

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 5th (time to be determined)
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: No
POSITION REQUIREMENTS	<ul style="list-style-type: none"> Assemble “Swag Bags” at venue site. Assemble Name Tags at registration table. Distribute “Swag Bags” around conference room. Assemble and arrange PMI-VI signs. Assist with table arrangements for conference Sponsors. Provide support for Board and service provider, “Reboot”. Additional tasks to ensure successful PD Conference. Have fun!
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 Preferred 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