



57th Annual World Service Business Conference
Theme: *Growing Recovery Worldwide*
April 23-28, 2018

VOLUNTEER INFORMATION

Thank you for considering volunteering at our annual Conference. It's a great way to provide service and you'll have a wonderful opportunity to meet other members from all around the world. Below is basic information on WSBC 2018.

Please note that volunteers will be needed beginning Tuesday, April 24 at 10:00AM and ending Saturday, April 28 at 11:30AM. We will schedule volunteers as it gets closer to Conference, probably sometime in March 2018. If you have specific days and times, please contact Sandy Zimmerman at szimmerman@oa.org or (505) 891-2664. She will add you to the list and provide that information to the volunteer coordinator when he/she is selected by the committee. Volunteers are typically scheduled in three- to five-hour shifts.

Volunteers will need to cover their costs for lodging, transportation, and food (costs are listed below). It is suggested that you room with another member while volunteering at Conference to reduce your costs. Embassy Suites Albuquerque Hotel and Spa will allow for up to four individuals to room together.

HOTEL INFORMATION

Embassy Suites Albuquerque Hotel and Spa
1000 Woodward Place NE
Albuquerque, New Mexico 87102
Telephone: (505) 245-7100
Group Code: TBD

Room rate per night is \$141.00 USD for any occupancy (single through quadruple) + \$18.77 tax, for a total of \$159.77 USD per night. (*Please note that local taxes are subject to change.*) This rate per night includes breakfast, refrigerator, microwave, Internet (guestroom only), and dinner shuttle. Please make your hotel reservations directly with Embassy Suites Albuquerque. **The WSO does not make reservations for volunteers.**

Embassy Suites Albuquerque Hotel and Spa is centrally-located in downtown Albuquerque, between the University of New Mexico campus and the Albuquerque Convention Center, and close to the Albuquerque International Airport. This upscale, all-suite hotel and spa is also just minutes from a number of exciting Albuquerque attractions. Guests of the Embassy Suites stay in spacious two-room hotel suites, offering a range of in-suite comforts such as refrigerator, microwave, coffee maker, two televisions, two phones with dataports, complimentary cooked-to-order breakfast and manager's reception.

Embassy Suites also offers an Internet café, Caffeina's, open 7AM to 10PM daily. The Cyprus Grille offers lunch and dinner daily from 11AM to 10PM. (*Hours subject to change.*)

New Mexico's per diem rate is \$46 per day; therefore we recommend that you budget \$51 per day for meals. Grocery shuttles will be provided on Monday, April 23 and Tuesday, April 24. Please RSVP with Jeanette Romero at jromero@oa.org. In addition, if volunteers are interested in attending the Saturday dinner and entertainment, dinner tickets can be purchased for \$50 each at the OA registration desk.

A lunch buffet will be offered from Tuesday, April 24 through Friday, April 27. Vouchers can be purchased for \$16 per day, per person or a 4-day voucher can be purchased for \$60 per person. Vouchers can be purchased in Caffeina's. NOTE:

The 4-day voucher must be purchased by 10AM on Tuesday, April 24. A lunch shuttle to Old Town will be available on Saturday, April 28.

Neither the World Service Office, nor the hotel, will make arrangements for a roommate. If you require a roommate, you may contact the WSO. If there are any other similar requests, the WSO staff will provide you with the name and phone number of the other interested delegate/volunteer.

TRANSPORTATION INFORMATION

There is only one commercial airport in Albuquerque, the Albuquerque International Sunport. Transportation options from the airport to the hotel are public transportation, Uber or taxi, unless you choose to rent a vehicle on your own. Estimated costs and expected travel times are listed below.

ABQ Ride (<https://www.cabq.gov/transit/bus-routes-and-schedules>)

Albuquerque's public transit system. Visit website for bus service times and routes.

Uber (www.uber.com/ride/)

Download the Uber app and setup a free account. Cost ranges from \$9 - \$10 one way. Gratuity is included in rate.

Taxi

Cost – Approximately \$20 one way (approx.)

Travel Time – 10-15 minutes from the airport to the Embassy Suites Albuquerque Hotel and Spa

Taxis are usually waiting outside the baggage claim area, or can be called by using the courtesy phone located in the baggage claim area.

VOLUNTEER POSITIONS

There are several volunteer positions at Conference. Each volunteer will be assigned a position.

Door Monitor – Responsible for notifying delegates that the voting process is beginning, for making sure delegates do not enter or leave the business meeting during voting, and for making sure all delegates have voting badges.

Page – Responsible for distribution of announcements and motions, for vote counting if needed, for rotation of delegate seating, and for other areas specified by the Conference Support Committee chair.

Timekeeper – Responsible for keeping time during reports, debate, questions, etc. and reporting that time to the chair of the Conference.

Hospitality Desk – Responsible for assigning delegates to committees if needed, assigning green dots and mentors if needed, and for assisting delegates in other areas needed.

Boutique Monitor – Responsible for monitoring the boutique and items for sale.

VOLUNTEER ATTIRE

Volunteers should dress in business casual attire, no shorts or t-shirts. Volunteers are requested to minimize their use of fragrances.

TENTATIVE VOLUNTEER SCHEDULE

Tuesday, April 24

Shift 1: 10:00 am – 1:30 pm

Shift 2: 1:30 p.m. – 5:00 pm

Wednesday, April 25

Shift 1: 7:30 am – 11:00 am

Shift 2: 11:00 am – 2:00 pm

Shift 3: 2:00 pm – 5:00 pm

Thursday, April 26

Shift 1a: 7:30 am – Noon

Shift 1b: 8:00 am – 11:30 am

Shift 2a: Noon – 4:00 pm

Shift 2b: 12:30 pm – 5:00 pm

Friday, April 27

Shift 1a: 7:30 am – Noon

Shift 1b: 8:00 am – 11:45 am

Shift 2a: Noon – 4:00 pm

Shift 2b: 12:30 pm – 5:15 pm

Saturday, April 28

Shift 1a: 7:30 am – 11:00 am

Shift 1b: 8:30 am – 11:30 am

BOUTIQUE

A Boutique will be available from Tuesday – Saturday to sell OA-related items for their service bodies.

Thank you for considering volunteering. If you have any questions, please contact Sandy Zimmerman at szimmerman@oa.org or (505) 891-2664.