

VOLUNTEERING AT THE ATD NEW ENGLAND CONFERENCE 2018

The role of a volunteer is a very important position which can impact the attendees experience at the conference. It is our energy and positive attitude that can make a real difference in the attendees' experience.

Do you have at least two hours to assist in making this conference one of the best?

Review the various positions we are looking for. A description of each and the day/time of the conference needed are included. Review the FAQ's and make your decision.

If the answer is YES, and we hope it is, please visit the ATD New England Conference website and select the "Sign Up" to volunteer for the day of the conference. We will reply back with your discount registration code and next steps. <https://atdnewengland.com/volunteers>.

We are very appreciative of you volunteering your time and look forward to working together to make this conference the best yet!

The Volunteer Committee

POSITION DESCRIPTIONS

Position	Description	Day Needed
Assembler (6)	<ul style="list-style-type: none"> Helps assemble attendee’s conference tote bags with materials. Assembles name badges. Sets up registration table with all appropriate materials prior to reception event. Assists assembling; Volunteer tote bags, room supply kits, speaker gift bags, and speaker “welcome kits”. Sets up speaker kits as needed at registration table. Organizes all speaker gift bags for distribution based on the volunteer room monitor schedule. 	Thurs. 2:00 - 6:00pm *do not need to be present entire time
Host/Hostess (2)	<ul style="list-style-type: none"> Welcomes the attendee to the conference and offers to answer any questions regarding the conference. Approaches any attendee that appears to need help in locating a room, specific workshop, and/or exhibitor. Engages the attendees by having them feel comfortable, welcomed and appreciated for their attendance. Is knowledgeable in the conference layout, conference workshop and speaker schedule, the conference mobile app and how to download and use it, and any resources that an attendee may need, Such as first aid, hotel information/contact and conference advisory team. 	Thurs. 4:30-6:30pm Fri. 7:00am – 5:00pm *between sessions
Registrar (8)	<ul style="list-style-type: none"> Organizes and manages all name badges & conference tote bags for attendees. Welcomes the attendee to the conference and offers to answer any questions regarding the conference. Reconciles attendees’ ticket to master registration list of attendees. Processes any new registrations at day of conference. Upon registration confirmation, provides the attendee with conference tote bag. 	Thurs. 5:00pm-6:30pm Fri. 7:00am- noon *1-2 hour slots
Speaker/Exhibitor Greeter (3)	<ul style="list-style-type: none"> Assists the conference speakers and exhibitors upon arrival with check-in procedure, confirmation and any supportive information needed for participating in the conference. Welcomes the speakers & exhibitors to the conference and offers to answer any questions regarding the conference. 	Thurs. 4:30-6:30pm

	<ul style="list-style-type: none"> Assists the exhibitors with their location for set-up. Directs speakers to their reserved location. Attends to any specific needs or requests of either speakers and/or exhibitors. 	Fri. 8:00am – 12:00pm *1-2 hour slots
Room Monitors (16)	<ul style="list-style-type: none"> Assists the speaker and attendees of the scheduled learning session by prepping the session room with the needed materials for a successful session. Greets all session attendees at door and welcomes them to the session, ensuring that attendees are in the session they selected. Is prepared to introduce the session speaker by being familiar with the speaker's bio (not to read the bio verbatim). Sets a positive tone to start the session and introduces the speaker. Assists the speaker throughout the learning session as requested by speaker. At end of session, acknowledges and thanks the speaker with positive recognition and presents them with a thank you gift. 	Friday 9:30am – 5:00pm *time slots: 9:40 – 10:40am 11:00 – 12:00pm 1:15 – 2:15pm 2:45 – 3:45pm
Raffle Prep (1)	<ul style="list-style-type: none"> Gathers all the raffle prizes, delivering them to the storage area. Arranges the gifts as needed for the raffle at the end of the day. Ensuring all prizes are accounted for. Moving all prizes to the Ballroom when needed for raffles. 	Friday 7:00 – 5:00pm *total time about 1-2 hours
Photographer (2)	<ul style="list-style-type: none"> This position takes digital pictures to document the conference activities and participation. Floats throughout the conference taking candid photos and engaging in conversation with conference attendees, exhibitors and speakers to capture their response to the conference. The photographer also attends the workshops and captures photos of the speakers and the attendees' participation. 	Thurs. 6:00 - 8:00pm Fri. 7:00am – 5:00pm *time between and during sessions

FREQUENTLY ASKED QUESTIONS REGARDING VOLUNTEERING

FAQ – How much time does it take?

We would appreciate any amount of time you have to spare! It can be a minimum of two hours or up to the entire day, depending on the position you request. We will gladly work with your schedule.

FAQ – Can I still attend the sessions?

YES! our goal is to coordinate the positions so you do not miss any of the fantastic speakers.

FAQ – Do I still register to attend?

Yes, we do ask that you register to attend the conference. Once you sign up to be a volunteer we will send you a code. Go to the Conference Registration page, and complete the sign up and enter your code, which allows you a discounted rate to the conference.

FAQ – How do I know when to be there and where to be?

Volunteer Logistics:

- The Volunteer Committee will be in contact with you. Based on your choice of position, logistical information will be sent to you via email.
- An orientation session will be held to give you the basic details of your responsibilities.
- If you are volunteering on Thursday before the Networking Event, there is also a Pizza Party to celebrate and acknowledge the volunteers.