

# FMCA

Your RVing Family

January 20, 2023

Dear Perry Seminar Volunteers:

Thank you for assisting your association at FMCA's 106<sup>th</sup> International Convention. Enclosed is your volunteer identification card. **Display the identification card and the date of entry credential you received with your confirmation materials** inside your vehicle's windshield on the driver's side without obstructing the driver's view.

Seminar volunteers should enter the grounds between 8:00 a.m. and 4:00 p.m. on Monday, March 13. Please follow the directions that were included in your confirmation packet. If you wish to park next to your friends who are also volunteering, please arrive together. **As of this letter, we need many more Seminar volunteers. Please ask your friends and chapter members.**

There will be a meeting of all Seminar volunteers on Tuesday, March 14, at 11:00 a.m. in the McGill Receptions Area. You will receive your volunteer ribbon, pin, and hat at the meeting. Before the meeting, your captain will contact you to schedule a minimum of three seminars. At your meeting, you can confirm and add additional seminars. You will receive more detailed information, radio practice, ribbon, hat, etc. On the back of this letter are guidelines to assist you in performing your duties.

There will be a volunteer appreciation at evening entertainment on Friday, March 17, 2023. Please wear your hat or visor to evening entertainment.

Thank you for your participation. We are looking forward to working with you in Perry.

Sincerely,

Barbara Feiler  
Events Manager

Enclosures: Credentials, Instructions

cc: Convention File; Doug Uhlenbrock, Director of Events; Bill Dees, Volunteer Coordinator

## FMCA SEMINAR VOLUNTEER DUTIES

### OVERVIEW:

The duties of Seminar volunteers will be to act as monitors and reporters for the seminars. The monitor makes sure the stage is set and that microphones are working and makes announcements. The monitor also distributes handouts by the seminar presenter, distributes evaluation forms randomly, and introduces the seminar presenter. The reporter sits in the audience and completes a seminar report regarding the seminar's content, the estimated number of attendees, and the audience's reaction to the presentation. When there are not enough volunteers to have a monitor and a reporter for each seminar room, one person can perform both duties. Know the general location of the facility's restrooms. Prepares the room for the next meeting by performing general clean-up and posting proper signage.

### VOLUNTEER RESPONSIBILITIES:

Arrive at least 15 minutes before the shift is due to start. Stay until the seminar the presenter(s) leave. FMCA provides at least 30 minutes between seminars for reporting, set-up of the next meeting, and clean-up.

Check the seminar room. Notify the captain via radio if the presenter has not arrived; janitorial, temperature, audiovisual, etc., is needed.

If not done already, place the sign on the correct seminar easel.

Assist the seminar presenter(s). Help with handouts.

From the microphone, request the phone be silenced or switch mode to vibrate.

Announce the title of the seminar, the name, and the presenter's credentials at the beginning of the seminar. Check with the presenter first, as some may prefer to do this themselves.

Now all seminars can be evaluated via the FMCA app. Please announce this or make sure the presenter informs the audience. For those not on the app, we offer paper evaluations. Please distribute about 30 seminar evaluation forms found in the seminar basket. Place evaluations and pencils randomly on chairs. Collect evaluations. Extra evaluations are in the basket for anyone requesting one. Please radio the captain if more paper evaluations are needed to restock your basket.

Fill out the reporter's form provided for the seminar. FMCA uses this information in the seminar report. The information also assists us when planning seminars for future conventions. Please attach presenter(s) business cards to this form or if no cards are available from the presenter, print their name(s) on this form. Leave all items in the basket. All baskets are collected at the end of each day. Lost and found items are taken to the Information Center.

All volunteers are to help provide a safe environment for convention attendees by immediately reporting any unsafe conditions to the FMCA Safety Team, FMCA Security, Executive Board members, or national office staff.

Only registered attendees (blue, yellow, or green badges), including individuals purchasing daily passports (the same color as the individual public gate badge and the same size as the registered convention attendee badge), are entitled to attend seminars. Public gate patrons (bright fluorescent badges on which a number such as "2" is printed) are not permitted to attend seminars.

If problems occur, please communicate the situation via radio. Seminar staff, Seminar captains, and audiovisual technicians are on Channel 5. Test your radio connection. Say, "Radio check from Seminar (#)," and wait for a response. Repeat if not acknowledged. Notify the FMCA Office on Channel 2 if you get no response on Channel 5.

**Seminar Captain:**  
**Rosie Deffinbaugh, F331435**  
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**Seminar Co-Captain:**  
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**Thank you for volunteering!**