

Volunteer Roles

Setup & Tear Down

Assist in setting up and tearing down various conference areas, i.e. expo and bookstore. Arrange tables, signage, and any additional materials for the conference. Assist in loading and unloading conference items.

Greeters

Welcomes attendees, setting a positive tone to the conference. Greeters will be utilized during check-in and at each of the breakout sessions. Requires standing for extended periods of time.

Wayfinding

Guides and directs attendees to event areas. Provide general information on session times and locations. Requires standing for extended periods of time and exposure to outdoor environments.

Registration Check-In

Check-in attendees, distribute badges, and other conference materials. Answer questions about the conference. Register walk-in attendees. Includes assisting in setting up the registration area, keeping the area clean & organized, and packing up the area at the end of the event. Requires the ability to work in a fast-paced environment, sit for lengthy periods of time and ability to lift at least 25lbs.

Expo

Check-in exhibitors and provide directions to their booth. Ensure all booths are staffed while open to the public. Monitor expo area for cleanliness. Provide support for sponsors and exhibitors. Answer any conference questions from sponsors, exhibitors and guests.

Bookstore

Provide support in the bookstore area. Including setting up book displays, handling book sales and supporting book signing sessions. Requires the ability to lift at least 25lbs.

Ticket Monitors (Keynote Events)

Verifies that attendees have the appropriate ticket for keynote events.

Ushers

Provides direction and assistance to guests to appropriate seating locations. Assist with crowd control. Communicate venue policies to guests.

Floater/Runners

Provides breaks for volunteers. Various duties as assigned.

Office/Admin

Provide support for conference planning team. Duties to include putting conference materials together. Assembling conference badges. General office duties as assigned.