

45TH
ANNIVERSARY



MINORITY SUPPLIER DEVELOPMENT

FUELING ECONOMIC GROWTH

2017 NMSDC CONFERENCE+
BUSINESS OPPORTUNITY EXCHANGE

OCTOBER 22 -25 - DETROIT, MICHIGAN

VOLUNTEER GUIDE



TOYOTA



Media Partner

MINORITY SUPPLIER DEVELOPMENT

FUELING

ECONOMIC GROWTH

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NMSDC QUICK FACTS



Mission

NMSDC is the global leader in advancing business opportunities for certified Asian, Black, Hispanic and Native American business enterprises and connecting them to corporate members. One of the country's leading corporate membership organizations, NMSDC was chartered in 1972 to provide increased procurement and business opportunities for minority businesses of all sizes.

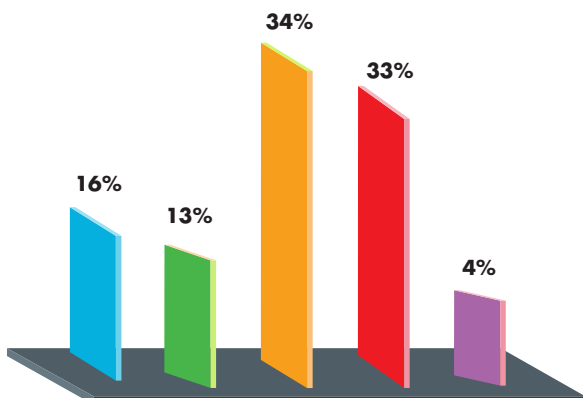
Leadership

Joseph R. Hinrichs, executive vice president and president, The Americas, Ford Motor Company, is Chairman of NMSDC.

Loius Green, CEO, Supplier Success, LLC., is the interim president of NMSDC.

National Network

The NMSDC Network includes a national office in New York City and 23 affiliate regional councils across the country. There are approximately 1,422 corporate members throughout the network, including America's top publicly-owned, privately-owned and foreign-owned companies, as well as universities, hospitals and other major purchasing institutions. The regional councils certify and match 12,000 Asian, Black, Hispanic and Native American-owned businesses with member corporations that want to purchase their products, services and solutions.

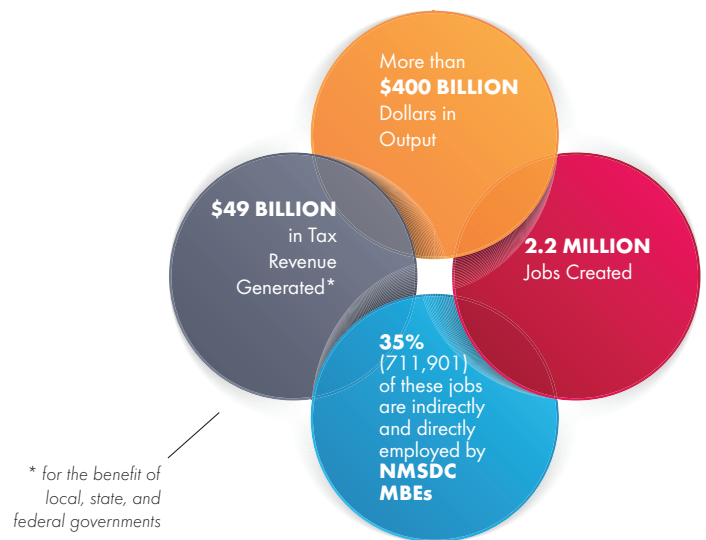


Economic Impact

NMSDC-certified minority business enterprises (MBEs) produce more than \$400 billion in annual revenue and actively employ, either directly or indirectly, approximately 2.2 million people in the United States. Additionally, minority-owned businesses contribute close to \$49 billion in local, state and federal tax revenues.

