



NATIONAL
VETERANS
Small Business Engagement

2016

MINNEAPOLIS

November 1-3

Calling all

volunteers!

We need YOU!

The U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (VA OSDBU) **is in need of volunteers (18 and older)** to assist with the **2016 National Veterans Small Business Engagement event**, to be held from November 1-3, 2016. This event will draw an estimated 4,000 people to the Minneapolis Convention Center, local hotels and retailers.

About the NVSBE:

The Department of Veterans Affairs (VA) will host the National Veterans Small Business Engagement (NVSBE) in collaboration with federal agencies and commercial partners. NVSBE is the VA Secretary's annual nationwide signature event. **For more information go to www.nvsbe16.com.**

VA needs assistance in the following areas for each day of the event: Tuesday, 11/1, Wednesday, 11/2, and Thursday, 11/3:

- Greeters
- Information Desk Assistance
- Registration Assistance
- Plenary/General Sessions Monitors
- Breakout Session Monitors
- Networking Table Monitors
- Ushers
- Expo Hall Assistance
- Reception Assistance
- Award Ceremony Assistance

Shifts for each position are based on four-hour increments but may be flexible. There will be a volunteer orientation meeting and daily briefings. Volunteers will also receive a box lunch each day and an event polo shirt. Parking and public transportation will be reimbursed.

If you are interested in any of these opportunities, or would like a more detailed description of any job mentioned above, please contact Valeria Alfaro at valfaro@asballiance.com or call 443-325-5020.

Thank you for your interest!