The Keystone Energy Efficiency Alliance (KEEA) is seeking volunteers for:
KEEA Conference 2014: The Utility of the Future

The Keystone Energy Efficiency Alliance (KEEA) is excited to announce this upcoming conference, KEEA Conference 2014: The Utility of the Future. This year's conference will be a great opportunity to connect with energy efficiency industry experts involved in utility program planning, emerging technologies, energy policy and customer engagement! The Conference is on **November 13th, 2014 at the Crowne Plaza in Harrisburg, PA**

Conference registration begins at 7am on November 13th; we are asking volunteers to be available from 6:30am to 6:00pm on November 13th. Breakfast and lunch will be provided as a thank you for your service! Volunteers will also have the opportunity to sign up for and attend at least one break-out session of their choice and the opportunity to mingle with professionals in the field.

Volunteer Key Tasks: (descriptions below)

Evaluation form collection
Registration table
Presentation Time Cards
A/V set up including Skype
Photography
BPI/CLE accreditation sign in sheet owner
Exhibitor Staffer

Please send the completed application to Matthew Wilk at mwilk@keealliance.org by Oct. 14th

General Information:

Name: _____

Address: _____

Email Address: _____ Phone Number: _____

Are you currently a student? : _____

If so, please state school and year: _____

Are you currently employed? : _____

If so, where? : _____

Do you have access to a car? : _____

Please use the space below to help us learn more about you. Provide a brief description of your interest in volunteering and any relevant experience.

_____
_____
_____
_____
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_____

Please read the following descriptions and rate each task from 1-7, with 1 being your most preferred option and 7 your least. Send completed form to Matthew Wilk at **mwilk@keealliance.org**

Summary of Tasks:

☐ **Evaluation Form Collection:**

KEEA/PBI needs an evaluation form collector in each breakout session. The Facilitators of each break out session will instruct the audience to fill out the evaluation form prior to leaving the room. At the end of the session, remind the audience to complete the evaluation forms, which should take approximately 5 minutes, and stand by the door for collection. We will provide an evaluation form box drop off at the registration desk for after each session.

These evaluation forms assist KEEA staff in planning for the following year's conference. This information is pertinent to our continued success. Please encourage the audience to participate.

☐ **Registration Table:**

KEEA needs a few volunteers to perform registration duties. When guests arrive, ask for their names and find them on the guest list. Document their arrival. Make sure the guest list states whether they have registered and paid. Hand them a conference packet.

It is important to make sure all of our guests are accounted for and have paid the registration fee. Most guests will have registered online but a few might try to register at the table. The registration fee for KEEA members (check the KEEA members list) is $175.00, and for non-members registration is $250.00. Waived fees can only be approved by KEEA staff.

☐ **Time Cards:**

KEEA/PBI needs volunteers in each breakout session to keep track of time. Each session is one hour long and we need to adhere to the deadlines, as the following breakout begins immediately. Time cards should be held up in 15 minute intervals to keep the panelists on track, with a final 5 minute warning card to ensure that panelists have time to present their final thoughts.

☐ **A/V set up including Skype:**

KEEA/PBI needs volunteers that are proficient with audio and visual equipment and who are familiar with Skype. We need a volunteer in each breakout session to help facilitators with microphones, PowerPoints, etc. These volunteers are critical for quick transitions from one topic to another and for the overall comfort level of the audience and presenters.

☐ **Photography:**

For future outreach, it is important that KEEA/PBI have photos of the conference. We want pictures of individuals collaborating, exhibiting, and listening to sessions. We also want quality photos of keynotes and presenters. The more pictures the merrier!

1. Do you have any relevant photography experience?

   _____

   _____

2. Do you have access to a camera you would be willing to use during this event, if so what kind (brand, digital, DSLR, etc.)?

   _____

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☐ **BPI/CLE accreditation volunteers:**

This year's conference offers continuing education credits to BPI Certified Professionals and Attorneys admitted to the PA Bar. KEEA/PBI needs volunteers who will help with taking session attendance.

☐ **Exhibitor Staffer:**

KEEA has 15 exhibitors. These volunteers would assist exhibitors with set-up, internet access, and any further assistance they may need. These volunteers will ensure the exhibitor space is organized, clean and ready to engage attendees.

Volunteers please arrive at the conference prior to the registration time and prepared for your task! Thank you!