

Supporting Undergraduate Neuroscience Research

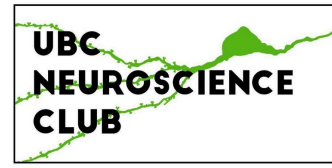
2018 UBC Undergraduate Neuroscience Conference Volunteer Package

Overview

UNC is looking to put together a committee of volunteers to help with the planning and execution of the 2018 UBC Undergraduate Neuroscience Conference. The UBC Undergraduate Neuroscience Conference is an annual conference featuring interdisciplinary, neuroscience research presentations from undergraduate students and special guest presentations from keynote faculty speakers. This year, the UBC Undergraduate Neuroscience Conference will be happening on **January 25th, 2018 at the Abdul Ladha Science Student Centre**. As a volunteer, you will have the opportunity to be a part of running the one and only neuroscience conference at UBC, network with peers and esteemed faculty members, and earn some valuable volunteer hours!

What We Expect Of You

1. Be available on the day of the conference (**January 25th, 2018**) from around 2:00pm-10:00pm.
2. Be able to help out with promotion of the event. This entails:
 - a. Helping to distribute physical posters across campus
 - b. Inviting friends/sharing our Facebook event page
 - c. Anything else you can think of to help promote (e.g. promoting to your lab, etc.)!
3. Attend **4 brief executive meetings** during which we will be doing the bulk of the planning for the conference. Meeting dates and times are listed below:
 - . **Thursday, November 30th at 5:00pm** → This will be a brief meeting in which we will simply distribute posters to volunteers
 - a. **Thursday, January 4th** from **5:00-5:30pm**
 - b. **Thursday, January 11th** from **5:00-5:30pm**
 - c. **Thursday, January 18th** from **5:00-5:30pm** → This will be the final meeting before the conference.



Supporting Undergraduate Neuroscience Research

****A presentation workshop will occur after the executive meeting that is not mandatory for volunteers to attend but may be of interest to you.*

****Please note that these meeting dates/times are subject to change. We may have additional and/or longer meetings in January depending on the progress of our planning.*

4. Be available over email and/or Facebook messenger from now until the conference to receive any additional communications regarding the planning of the conference.

Next Steps

In order to sign up to be a volunteer for the 2018 UBC Undergraduate Neuroscience Conference, you must complete the following steps:

1. Fill out your information on our sign-up sheet: <https://goo.gl/MUjAQE>.
2. Become an official member of the UBC Neuroscience Club by paying a \$5 fee at any one of our meetings prior to the conference

****This step is necessary as under AMS guidelines, members can only be added to our official AMS Clubhouse page by paying a mandatory fee. By being on our AMS Clubhouse page, you will have access to other communications regarding the club that may be relevant to volunteers.*

After the Event/Benefits of Signing Up as a Volunteer

After the conference, we will be more than happy to provide all volunteers with written documentation of the hours you committed towards the event. UNC will be hosting tons more events next term as well and we hope that you will continue to be engaged in the club as general members! Being a volunteer for the conference will also give you an advantage if you are interested in applying for an **executive position** on UNC next term.

If you have any further questions/concerns, either about becoming a volunteer or the conference in general, please don't hesitate to email us (ubcneuroscienceclub@gmail.com) or send us a Facebook message.