



# International Neuropsychological Society Annual Meeting Volunteer Opportunities

**For each shift they complete, INS Annual Meeting volunteers are entitled to attend ONE or TWO\* CE workshops for free** (\*depending on the length of the shift; see below). 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 3 to 6 hours. Completing a shift of **4 or less hours** entitles you to receive ONE complimentary CE workshop, while completing a shift of **5 or more hours** entitles you to receive TWO complimentary CE workshops. Please Note:

- **Volunteers must be registered for the meeting as either a Student or INS Associate.** To register, please visit [2018 Annual Meeting Registration Page](#). **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).
- You may or may not be assigned to proctor the specific complimentary workshop(s) that you request below; if you are assigned to proctor a workshop you do not specifically request, you are also entitled to receive CE credit for the proctored workshop.
- 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](mailto:INS@utah.edu)).

**Please complete this form and submit by email to [INS@utah.edu](mailto:INS@utah.edu) or by fax to 1-801-487-6270. Sign up by December 22 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 Workshop page](#).*

**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**

*Please do not sign up for volunteer shift(s) that conflict with your abstract presentation time(s)*

**Thursday February 15, 2018**  
 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 13, 2018**  
 \*For each Tuesday shift, receive TWO free workshops!

**12:00–3:00 PM** (3 hrs)\*  
 **3:00–6:00 PM** (3 hrs)\*

**Friday February 16, 2018**  
 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 14, 2018**  
 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 17, 2018**  
 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.*