

#USHCCPhoenix2022



**USHCC  
NATIONAL  
CONFERENCE**

**2022**

**PHOENIX • OCT 2-4**



**ARIZONA  
HISPANIC**

CHAMBER  
*of* COMMERCE

# **VOLUNTEER INFORMATION**

**2022 USHCC NATIONAL  
CONFERENCE**

**OCTOBER 2 – 4, 2022**

**SHERATON PHOENIX DOWNTOWN**



## **ABOUT THE UNITED STATES HISPANIC CHAMBER OF COMMERCE**

The USHCC has been a fixture of the Hispanic business community since its creation more than 40 years ago in 1979. Through the power of our network of over 260 Hispanic Chambers of Commerce and Hispanic Business Enterprises covering all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community.

The USHCC actively promotes the economic growth, development, and interests of more than 4.7 million Hispanic-owned businesses that, combined, contribute over \$800 billion to the American economy every year. It also partners with 260 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society.

## **ABOUT THE 2022 USHCC NATIONAL CONFERENCE**

The United States Hispanic Chamber of Commerce (USHCC) is the nation's largest Latino Business Advocacy organization. The 2022 USHCC National Conference is the largest gathering of Hispanic business leaders in America. Our annual conference brings together local Hispanic Chambers of Commerce, Hispanic business leaders, and corporate partners to foster Hispanic economic development for the greater American economy. This year's conference will take place in person from October 2-4, 2022, at the Sheraton Phoenix Downtown, in Phoenix, Arizona.

Each year, our National Conference attendees engage in policy-driven interactive discussions with America's business leaders, members of Congress, the Administration, and other partners, as we provide informational sessions on strengthening and growing Hispanic-owned businesses, network, and advocate as one unified voice for our country's 5 million Hispanic-owned businesses.

Our conference theme this year is Igniting America's Economic Prosperity: Scale · Connect · Act

## **PERKS OF VOLUNTEERING**

As a USHCC National Conference Volunteer, you will have the benefit of attending the conference on all three days which includes: workshops, networking receptions, luncheons, and the gala. Attending these sessions will give you an opportunity to engage and listen in on relevant topics providing knowledge in the industries of marketing, access to capital, commerce, and much more. Aside from listening on the sessions, attending this year's conference will also allow for you to network with business leaders from all over the nation and make unique connections and a first-hand look at what goes on behind the scenes of planning a national event, while having fun doing it!

\*We encourage you to bring your business cards and ensure you are ready to meet and greet with various business leaders and CEOs from around the country!

We invite you to be on our volunteer team and come join us for this year's 2022 USHCC National Conference as an additional helping hand!

**EVENT DETAILS:**

**Location:** Sheraton Phoenix Downtown

**Expected Total Event Attendance:** 1,500 people

**Volunteer Event Dates:** October 1 – 4, 2022

**Event Start:** \*depending on the day, please refer to the schedule

**ARRIVAL TIME:**

All volunteers need to arrive at least **45 minutes** prior to event start and check-in with Veronica De La Torre at the Registration Table that will be onsite upon entry on the second floor of the hotel.

**REQUIREMENTS:**

- All volunteers must be available for all days and times of the event
- All volunteers must be vaccinated
- All volunteers are encouraged to wear masks during the event days

**TRANSPORTATION AND PARKING:**

Volunteers must have their own transportation to the event venue. All parking once onsite for volunteers will be covered by the USHCC.

**EVENT AGENDA:****Saturday, October 1, 2022**

Bag Stuffing Day: 8:00 AM – 3:00 PM

*Location: Estrella, 2<sup>nd</sup> floor*

*\*On this day, we will focus on stuffing bags that will be given out to all of those in attendance. You will be expected to stuff 2,500 bags with various items sent by sponsors. Therefore, please arrive promptly on time and wear comfortable shoes.*

**Sunday, October 2, 2022**

Welcome Reception: 5:30 PM – 7:30 PM

*Location: Coca-Cola Sun Deck at ASU*

*\*For this event, we invite you to come join us and help us celebrate our official event kick-off! No volunteer shifts needed, just have fun and enjoy yourself!*

**Monday, October 3, 2022**

Session Day 1: 8:00 AM – 5:00 PM

*Location: Various, Sheraton Phoenix Hotel*

*\*On this day, we will need volunteers spread throughout the conference doing different tasks. We will assign you to a specific task prior to the conference.*

**Tuesday, October 4, 2022**

Session Day 2: 8:00 AM – 9:00 PM

*Location: Various, Sheraton Phoenix Hotel*

*\*On this day, we will need volunteers spread throughout the conference doing different tasks. We will assign you to a specific task prior to the conference.*

## **VOLUNTEER ASSIGNMENTS**

### ***Directional Human Signage (6 people needed)***

In this assignment, you will be stationed throughout the hotel and let attendees know where the workshops, expo, luncheon, registration, business matchmaking, and other areas of activity are taking place.

### ***Registration (6 people needed)***

In this assignment, you will be stationed at one of the USHCC's registration tables to check attendees in and give them their badge, and tote bags.

### ***Plenary Greeter and Usher (6 people needed)***

In this assignment, you will be stationed at the entry of the ballroom where all the USHCC plenaries will be taking place. You will need to greet everyone that walks in and direct them to where they need to be seated if they need help.

### ***Plenary Item Placement (6 people needed)***

In this assignment, you will be asked to place items on the seat of chairs in the ballroom such as postcards, program book, or menu cards depending on the session.

### ***Expo Attendant (6 people needed)***

In this assignment, you will be helping ensure all expo booth participants are taken care of and setup accordingly. You will also be helping those entering the expo by letting them know where to find certain booths, charging stations, etc.

### ***Signage Placement (6 people needed)***

In this assignment, you will support a USHCC Team member with signage placement throughout the meeting floor and the flipping of signage as session ends.

\*Please note, other volunteer duties may be assigned.

## **MEALS**

All volunteers will be fed for each day they are volunteering at the 2022 USHCC Conference. Meals to include (breakfast and lunch).

## **DRESS CODE**

Please make sure to arrive in a red colored shirt, black pants, and comfortable shoes. As this will help the staff and attendees easily identify that you are a volunteer who can offer assistance.

## **USHCC CONTACT INFORMATION**

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