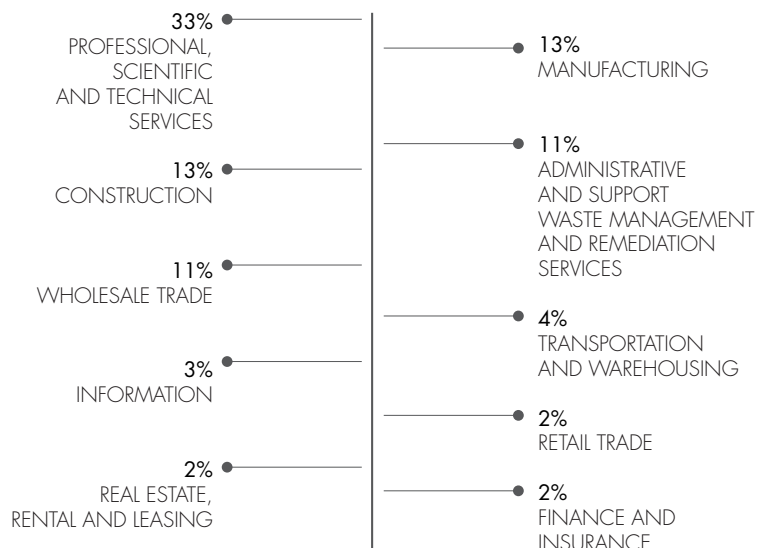
Our Certified MBEs

NMSDC has 12,000 certified MBEs, with 73 percent of the firms owned by males and 27 percent owned by females. Our MBEs represent a broad range of industries in support of the global corporate supply chain.



Source: 2014 Economic Impact Report; Scott Anthony Vowels, PhD

TOP 10 INDUSTRY GROUPS



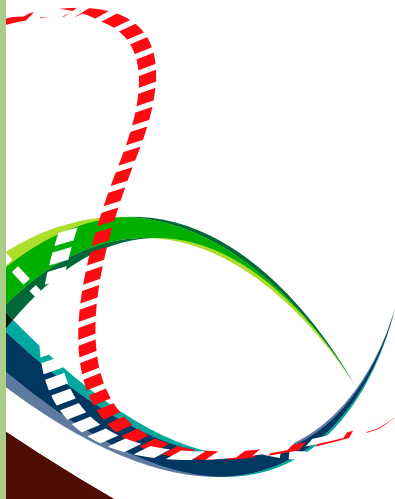
ABOUT THE CONFERENCE



The NMSDC Conference and Business Opportunity Exchange is the nation's premier forum on minority supplier development. For four days, more than 6,000 corporate CEOs, procurement executives and supplier diversity professionals from the top multinational companies, as well as leading Asian, Black, Hispanic and Native American business owners and international organizations will convene in Detroit, Michigan, at the Cobo Center to reenergize their collective efforts to Certify > Develop > Connect > and Advocate for solid minority firms in the global corporate supply chain.

This one-of-a-kind event features:

- Thousands of corporate executives, procurement professionals and Asian, Black, Hispanic and Native American business owners
- More than 20 educational sessions
- A one-day Business Opportunity Exchange with more than 700 exhibit booths
- Matchmakers (By Appointment Only)
- A black-tie Awards Banquet
- Endless opportunities to network, network, network!



CONFERENCE AT-A-GLANCE



FRIDAY, OCTOBER 20

8 a.m. - 4 p.m.
Exhibitor Setup

SATURDAY, OCTOBER 21

8 a.m. - 4 p.m.
Exhibitor Setup

9 a.m. - 2 p.m.

International MBE Day

12 - 4 p.m.

AMEP Alumni (Marriott Renaissance Center)

12 - 5 p.m.

Registration

2:15 - 4:15 p.m.

Industry Group Chairpersons
(Marriott Renaissance Center)

5 - 6:30 p.m.

Hot Topic - RMSDC Presidents
(Marriott Renaissance Center)

SUNDAY, OCTOBER 22

8 a.m. - 4 p.m.
Exhibitor Setup

9 a.m. - 12 p.m.

"Boot Camp" for MBEs

9 a.m. - 5 p.m.

Registration

10 - 1:30 a.m.

