



WILDERNESS RISK
MANAGEMENT
CONFERENCE



WRMC VOLUNTEER PROGRAM



Information & Application Guide

Salt Lake City, Utah | October 15-17, 2024



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1. OVERVIEW OF PROGRAM

The WRMC is a collaboration between NOLS, Outward Bound USA, and the Student Conservation Association in partnership with the WRMC Steering Committee. Volunteers will work alongside Steering Committee members and staff to host over 500+ wilderness risk management leaders and professionals at the 31st Annual Conference, October 15-17, 2024, in Salt Lake City, Utah.

Volunteers will:

- meet and connect with industry experts and researchers
- work closely with a remarkable team of volunteers
- build lasting relationships with colleagues and mentors
- get a behind-the-scenes look at the WRMC
- receive discounted conference registration
- have the opportunity to attend sessions and events

Volunteering with WRMC is an extraordinary professional development and networking opportunity!





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2. GENERAL VOLUNTEER TASK DESCRIPTIONS

Workshop “Classroom” Support

- 1-2 volunteers per workshop
- Monitor room for comfort
- Door greeter
- Arrive 5-10 minutes prior to workshop start
- Count and report number of attendees
- Usher attendees into seats
- Help clear out the room post-workshop



Presenter Support

- Assist presenter with launching presentation
- Provide audiovisual assistance
- Perform microphone checks
- Pass out materials
- Notify Volunteer Coordinator or Audiovisual Coordinator of any major concerns or support needs

Conference Check-In

- Welcome attendees and create inviting environment
- Help attendees find their name badge and answer questions

Break & Meal Support

- At meal times, volunteers may be helping with traffic flow, collecting tickets, or other traffic control tasks.



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General Sessions Support (Opening, Keynote, Structured Networking)

- Volunteers help with traffic control, directing, and ushering. You'll welcome and usher people toward the front.

Expanded Volunteer Roles

Survey Prize Giveaways Team

- Two volunteers
- Coordinate the prize giveaways program (in addition to other volunteer tasks).
- The prize giveaways are intended to encourage attendees to submit feedback surveys and involve creating a fair and confidential system of random selection from those who have completed surveys



Audiovisual (AV) Coordinator

- Provide specific AV Support for presenters and other volunteers.
- The AV Coordinator position requires expertise and interest for this fast-paced, technical role.

Pre-Conference Support Team

- Arrive October 14th or early 15th to support with setup and pre-conference check-in



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3. VOLUNTEER PERKS

We are always seeking ways to improve our Volunteer Team's experience at the WRMC! We are grateful for the work done by our Volunteers, and want to provide a rich and rewarding experience.

All volunteers will receive the following perks:

Registration Discount

- Conference volunteers will receive \$500 off the regular registration.

Meals

- Meal tickets for Breakfast & Lunch will be provided for all volunteers.

Volunteer & Speaker Reception

- Get a chance to meet speakers from the conference during the Speaker Reception
- Network with leading experts from across the industry

Connection

- Build lasting friendships that live on outside of the WRMC!
- Connect at a deeper level with other industry professionals, with lots of opportunities to spend time together!

Community

- Be a part of a positive community from day 1!
- Get to know other volunteers before the conference, arriving to the event with already knowing familiar faces.





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4. SCHEDULE

LEADING UP TO THE CONFERENCE

AUGUST

- Volunteer Application Closes
- Volunteer team offers sent (including waitlist)

SEPTEMBER

- Volunteer Agreement & Registration submission deadline
- Volunteer Update #1 sent

OCTOBER

- Volunteer Update #2 sent
- Virtual Pre-Conference Information Session and Q&A



DURING THE CONFERENCE

Monday, October 14th

- Day 1 of Pre-Conference Workshops & Early Check-In

Tuesday, October 15th

- Day 2 of Pre-Conference Workshops & Early Check-In
- Volunteer Orientation
- Conference Check-In
- Opening Ceremony

