



# IVECCS 2011

17<sup>TH</sup> INTERNATIONAL VETERINARY EMERGENCY & CRITICAL CARE SYMPOSIUM

NASHVILLE, TN • SEPTEMBER 14 – 18, 2011

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## SVECCS REGISTRATION & VOLUNTEER INFORMATION

The VECCS Board is eager to have you and has confirmed the following arrangements:

- VECCS will provide **Complimentary General Registration** for those students who work at least 2 half-day blocks (a block is an entire morning or an entire afternoon) as Room Monitors Operations Assistants, or work in the Information Booth. (Once registered, you will be able to add workshops, labs, order proceedings, register companions and sign-up for 5k run at your cost.)
- We can utilize approximately **40 students, and selection is on a first come, first served basis. Priority for selection** will be as follows:
  - **Member of VECCS and SVECCS**
  - **Member of SVECCS only**
  - **Non-member of either, but volunteering**
  - We will attempt to utilize students from every school from which SVECCS students apply.
- Students must complete and return the **IVECCS Volunteer Application form**.
  - Form can be returned as an email attachment to Donna Sullivan in our office at [donna@veccs.org](mailto:donna@veccs.org)
  - You may download and fax the form to Donna at: **210-698-7138**
- You will be notified of your assignment in early July 2011.
- Should you not complete the agreed upon work schedule, you will be billed for Student Onsite Registration fees.
- **A Reception for students, residents, interns and SVECCS Advisors** will be held at IVECCS (date/time TBA).

The IVECCS Program Brochure will be available at [www.2011.iveccs.org](http://www.2011.iveccs.org) in mid-April.

Additional information will be sent regarding travel & hotel information

Please contact our office at 210-698-5575 (email: [donna@veccs.org](mailto:donna@veccs.org)) if you have a question or need assistance. Thanks for your help. We look forward to having you with us at IVECCS 2011 in Nashville.

Best Regards,

Gary L. Stamp, DVM, MS  
Diplomate, ACVECC  
Executive Director, VECCS

**PS: If you sign up to volunteer, we will register you for the symposium.**

# SVECCS VOLUNTEER APPLICATION FOR IVECCS 2011

Please complete the following form and submit by mail (retain a copy), email or fax if you **want to be considered for an IVECCS Student Volunteer** position. Selections and will be made in mid-late July 2011 and work assignments shortly thereafter, however, we will accept volunteers until we have all positions.

Name/Ms/Mr: \_\_\_\_\_

Veterinary School: \_\_\_\_\_ Class status (1<sup>st</sup> year, 2<sup>nd</sup> year, etc): \_\_\_\_\_

Home Address City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Ph (H) \_\_\_\_\_ Ph (Alt) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Days available (Dates/times onsite at IVECCS): \_\_\_\_\_

I am a current member of:  SVECCS  VECCS

Preferred Duties (see descriptions below):

Assistant Moderator  Room Monitor  Operations Assistant / Misc. Helper  Info Booth  No Pref.

Preferred Dates/Times to work. See Program grid for Course #s. (Note – Assignments **must be in ½ day blocks**):

**PLEASE NOTE: YOU CANNOT CHOOSE WETLABS OR OFFSITE SESSIONS**

1<sup>st</sup> Choice: \_\_\_\_\_ Preferred Course #s \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_ Preferred Course #s \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_ Preferred Course #s \_\_\_\_\_

4<sup>th</sup> Choice: \_\_\_\_\_ Preferred Course #s: \_\_\_\_\_

Return Form to Attention of: Donna Sullivan, VECCS Office or Fax to: 210-698-7138  
6335 Camp Bullis Rd, # 12 or email to: [donna@veccs.org](mailto:donna@veccs.org)  
San Antonio, TX 78257

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**Description of Duties:** Duties will allow students to be involved in IVECCS while attending the lectures and Limited Enrollment Sessions (LES) they are interested in. generally, student volunteers are utilized in one of three ways:

**a) Assistant Moderators / Room Monitors:**

**For Limited Enrollment Sessions** (LES's) monitor entrance into the courses (Labs, Workshops, and Discussion Sessions), take tickets for these additional fee courses; assist the instructor(s) if necessary with set-up, other miscellaneous tasks. Be at the session 30 minutes prior to start and remain 30 minutes after it begins.

**For Core Lectures**, assist the Moderator who has the responsibility for running the program in that room. Student volunteers will check badges of registrants to verify he/she is eligible to enter, assist with the lights, the sound, room temperature, the need for more chairs, etc. Students will assist the Moderator (i.e. while Moderator introduces the speaker, the student adjust the lights and monitors the entry of attendees.)

**b) Operations Assistants:**

Performing miscellaneous duties as needed to assist the Registration and Floor Operations Staff, such as answering phones, copying handout materials, assisting with room-set-ups, helping with registration, etc.

**c) Information Booth:**

Student volunteers working the information desk should plan to be there at peak times. Check with Mary Stamp if you need further instructions.

Once we receive the list of students who would like to work, we will develop a schedule and send to each volunteer selected. Orientation meetings will be held at IVECCS to outline your duties and assignments. **Remember, to get the free registration, you must work at least 2 half day blocks.**