session, and submit them to the volunteer office Watch for theft of equipment being used during sessions 	<p>301: Friday 4:00 PM – 9:00 PM (one position) 302: Friday 4:30 PM – 9:30 PM (one position) 303: Friday 5:00 PM – 8:00 PM (one position) 304: Saturday 7:30 AM – 2:00 PM 305: Saturday 2:00 PM – 6:30 PM 306: Sunday 8:30 AM – 3:00 PM</p>
<p>Can-Fit-Pro Booth</p> <ul style="list-style-type: none"> Assist with the booth set-up and tear-down Greet everyone who enters the booth Help people to shop at the booth, process payments Watch for theft at the booth 	<p>401: Saturday 10:00 AM – 5:30 PM 402: Sunday 9:00 AM – 3:00 PM</p>

Important note: when on shift, volunteers should be ready to perform other than initially assigned duties if necessary.

Volunteer Orientation

Volunteer orientation information will be distributed to you via email closer to the event dates. It will include all the details you need to know to be comfortable in your volunteer role, which in turn will create a positive conference experience for you, as well as delegates, staff, and presenters. It will also cover details on how to attend sessions, submit CECs, etc.

It is mandatory for each volunteer to review the information attentively. You will also receive instructions and support from the Can-Fit-Pro staff on-site.

How to Apply

Please follow the instructions specified on top of the volunteer application.

Once your application is processed, you will receive an emailed confirmation of your position.

Volunteer positions are filled on a first come first served basis.

Please contact Victoria Goncharenko at victoria@canfitpro.com or 1-800-667-5622 ext. 234 should you have any questions or concerns.