

## Volunteer Job Descriptions

### General Information

**Check-in:** Please allow time to park and/or walk to the venue. When you arrive, please find your way to the registration. You will be provided with a volunteer identification badge with your name and affiliation.

**Dress Code:** "Business casual", i.e. slacks and button-up shirt for men, no jeans. All black attire is preferred be worn by Registration volunteers for the duration of the conference. This will allow attendees to identify us and present a uniformed look.

**Meals:** The regular conference coffee breaks will be accessible to you. Lunch will be provided for volunteers for the days they are scheduled to work.

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### Bag Assembly - (10-15 minimum – 1 day only)

Assembly of conference bags 1-2 days prior to the conference – usually takes about 2-4 hours depending on the number of volunteers and the quantity of conference materials to be included in the bags.

*Requirements - Ability to stand for the duration of assignment, good coordination and ability to work quickly.*

### Registration\* - (6 minimum)

Responsible for the orderly distribution of conference bags, registration materials, name badges and any orientation information for all pre-registered attendees. Training and a walk-through of the facility will be provided once onsite. Registration serves as the information booth for the conference as well, so you will need to become familiar with the conference program logistics.

*Requirements- Heavy conversational interaction with registrants so a good command of English will be beneficial.*

*Ability to work extended hours and stand for long periods at a time. A smile and welcoming spirit is also mandatory*

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### Technical Session Room Monitors/AV\* – (3 minimum during technical sessions)

Float between the technical session rooms and monitor to ensure there are no major problems. In each room, there will be a walkie talkie, which can be used to directly contact the roaming A/V technician should audio visual issues arise. Responsibilities may include: distributed and collecting session evaluation reports, laser pointers, etc. for each session.

*Requirements – Must be technologically savvy. Ability to work extended hours.*

### Student Poster Set-up – (2 minimum)

Work with coordinator of Poster sessions to ensure boards are set up and numbered correctly; and pushpins, markers, tape, etc. are accessible at every board.

### Human Arrows/Exhibit Hall - (6 minimum)

Work with conference planner to assist with signage and any other tasks and duties as assigned. May need to provide direction to attendees during break and heavy traffic flow periods. Help with planned student activities.

### Ice Breaker and Gala Event Check-in - (4 minimum for each event)

Man the check-in desk and sign attendees into the event. Help as needed with information and provide assistance to attendees as required.

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**\*Note** - For Registration and Technical Session Room Monitors/AV – Extensive training is given prior to the start of the conference and for efficiency, preference is for volunteers in these areas who can support more than 1 day of the conference. Due to expected workload, opportunities to attend sessions during the first day of the conference will be minimal.