Supplier Diversity Advisory Committee
(SDAC) Meeting
(Marriott Renaissance Center)

10 a.m. - 12 p.m.

Field Operations Committee
(Marriott Renaissance Center)

12 - 2 p.m.

Chairpersons Committee
(Marriott Renaissance Center)

12 - 5 p.m.

Presidents' Committee
(NMSDC Affiliate Councils)
(Marriott Renaissance Center)

1 - 3:30 p.m.

Corporate Plus® Forum
(Marriott Renaissance Center)

1 - 5 p.m.

MBE Opportunity Accelerator
(NMBEIC General Assembly Meeting)
(Marriott Renaissance Center)

7 - 10 p.m.

Welcome Reception (Off Site)

MONDAY, OCTOBER 23

6:30 a.m. - 5 p.m.

Registration

7:30 - 8:45 a.m.

Power Breakfast

9 - 9:15 a.m.

Business Opportunity Exchange
Ribbon - Cutting Ceremony

9:15 a.m. - 12:15 p.m.

Business Opportunity Exchange

9:15 a.m. - 6 p.m.

Connect Zone

12:30 - 1:45 p.m.

Keynote Luncheon - Doors close and no
meals served after 1:00 p.m.

2 - 6 p.m.

Business Opportunity Exchange

8 - 11 p.m.

Monday Night Reception (Off Site)

TUESDAY, OCTOBER 24

7 a.m. - 3 p.m.

Registration

7:30 - 8:45 a.m.

Networking Continental Breakfast

9 - 10 a.m.

C-Suite Plenary Session

10 a.m. - 5:15 p.m.

Connect Zone

10:15 - 11:15 a.m.

Workshops

10:15 - 11:45 a.m.

CPO Meeting

10:15 - 12:30 p.m.

NMSDC Matchmakers (By Appointment)

11:30 a.m. - 12:30 p.m.

Workshops

12:45 - 2 p.m.

Keynote Luncheon - Doors close and
no meals served after 1:15 p.m.

2:15 - 5:15 p.m.

Signature Sessions

2:15 - 5:15 p.m.

NMSDC Matchmakers
(By Appointment)

WEDNESDAY, OCTOBER 25

7 - 8:15 a.m.

Networking Continental Breakfast

7 a.m. - 1 p.m.

Registration

7:30 - 10:00 a.m.

BCF Breakfast and Board Meeting

8:30 - 9:30 a.m.

Plenary Session

9:30 a.m. - 12:30 p.m.

Connect Zone

9:45 - 12:30 p.m.

Workshops

10:15 - 12:30 p.m.

MBE - MBE Only
NMSDC Matchmakers (By Appointment)

11 a.m. - 12:30 p.m.

NMSDC National Corporate
Members' Meeting

12:45 - 2 p.m.

Keynote Luncheon - Doors close and no
meals served after 1:15 p.m.

2:15 - 3:45 p.m.

NMSDC Board of Directors' Meeting

6 - 7 p.m.

Awards Banquet Reception

7 - 9:30 p.m.

Awards Banquet

9:30 p.m. - 12 a.m.

Farewell Reception

Schedule subject to change.

GENERAL INFORMATION



Welcome!

Volunteers are an integral part of the NMSDC Conference and make a real contribution to its success. Volunteers perform many essential services during the Conference, such as assuring a good first impression through a swift, courteous experience at registration, or directing registrants to meeting rooms and assisting with conference evaluations.

The Cobo Center is the 2017 NMSDC Conference headquarters. Most conference programs, the Awards Banquet Reception, Awards Banquet and the Farewell Reception will be held at the Cobo Center. Conference identification badges are required in order to attend.

The duties of each volunteer depend on the assigned task. Volunteers will be briefed prior to the conference.

The Conference is comprised of:

- Welcome Reception on Sunday evening
- A Power Breakfast and Luncheon on Monday
- Business Opportunity Exchange on Monday
- Networking Continental Breakfast and Luncheon on Tuesday and Wednesday
- Educational Sessions and
- Reception for Awards Banquet
- Awards Banquet
- Farewell Reception on Wednesday

Volunteers should arrive no later than one hour prior to the start of any event for which they are scheduled. Note: The hour is already built into the assignment start time.