Wednesday, October 16th

- Day 1 of Conference Workshops
- Structured Networking, Speaker Reception

Thursday, October 17th

- Day 2 of Conference Workshops
- Closing Ceremony & Keynote Speaker





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5. VOLUNTEER APPLICATION & DEADLINES

APPLICATION PROCESS

Applications will be reviewed after the submission deadline. There are no eligibility criteria such as a requirement to have attended in the past or particular volunteer skills. In 2024 more applications are anticipated than available positions, so please be sure to highlight all the skills and strengths you can bring to the team. Volunteers with previous conference volunteer or management experience, a solid understanding of the WRMC, or specific audiovisual, media, or photography skills can be particularly helpful. Be sure to make special notes and provide details of your skills and strengths. Individuals from nonprofit organizations or programs with a diversity, equity, and inclusion focus are encouraged to apply.

Click [here for the Volunteer Program Application](#)

REQUIREMENTS

- Volunteers must be able to attend the entirety of the Conference, beginning at the time of the Volunteer Orientation (10/15/24 3:00pm) until the end of the final workshop on Thursday (10/17/24 5:00pm).
- Volunteers must be able to secure their own lodging and flights for the conference
- Volunteers must be able to attend both the Virtual Volunteer Pre-Conference Information Session (date TBD) as well as the Volunteer Orientation (10/15/24 3:00 pm)
- Volunteers must be able to meet the following deadlines. Missing deadlines will lead to dismissal from the Volunteer team



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DEADLINES

- Application Closes: August 1st at 11:59 PM
- Volunteer Acceptance, Rejection, & Waitlist Letters Sent: August 15th
- Volunteer Agreement Returned and Paid Conference Registration Due: August 31st
- Workshop Preference Survey Due: October 1st



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6. FREQUENTLY ASKED QUESTIONS (FAQs)

Q: Can I use this experience on my resume?

A: Yes, documentation of your participation is available. Volunteering with WRMC is an excellent opportunity to build your experience.

Q: How many volunteers will be on our team?

A: 10-15 people, so teamwork is an important component!

Q: Will volunteers receive a hotel discount?

A: Volunteers may receive the WRMC group hotel rate that is offered to all attendees. Volunteers book their own room, so it's important to reserve before the discounted rooms sell out. If you need a roommate, this is a great pool of roomies.

Q: Is travel reimbursed?

A: Travel costs are not reimbursed.

Q: Do I have to be available for the full conference schedule?

A: Yes, generally. Commitment for the full conference schedule and the pre-conference volunteer meetings and communications is important. If you cannot be scheduled to volunteer during a specific portion of the conference, please notify wrmc@nols.edu as soon as possible.

Q: Can I network while on duty?

A: Yes, we encourage connections and encourage you to meet others in the industry.

Q: Do I have to be a previous volunteer or attendee to apply?

A: No prior requirements, just a willingness to bring your skills and talents.



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Q: Who do I connect with for help?

A: It's great to start with an email to the wrmc@nols.edu general email or call 307-335-2222.

Q: Can I apply for an Individual Scholarship and the Conference Volunteer Program?

A: Yes. You'll need to submit an application to both programs before the deadline and then wait for notification. If you are selected for a Scholarship, because the Scholarship covers a full registration, it is likely the better choice for you.

Q: How many volunteers help with the WRMC?

A: There are over 100 helpers who donate their time to help produce the conference! Volunteers include 10-15 Steering Committee Members, 60-80 Presenters, and 10-15 Conference Volunteers like you.

Q: What happens if I find out later I'm unable to Volunteer?

A: We know life happens and that sometimes emergencies come up. If you can no longer volunteer, but can attend the conference, you will need to register at the then-current rate (e.g., if after the late fee goes into effect, your registration will include a late fee). If you can't volunteer or attend due to an emergency or extenuating circumstances, please contact wrmc@nols.edu immediately. The standard cancellation policy and fees will apply.

Other questions? Email us at wrmc@nols.edu and we will get back to you as soon as possible.

