

## 12<sup>th</sup> Annual Energy Psychology Conference - Canada 2010

### Work Exchange Invitation – Room Monitor

Thank you for your interest in participating in the 12th Annual Canadian Energy Psychology Conference Work Exchange Program. We have a limited number of opportunities available this year for those who are able to assist FOR ALL THREE DAYS OF THE MAIN CONFERENCE as a room monitor for the Keynote Sessions, Breakout Sessions, and evening activities. Positions are also available for pre and post conference workshops.

The purpose of this letter is to clearly express the details and responsibilities of being a room monitor so that you can accurately assess, at this stage of the application process, whether this is the correct option for you.

Staff members play a vital role in creating an organized, warm and friendly environment for all the Energy Psychology Conference delegates. You will be taking part in creating a positive experience for the faculty and the participants

In return for your contribution to the conference, we are happy to offer you a substantial discount off the regular conference registration fee and will make our best effort to arrange the scheduling to your satisfaction. As compensation for your participation, your conference tuition will be reduced to **\$175.00** which is to help defray administration costs. This fee also allows you to attend the evening sessions. Tuition for pre and post conference workshop room monitors is ½ the regular workshop fee.

Please complete your application in its entirety and return it to us as soon as possible, as we will be reviewing candidates on an ongoing basis. Your application must include the **\$175 application fee** for the full three days of the main conference and/or **\$110 for a pre/post conference workshop**, to be considered further. If you are not selected, you will be able to register for the main conference at the reduced rate in effect at the time that we received your application.

If you are selected you will have the next 24 hours, if needed, to decide if this program is right for you. After the 24 hours have expired, we will process your \$175 application fee and consider it non-refundable. Based on years of experience, we have found it necessary to have this strict policy due to the complication and inconvenience of random cancellations and no shows. These positions fill up quickly and last year we were able to accept just 1 out of every 3 applicants.

Accepted Work Exchange participants will be informed in advance which room they will be monitoring. You will be required to attend an **Orientation Meeting on Friday November 5<sup>th</sup> at 7:30am**. Your attendance at this meeting is critical to the success of the program. At that time we will discuss, in detail, your role as a room monitor as well as schedules and procedures.

Those who have participated in this program have thoroughly enjoyed the experience. Many have said that participating in this conference was the best opportunity they have had to meet so many fantastic people, in such a short period of time, who share their passion for Energy Psychology and the mind/body connection.

Please read the following before submitting your application. We look forward to hearing from you.

**Conference Team:** As a member of this team, you play a vital role in assisting our staff to ensure the conference runs smoothly. Because you will be monitoring sessions, you also have a unique opportunity

to meet and work with speakers and participants alike. As part of the Conference Team, you will not be able to select the sessions of your choice, however, you will have all of your conference breaks free to network, etc. Rooms will be assigned based upon choices you submit later in the process.

**Pre/Post Conference Team:** Though every attempt is made to allow you to monitor your first choice pre/post, it is advisable to submit second and third choices.

Each person on the conference team will share in the following responsibilities:

**Monitoring:**

- As a main conference monitor, you are in charge of the same room for the full three days of the conference. You will be responsible for distributing the Evaluation Forms at the beginning of each session and collecting the completed evaluations at the end of each session. You will make sure to remind all attendees requiring CE credits sign in and out of each session, hand out and collect Evaluation Forms, assist the speaker with lighting, time deadlines, etc. and immediately inform our staff of any problems (i.e. audio/visual room logistics, etc.). In this capacity, we will rely on you to be timely. You will receive emailed instructions in advance and receive a Monitor Kit on site.
- You will monitor all of the keynote sessions and assist with handing out certificates at the end of the conference.
- We will need help for the evening sessions to make sure that each attendee has purchased a ticket, to assist with collection of tickets, monitor sign-in/out, hand out and collect evaluation forms.
- Pre and Post Conference Workshop monitors will receive emailed instructions in advance as well as a Monitor Kit, and be briefed on the morning of the workshop. Only reliable individuals will be considered.

**MORNING MEETINGS:** All of the Main Conference Team is required to meet for morning meetings on **Friday, Saturday and Sunday mornings**. During this time, we will plan the day's activities and you will be given instructions. Prior to the conference, you will receive full instructions via email. On Friday, the first day of the main conference, you will be given the final instructions. It is imperative that everyone be on time. Because we are working as a team, we must be able to count on you. Each member of the team must plan to arrive ready to work.

Sincerely,  
Sharon Cass Toole, PhD, DCEP  
Conference Director

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APPLY:  
<http://www.epccanada.ca/WorkExchangeApplication.pdf>