Registration Options for Volunteers

Please note, volunteers do not have full access to the conference. If you would like full access, please purchase a full conference registration. Volunteers registered for the conference will receive an identification badge which will allow access to the Plenary sessions and Workshops when not on duty on the day s/he volunteers.

If you do not register for the conference and you want to attend official conference meal functions, special events or the Business Opportunity Exchange, when you do not have a volunteer assignment, you must purchase a ticket for the event.

If you have an assignment as a badge scanner for a meal function or event, you will not have time to participate as a guest. You will receive a distinctive identification badge to identify you as a conference volunteer.

Volunteer Center Sponsor:





Recommended Attire

Volunteers should dress appropriately for the event to which they are assigned. Business attire is appropriate for the registration area, all breakfasts, luncheons, plenary sessions, receptions, signature sessions, and workshops. For Wednesday evening, the attire is black tie.

Orientation

Volunteers will receive an e-confirmation and be briefed prior to the start of their conference assignment(s). The briefing will provide each individual with specific information on their volunteer assignment(s). You will have an opportunity to meet with NMSDC staff before your assignment(s) to ensure you understand your task(s).

Please note: NMSDC will be able to validate parking during the length of stay for conference assignments.

Following is a breakdown of volunteer duties. The hours listed on the coming pages reflect (a) the time you report to the Volunteer Office, which is one half to one hour before the official event time, and (b) the time your assignment ends. We hope you will volunteer your time at the NMSDC Conference.



ASSIGNMENTS



Business Opportunity Exchange

The Business Opportunity Exchange will be held Monday, October 23 in the Cobo Center. Volunteers will be needed to scan badges, distribute directories, provide information, directions, etc.

Exhibit Manager's Office Assistant

An assistant is needed to staff the NMSDC Exhibit Manager's Office and to serve as a liaison between the NMSDC and exhibitors. Prefer same person throughout.

Exhibitor Entrance Monitors

Volunteers are needed at the Exhibitor's Entrance to the Business Opportunity Exchange to permit entry for Exhibitors with an "Early Access Pass" so they can set up prior to show hours, and to prevent entry to others.

Aisle Monitors

Volunteers are needed to provide direct service to exhibitors and ensure that all exhibitors adhere to show regulations.

Badge Scanners

Volunteers are needed to make sure that conference registrants have the appropriate badge and scan for entrance to the Business Opportunity Exchange during show hours.

General Volunteer Assignments

Awards Banquet Evening

The Awards Banquet Reception, the Awards Banquet and the Farewell Reception will be held at the Cobo Center. Volunteers are needed to scan conferee badges, assist with seating and to distribute programs. The attire is black tie (formal).

"Boot Camp" for MBEs

Volunteers are needed to direct conferees to seats in the front of the room, ensure that all entering have the appropriate conference badges and distribute and/or collect evaluation forms.

The Business Consortium Fund Investors' Meeting Support

A volunteer is needed to assist with distribution of materials and seating.

Corporate Plus® Forum Support

The volunteers will be given a list of Corporate Plus® Corporations (company names only) and will be responsible for checking attendees against a prepared roster, allowing only the individual(s) whose company appears on the list to enter the forum.

Corporate Plus® Reception Assistant

The volunteers are needed to greet and welcome NMSDC Corporate Plus® sponsors and be responsible for checking attendees against a prepared roster list and handing out name badges to those in attendance.

Conference Portfolio Assembly

Volunteers are needed to assemble conference portfolios. Very casual attire suggested.



ASSIGNMENTS



Information Center

This space will be open during the hours of registration and staffed with NMSDC personnel. The volunteers will be responsible for providing general conference information, answering attendees' questions and for "troubleshooting" in the registration area (if necessary). The space will also serve as the Lost and Found for all conferees. Information about NMSDC will be distributed.

Luncheons

Volunteers are needed to scan barcoded badges and assist with seating (if applicable).

