**Volunteers**

1. Download *Eventbrite Organizer* app- We will use this to check everyone in.
2. Registration should be split up by last name.

A-D, E-G, H-K, L-N, O-P, Q-S, T-V, W-Z

1. Submitting and voting for session topics ends when Dan Olsen the morning keynote, starts in Simmons Auditorium at 9 a.m.

**Registration**

1. Welcome them!
2. “Did you register?” So important! We are at max capacity for this event!
	1. If Yes >Check them in
	 >Direct them to pick up a tshirt at that table.
	2. If No >We *cannot* accept walk-ins until everyone that has a ticket is registered for the event. They will have to stand aside and wait to see if have capacity for them beginning at 9-9:30 a.m. Please wait for the word if we can allow walk-ins from Amanda Formato or Karen Woolstrum. In the event we can please have them use “Walkin” code and Register on the Eventbrite link through pghpcamp.com’s home page. (We still need their name and data for accurate numbers on 2019 Pcamp.)
	3. Room 2611 and 2700 are extra rooms upstairs where we will be streaming the keynote sessions and we will use for overflow seating.
3. Give them a PCamp bag. Send them to t-shirt table.
4. **“Are you planning on submitting a session topic?”**
	1. If Yes >Make sure to do that first, because submissions close when the first speaker starts (Dan Olsen starts in Simmons Auditorium at 9:00 a.m.).
5. **“Use these 3-4 stickers to vote for session topics”**
	1. Show them where the 3-4 dot stickers will be so they know that’s a “to-do” right away. The voting dots are placed in behind their nametag.
	2. Explain if they look confused. ProductCamp is an uncoference and attendees vote
	3. Tell them where the voting is (Mark and Phil will be by voting to help further assist them)
6. Tell them to **stay all day for raffle prizes**- ticket in the bag (must be present to win!) They are announced at 4:05 p.m. after the closing keynote.
7. If they were one of the first 100 registrants, they qualify for the **Google After Party**. **Please check the list as all names have already been submitted to Google’s security department**. If they cannot attend just make a note that they will no longer attend and we will save their spot for someone else if we can.

**Transportation to/from Google After-Party**

* 1. W.L. Roengik will provide a school bus for continuous shuttle service between the TQ and Google from 4-8p
	2. Pick Up and Drop Off will be at the Forbes Avenue cut-in by the Level 1 entrance
1. **Ask if they are using PCamp’s childcare through Flexable.**
	1. If Yes >Tell them it’s very important they not leave campus. They cannot attend Google After Party if they have a child still in the Tepper Building. Childcare closes at 4 p.m.
	 >Tell them where childcare is Rm 2612 (w/ 2613 for add’l space for breakfast & lunch)
2. **Career Fair/Sponsor area is located on the 2nd Floor atrium**. All companies interested in the career fair and hiring are marked with a balloon. If they opted to share their info with companies hiring the recruiters will have that info.
	1. Lactation Room 3924
		1. Swipe card access only; Will need to see Casey 412-983-3538 to be let into the room

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| **8:00 - 9:00a** | **1st Floor Pre-function Space** |  | **2nd Floor Atrium** |  |  |  |
|  | Registrant Check-In, Breakfast, Session Submissions & Voting | Career Fair Vendor Check-In |  |  | ***6th Session; If Needed*** |
| **9:00 - 10:15a** | **Simmons Auditorium** |  |  |  |  |  |
| *9:00 - 9:25a* | Introduction, including **GOLD SPONSOR** talks |  |  |  |  |  |
| *9:25 - 10:15a* | Keynote Speaker: Dan Olsen "How to Achieve Product Market Fit" |  |  |  |  |  |
| **10:15- 10:30a** | ***Break*** |  |  |  |  |  |
| **10:30 - 11:15a** | **Room #** | **Room #** | **Room #** | **Room #** | **Room #** | **Room #** |
| Track 1 Session |  |  |  | **UPMC Enterprises** | **Dick's** |  |
|  |  |  |  |  |  |  |
| **11:15- 11:30a** | ***Break*** |  |  |  |  |  |
| **11:30a- 12:15p** | **Room: SIMMONS AUD.** | **Room #** | **Room #** | **Room #** | **Room #** | **Room #** |
| Track 2 Session | **Google Panel** |  |  |  |  |  |
| **12:15 - 12:30p *Grab & Go Lunches for Pickup from 1st Floor Pre-function Space (Outside Simmons)*** |  |
| **12:30 - 1:15p** | **Simmons Auditorium** |  |  |  |  |  |
|  | **SILVER SPONSORS**, then Lunch Keynote Speaker: Rohini Pandhi "Building Products with Focus" |  |  |  |  |  |
| **1:20 - 1:30p** | ***Break*** |  |  |  |  |  |
| **1:30 - 2:15p** | **Room #** | **Room #** | **Room #** | **Room #** | **Room 2111** | **Room #** |
| Track 3 Session |  |  |  |  | **280 Group** |  |
| **2:15- 2:30p** | ***Break*** |  |  |  |  |  |
| **2:30- 3:15p** | **Room: SIMMONS AUD** | **Room #** | **Room #** | **Room #** | **Room #** | **Room #** |
| Track 4 Session |  |  |  | **Vertex** | **Philips** |  |
| **3:30- 4:30p** | **Simmons Auditorium** |  |  |  |  |  |
| *3:30- 4:05p* | **BRONZE SPONSORS**, then Closing Keynote Speaker: Mike Belsito "How to Get Started with Jobs-to-be-Done" |  |  |  |  |  |
| 4:05 - 4:30p | Raffles |  |  |  |  |  |

