



Conference Volunteer Guidelines

As a 2024 California HR Conference Volunteer, please adhere to the guidelines below, and upon being selected to work a volunteer shift, you must agree to all the items below. If for some reason you cannot comply with an item below, we ask that you refrain from applying to volunteer. Thank you.

- **Be prompt and on time to your assignment.** If you are running late or unable to fulfill your shift as assigned, please get in touch with us immediately. Contact information will be provided later.
- **Be respectful to everyone**, including PIHRA Staff, fellow volunteers, convention center staff, speakers, sponsors, exhibitors and **especially our attendees**. Please comply if asked to change roles, complete other responsibilities, or provide additional support by any of PIHRA's Staff members. Any negative behavior or refusal to perform duties as assigned will result in an early dismissal, and you will no longer be allowed to volunteer. Further, you will be asked to pay to attend the CAHR24 conference if you do not leave.
- Unless otherwise instructed, the dress code will be business casual attire. **Please wear comfortable shoes, as you may be standing for long periods.** No sweat suits, jeans, leggings, shorts, sandals, Crocs, Uggs or flip-flops will be permitted. You will be given a volunteer shirt to wear while volunteering. If proper attire is not worn, you will be asked to leave and not allowed to volunteer.
- **This is a volunteer opportunity.** As such, no payment will be rendered. However, in exchange for your volunteer time, you can attend the California HR Conference on a different day unless otherwise indicated. You will also receive complimentary virtual access to CAHR24 On Demand (limited time).
- **Attend any and all orientations and/or training** that may be assigned to you.
- While working your shift, you may need to use your mobile phone to access the conference app. However, **volunteers observed texting or taking personal phone calls will be dismissed from their role.** If you need to make an emergency personal phone call, please notify the Volunteer Lead to cover your shift while you take care of your call. Excessive phone calls and/or texting will lead to early dismissal.
- **While volunteering, you are to remain in your assigned role and be engaged in the area you are stationed in.** If you leave your assigned area, it will be assumed that you have abandoned your shift and will be dismissed as a volunteer. Please only visit the Expo Hall while volunteering if you have been assigned to that area.
- Be courteous, helpful, and friendly to all attendees, exhibitors, sponsors, and speakers that may come your way, or seek assistance. **We want you to be warm, positive, and welcoming.** Resourcefulness, kindness, and a willingness to go above and beyond are highly sought-after attributes for our volunteers. Smile.
- **Work with the Volunteer Lead on duty to approve an early dismissal request.** If your shift ends earlier than expected, please check with the Volunteer Lead to see if assistance may be needed in other areas. If you leave your assignment without proper notification or authorization, you will no longer be allowed to volunteer at future PIHRA conference activities and will be charged the onsite rate of the one-day conference registration.