Networking Continental Breakfast

Volunteers are needed to scan barcoded badges and ensure that only NMSDC conferees participate.

NMSDC Matchmaking Event

Volunteers are needed to monitor attendance of invited MBEs only to meet with corporate buyers. May need to scan badges for entry.

NMSDC Board of Directors Meeting Support

A volunteer is needed to assist with distributing identification badges and materials.

NMSDC Corporate Members Meeting Support

A volunteer is needed to assist with distributing identification badges and materials.

On-Site Registration – Floor Monitor

Volunteers will be required to interact with conferees and possibly assist with registration questions. **Volunteers should be comfortable with approaching and speaking to guests and providing directional assistance.**

Plenary Sessions

Volunteers are needed to direct conferees to seats in the front of the room, ensure that all entering have the appropriate conference badges to scan, distribute and /or collect any materials.

Power Breakfast

Volunteers are needed to scan barcoded badges and assist with seating.

Receptions

Volunteers are needed to scan barcoded badges, distribute mementos (if applicable), and give directions.

Signature Sessions

Volunteers are needed to direct conferees to seats in front of the room, ensure that all entering have the appropriate conference badges and may need to scan badges. Distribute and collect any materials.

Workshops

Volunteers are needed to direct conferees to seats in the front of the room, ensure that all entering have the appropriate conference badges to scan, distribute and /or collect any materials.





Conference Office Support

Conference Headquarters Office Support

A volunteer is needed to answer telephones, type, run errands and make copies. Tuesday – Wednesday, October 17 – 25. Microsoft Word is a must. Prefer the same person throughout.

Development Office Support

A volunteer is needed to answer telephones, type, run errands and make copies. Wednesday – Wednesday, October 18 – 25. Microsoft Word, Excel and Powerpoint are required. Prefer the same person throughout.

Programs Office Assistant

A volunteer is needed to check in and assist with the daily management of the office, Friday – Wednesday, October 20 – 25. Prefer the same person throughout.

Programs Office Support

A volunteer is needed to answer telephones, type, run errands and make copies. Friday – Wednesday, October 20 – 25. Prefer the same person throughout.

Marketing and Communications /Media Office Support

Volunteers are needed with good people and reception skills to answer telephones, type, run errands and make copies. Must have familiarity with Microsoft Word, Excel and Google docs. Friday – Wednesday, October 20 – 25. Prefer the same person throughout.

Additionally, two volunteers will be needed to assist with pre- and post-Banquet pictures. Instructions will be provided by the NMSDC Media Office staff member. Wednesday, October 25, 5 p.m. - 9:30 p.m.



Conference Volunteer Schedule

BUSINESS OPPORTUNITY EXCHANGE ASSIGNMENTS

Saturday – Monday, October 21 - 23, 2017 – Cobo Center		
EXHIBIT MANAGER'S OFFICE ASSISTANT		
Saturday, October 21 <input type="checkbox"/> 8 AM – 5:30 PM	Sunday, October 22 <input type="checkbox"/> 8 AM – 5:30 PM	Monday, October 23 <input type="checkbox"/> 6:30 AM – 4 PM

EXHIBIT ENTRANCE MONITORS (2 Volunteers needed)		
Saturday, October 21 <input type="checkbox"/> 8 AM – 1 PM <input type="checkbox"/> 1 PM – 6 PM	Sunday, October 22 <input type="checkbox"/> 8 AM – 1 PM <input type="checkbox"/> 1 PM – 6 PM	Monday, October 23 <input type="checkbox"/> 6:30 AM – 9 AM

BUSINESS OPPORTUNITY EXCHANGE		
Monday, October 23 Aisle Monitors <input type="checkbox"/> 8 AM – 1 PM <input type="checkbox"/> 1 PM – 6 PM	Monday, October 23 Badge Scanner <input type="checkbox"/> 8 AM – 1 PM <input type="checkbox"/> 1 PM – 6 PM	Monday, October 23 Door Prizes <input type="checkbox"/> 8 AM – 6PM

