

EVENT / PROJECT TITLE	PMI Vancouver Island Chapter Professional Development Conference 2019
DATE & TIME REQUIRED <i>(either date or both)</i>	<ul style="list-style-type: none"> • May 6th 7:30 am to 8:30 pm • May 7th 9:00 am to 5:00 pm
ASSIGNMENT TYPE	Special Event
PROJECT / EVENT SPONSOR(S)	PMI Vancouver Island Chapter
RELEVANT PORTFOLIO DIRECTOR(S)	<ul style="list-style-type: none"> • PD Director – Zachy Olorunjojon • Volunteers Director – Cindy Wass-Thomas
BOARD APPROVAL(S) REQUIRED <i>(yes/no)</i>	Executive Approval Required: No Board Approval Required: Yes
POSITION REQUIREMENTS	<p>Prior to PD Conference:</p> <ul style="list-style-type: none"> • Ensure equipment ready and in proper working order. <p>During PD Conference:</p> <ul style="list-style-type: none"> • Capture quality photos of activities during the conference. • Capture quality photos of keynote speakers. • Capture quality photos at reception and gala dinner. • Capture quality photos of sponsors. • Capture quality photos of Chapter members and volunteers. • Provide a friendly and enthusiastic demeanor. • Have fun! <p>After PD Conference:</p> <ul style="list-style-type: none"> • Download photos for access by Executive and Board members. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Attend Orientation Session May 5th.
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> • Proven photography and editing skills. • Proven ability to modify photos for website and presentations.
HOW TO APPLY	Volunteers Director – Cindy Wass-Thomas volunteers@pmivi.org PD Director – Zachy Olorunjojon pd@pmivi.org Executive or Board Member www.pmivi.org
MEMBERSHIP/CERTIFICATION REQUIRED <i>(yes/no)</i>	Membership Yes Certification Preferred
EXPRESSION OF INTEREST DEADLINE	March 31, 2019
BENEFITS	<ul style="list-style-type: none"> • Free PD Conference Registration • Professional Development Units – 1 per hour