



Dear PMI Honolulu Member,

CHAPTER ALERT: CO-CHAIRS NEEDED, PLEASE HELP !

Our non-profit local chapter needs your help with the Region 7 Summit ! This March 16-18, 2012 event will bring leadership and professional skills to the Region 7 delegates from Hawaii, California, Arizona, Nevada, and New Mexico.

- ✓ **No-cost PDUs:** earn certification points the easy way
- ✓ **Free attendance for volunteers:** help & learn
- ✓ **Opportunity to network:** meet expert PMs, speakers
- ✓ **Leadership opportunities:** apply your PM skills
- ✓ **Be a proud, active member:** be part of something bigger
- ✓ **Fun, easy:** Together in spirit of Project Management



The following teams need Co-Chairs:

1. Website/Online Registration
2. Onsite Registration Coordinator
3. Speaker Coordinator/ Room Monitors
4. Summit Publicity Coordinator
5. Technology Audio/Visual Manager
6. Sponsorship Solicitor/Host
7. Event Setup Support
8. Event Collateral Leader



To volunteer, please email your interest to Reg7HI@pmihnl.org ! For more responsibilities details see the following table.

Team	Responsibilities	Co - Chairs
Website / Online Registration	<ul style="list-style-type: none"> - Summit Website with conference information and registration functions - Provide attendance list to Onsite 	Bob Lew /

	Registration team	
Onsite Registration	<ul style="list-style-type: none"> - Set up registration area - Staff and Supervise registration on event days - Name Badges 	Angie Nakamoto /
Speakers	<ul style="list-style-type: none"> - Solicitation - Vetting - Providing topic summaries / bio's for website and conference brochure - Provide room hosts to handle speaker logistical needs 	Margaret Latonio /
Publicity	<ul style="list-style-type: none"> - Plan and implement communications to Region 7 Chapters to solicit speakers and registration 	Ed Tsang /
Technology / Audio Visual	<ul style="list-style-type: none"> - Meet technology / Audio Visual needs of the summit 	Nacio Chavez /
Sponsors	<ul style="list-style-type: none"> - Solicit Sponsors - Host Sponsors - Booths / Tables - Presentations 	
Setup	<ul style="list-style-type: none"> - Banners / Posters - Room Setups (if needed) - Booth / Tables (if needed) - Contingencies 	KJ Rock / Charlie Sandi
Collateral	<ul style="list-style-type: none"> - Summit Brochures - Signage - Badges 	
Event	<ul style="list-style-type: none"> - Welcome Reception - Luau 	Nikolas Yem / Jackie Cabralda