GENERAL VOLUNTEER ASSIGNMENTS

Friday – Wednesday, October 20 - 25, 2017 – Cobo Center

AWARDS BANQUET EVENING (8-12 Volunteers needed)		
Wednesday, October 25 Awards Banquet Reception <input type="checkbox"/> 5 PM – 7 PM	Wednesday, October 25 Awards Banquet <input type="checkbox"/> 6 PM – 9:30 PM	Wednesday, October 25 Farewell Reception <input type="checkbox"/> 8:30 PM – 12 AM

Conference Volunteer Schedule

GENERAL VOLUNTEER ASSIGNMENTS

Friday – Wednesday, October 20 - 25, 2017 – Cobo Center

CONFERENCE PORTFOLIO ASSEMBLY (25 Volunteers needed)

Friday, October 20

☐ 9 AM – 5 PM

"BOOT CAMP FOR MBES"

Sunday, October 22

☐ 8 AM – 12 PM

CORPORATE PLUS® - Detroit Marriott Renaissance

Sunday, October 22

Corporate Plus Forum Support

☐ 12:30 PM – 3:30 PM

Sunday, October 22

Corporate Plus Reception Assistant

☐ 3:30 PM – 6 PM

INFORMATION CENTER

Saturday, October 21

☐ 12 PM – 5 PM

Sunday, October 22

☐ 8 AM – 12 PM

☐ 12 PM – 5 PM

Monday, October 23

☐ 6 AM – 12 PM

☐ 12 PM – 5 PM

Tuesday, October 24

☐ 6:30 AM – 11 AM

☐ 11 AM – 3 PM

Wednesday, October 25

☐ 7 AM – 1 PM

CPO MEETING

Tuesday, October 24

☐ 9:15 AM – 12 PM

BUSINESS CONSORTIUM FUND INVESTOR'S MEETING SUPPORT

Wednesday, October 25

☐ 7 AM – 10:30 AM

Conference Volunteer Schedule

GENERAL VOLUNTEER ASSIGNMENTS

Saturday – Wednesday, October 21 - 25, 2017 – Cobo Center

ON-SITE REGISTRATION - FLOOR MONITOR		
Saturday, October 21 <input type="checkbox"/> 12 PM – 5 PM	Sunday, October 22 <input type="checkbox"/> 8 AM – 1 PM <input type="checkbox"/> 1 PM – 5 PM	Monday, October 23 <input type="checkbox"/> 6:30 AM – 11:30 AM <input type="checkbox"/> 12 PM – 5 PM
NETWORKING CONTINENTAL BREAKFASTS (6 Volunteers needed per session)		
Tuesday, October 24 <input type="checkbox"/> 6:30 AM – 9 AM		Wednesday, October 25 <input type="checkbox"/> 6:30 AM – 9 AM
NMSDC MATCHMAKING EVENT (6 Volunteers needed per session)		
Tuesday, October 24 NMSDC Matchmaking Event <input type="checkbox"/> 9 AM – 12:45 PM <input type="checkbox"/> 2 PM – 5:15 PM		Wednesday, October 25 NMSDC Matchmaking Event (MBE-MBE Only) <input type="checkbox"/> 9 AM – 12:45 PM
PLENARY SESSIONS (5 Volunteers needed per session)		
Tuesday, October 24 <input type="checkbox"/> 8 AM – 10 AM		Wednesday, October 25 <input type="checkbox"/> 8 AM – 10 AM
NMSDC BOARD OF DIRECTORS & CORPORATE MEMBER MEETINGS (2 Volunteers needed per session)		
Wednesday, October 25 NMSDC Board Of Directors Meeting Support <input type="checkbox"/> 1:30 PM – 4 PM		Wednesday, October 25 NMSDC Corporate Members Meeting Support Assistant <input type="checkbox"/> 10 AM – 12:30 PM

Conference Volunteer Schedule

GENERAL VOLUNTEER ASSIGNMENTS

Saturday – Wednesday, October 21 - 25, 2017 – Cobo Center

POWER BREAKFAST (8 Volunteers needed)