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| **ROOM SPECS** | **Capacity** | **Details** |
|  |  |  |
| 2111 | 80 | **Tiered Classroom**. Dual screen projection, lectern |
|  |  |  |
| 2112 | 64 | Flat Classroom. Multiple displays, lectern, recording capabilities, multiple podium locations |
|  |  |  |
| 2001 | 40 | Event Rooms. Single source projection, microphone reinforcement, lectern, aux panel input. Event Rooms 1,2,3 can be opened into multiple configurations |
| 2002 | 60 |
| 2003 | 50 |
|  |  |  |
| 2611 | 80 | **Tiered Classroom**. Dual screen projection, lectern |
| 2700 | 80 | **Tiered Classroom**. Dual screen projection, lectern |
|  |  |  |
| 2701 | 42 | Flat Classroom. Dual screen projection, lectern |
| 2702 | 27 | Flat Classroom. Dual screen projection, lectern |
|  |  |  |
| 2703 | 6 | Breakout Room. |
| 2704 | 6 | Breakout Room. |
|  |  |  |
| 2705 | 6 | Breakout Room. |
| 2612\* | 50 | Flat Classroom. Dual screen projection, lectern |
| 2613\* | 27 | Flat Classroom. Dual screen projection, lectern |
| **CAREER FAIR INFORMATION** |
| **Company** | **Sponsorship Level** | **Career Fair Table (Y/N) 23 Yes**  | **Interview Rm Required (Y/N)** | **Interview Rm Assignment** |
| 280 Group | Gold | Yes | No |  |
| Bally Design | Copper | Yes | No |  |
| DDI | Copper | Yes | No |  |
| Dick's Sporting Goods | Gold | Yes | Yes | **2703** |
| Google | After Party | Yes | No |  |
| III (CMU - Integrated Innovation Institute) | Host | Yes | No |  |
| Kopp Glass | Bronze | Yes | No |  |
| Openarc | Bronze | Yes | No |  |
| PDMA | InKind | Yes | No |  |
| Pendo | Silver | Yes | No |  |
| Philips | Gold | Yes | Yes | **2704** |
| Pragmatic Marketing/Institute | Bronze | Yes | No |  |
| Project Brilliant | Bronze | Yes | No |  |
| SDLC | Copper | Yes | No |  |
| Sheetz | Bronze | Yes | No |  |
| Sirius Decisions/Forrester | Copper | Yes | No |  |
| TekSystems | Copper | Yes | No |  |
| TrueFit | Copper | Yes | No |  |
| Uber ATG | Copper | Yes | No |  |
| UPMC Enterprises | Gold | Yes | Yes | **2705** |
| Uservoice | Silver | Yes | No |  |
| U.S Digital Service | Bronze | Yes | No |  |
| Vertex Inc. | Gold | Yes | Yes | **2702** |

Volunteer Areas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vol Meeting** | Volunteer meeting to assign, explain, and coordinate**Timing**: Short-term (7-7:15am)All Volunteers | ALL!!! (Unless you otherwise told us you will be later we will expect you at 7 a.m. for the debriefing.  |  |  |  |
| **Volunteer Heads** | Head of volunteers, see them for questions if you are new volunteer | Karen, Dan, Sanjana |  |  |  |
| **Signage** | Put up signs as directed by organizational team**Timing**: Short-term (7:15-8am) |  |  |  |  |
| **Reg/Info** | Check folks in, give directions, answer questions**Timing**: Short-term (Varies)At least five 7-9am and at least two 9am-4pm | All hands on deck from 8-9 a.m. please. |  |  |  |
| **Speakers** | Responsible for checking in with the speakers, make sure they know where they need to be and when, make sure they have what they need for their presentation (coordinate with room prep volunteers) throughout the day**Timing**: Ongoing throughout the day as neededWill need 5 to volunteer for Tech helpers | Neal, Yamuna, Sanjeev, Dhara |  |  |  |
| **Sponsors/Career Fair** | Responsible for sponsor table set-up and making sure any sponsor representatives have what they need throughout the day**Timing**: Ongoing throughout the day as neededAt least two. | Karin G, Krithika, Abhirup, Akash, Parnita |  |  |  |
| **Rm Prep** | Check that rooms scheduled for sessions are unlocked and have any requested equipment (will provide a list) for each session**Timing**: Just before each session throughout the day At least two | Nathan, Corey |  |  |  |
| **Team** | Organizational team's go-to volunteers for whatever they need throughout the dayTiming: Ongoing throughout the day as neededAt least one | Amanda, Greg, Karen W |  |  |  |
| **T-Shirts & Google**  | Separate table for t-shirts so we can keep registration moving. We only have around 100 tickets for the Google After-Party for the attendees that registered first!! | Karen W, Nathan Mancine,  |  |  |  |
| **Session Wall** | Letting people know about sessions/schedule | Mark, Phil, Shomona |  |  |  |