



International Neuropsychological Society Annual Meeting Volunteer Opportunities

For each shift they complete, INS Annual Meeting volunteers are entitled to attend TWO CE workshops for free! Volunteer duties include pre-conference prep, proctoring CE workshops and plenary sessions, assisting with registration and check-in, facilitating poster and oral presentations, and other tasks as assigned.

This year we are offering half-day volunteer shifts, ranging from 4 to 6.25 hours. There will be a special promotion for volunteers willing to work both shifts on Tuesday, please inquire when submitting application!

- **Volunteers must be registered for the meeting as either a Student or INS Associate.** To register, please visit <https://www.the-ins.org/ins-events>. **Important:** Please do NOT include your complimentary CE workshops in your online registration — just note them in the space below (you will receive admission slips for those workshops upon your arrival at the meeting).
- Volunteer shifts must be completed in their entirety to receive complimentary workshops (exceptions may be approved if requested in advance by writing to INS@utah.edu).

Please complete this form and submit by email to stephanie@the-ins.org or by fax to 1-801-487-6270. Sign up by December 21st and get your name in the program! Coffee & snacks will also be provided

Name: _____
Email: _____
Mailing Address: _____

Phone (with area code): _____
Date of Completion: _____

Total # of Volunteer Shifts Desired: _____

We will limit your total # of shifts to this number. Please enter ALL your availability for potential volunteer shifts below.

Free CE Workshop(s) Selected: _____

Please enter the workshop numbers from the CE schedule at <https://www.the-ins.org/meetings/ny2019/ce-workshops/>

In the boxes below, please check ALL of the times you are AVAILABLE to volunteer: Please consider signing up for our busiest days — Tuesday, Wednesday & Thursday

Do you have a poster that has been accepted and you are the one presenting?
 Yes No
 can leave blank if not sure

Thursday February 21, 2019
 Each shift qualifies for TWO free workshops
 6:30 AM–12:45 PM (6.25 hrs)
 12:30 PM–6:45 PM (6.25 hrs)

Tuesday February 19, 2019
 Each shift qualifies for TWO free workshops
 11:00AM–3:00 PM (4 hrs) *lunch provided!
 3:00–7:00 PM (4 hrs)

Friday February 22, 2019
 Each shift qualifies for TWO free workshops
 6:30 AM–1:00 PM (6.25 hrs)
 12:45 PM–6:15 PM (5.50 hrs)

Wednesday February 20, 2019
 Each shift qualifies for TWO free workshops
 7:30 AM–1:00 PM (5.50 hrs)
 12:30 PM–6:00 PM (5.50 hrs)

Saturday February 23, 2019
 Each shift qualifies for ONE free workshop
 6:30 AM–10:00 AM (3.50 hrs)
 10:00 AM–1:30 PM (3.50 hrs)

Important—Please Note: We will NOT contact you until approximately 4-6 weeks prior to the meeting to finalize your volunteer shifts and confirm your complimentary CE sessions.
All volunteer requests will be considered in the order that they are received.