Monday, October 23

☐ 6:30 AM – 9 AM

POWER LUNCHEONS (8 Volunteers needed per session)

Monday, October 23

☐ 11:30 AM – 2 PM

Tuesday, October 24

☐ 11:45 AM – 2 PM

Wednesday, October 25

☐ 11:45 AM – 2:30 PM

RECEPTIONS (8-10 Volunteers needed per session)

Sunday, October 22

Welcome To Detroit Reception

☐ 6 PM – 10 PM

Monday, October 23

Monday Night Reception

☐ 7 PM – 11 PM

SIGNATURE SESSIONS (3 Volunteers needed per session)

Tuesday, October 24

☐ 1:30 PM – 5:30 PM

SOCIAL MEDIA HUB SUPPORT (2 Volunteers needed per shift)

Sunday, October 22

☐ 8 AM – 1 PM

☐ 1 PM – 5:30 PM

Monday, October 23

☐ 8 AM – 1 PM

☐ 1 PM – 6 PM

WORKSHOPS (3 Volunteers needed per session)

Tuesday, October 24

☐ 9:15 AM – 1 PM

Tuesday, October 24

☐ 1:30 PM – 5:30 PM

Wednesday, October 25

☐ 9:15 AM – 1 PM

Conference Volunteer Schedule

CONFERENCE OFFICE SUPPORT ASSIGNMENTS

Tuesday – Wednesday, October 17 - 25, 2017 – Cobo Center

CONFERENCE HEADQUARTERS OFFICE SUPPORT (prefer the same person for the following date range)

Tuesday - Wednesday, October 17- October 25

☐ 8 AM – 5 PM

DEVELOPMENT OFFICE SUPPORT (prefer the same person for the following date range)

Thursday - Wednesday, October 19- October 25

☐ 8 AM – 5 PM

PROGRAMS OFFICE ASSISTANT (prefer the same person for the following date range)

Friday - Wednesday, October 20 - October 25

☐ 8 AM – 5 PM

PROGRAMS OFFICE SUPPORT (prefer the same person for the following date range)

Friday - Wednesday, October 20 - October 25

☐ 8 AM – 5 PM

MARKETING AND COMMUNICATIONS/MEDIA OFFICE SUPPORT (5 1/2 days)

(One volunteer Friday - Sunday)

(Two volunteers Monday - Wednesday)

Friday, October 20

☐ 12 PM – 5 PM

Saturday, October 21

☐ 9 AM – 5 PM

Sunday, October 22

☐ 10 AM – 1 PM

Monday, October 23

☐ 10 AM – 1 PM

Tuesday, October 24

☐ 6:30 AM – 5 PM

Wednesday, October 25

☐ 10 AM – 1 PM

☐ 5 PM – 9:30 PM

OCTOBER 22-25 - DETROIT, MICHIGAN

VOLUNTEER FORM

Name:		
Title		
Company/Organization:		
Address:		
City	State:	Zip Code:
Business Phone:		Fax Number:
Home:	Cell:	Email:

☐ Corporate Volunteer

☐ MBE Volunteer

I am willing to volunteer for the following dates(s) and times(s).
(Please check the appropriate box)

Date	Time(s)	First Choice	Second Choice

☐ No Preference. Please assign where need is greatest.

Please complete one form per volunteer. You may duplicate this blank form as required. Thank You.

Please return this form to the NMSDC Volunteer Coordinator Nettie Seaberry by fax: (212) 730-6391 or by email: Nettie.Seaberry@NMSDC.org

National Minority Supplier Development Council, 1359 Broadway, 10th Floor, New York, NY 10018



NMSDC

National Minority Supplier
Development Council

1359 Broadway
Suite 1000
New York, NY 10018
Telephone: 212-944-2430
Fax: 212-719-9611
www.NMSDC.org

Volunteer Center Sponsor:



VOLUNTEER FOR THE PREMIER EVENT IN MINORITY SUPPLIER DEVELOPMENT



Volunteer Today: NMSDCConference.com/Volunteer