

# General Volunteer Duties for Alliance Conferences

*(For reference only. Duties are subject to change depending on conference needs.)*

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- **Bag Stuffing**
  - Conference bags (provided to all attendees) need to be “stuffed” with one of each item provided (e.g., sponsor promotional items, etc.). This occurs the day before the first official day of the conference.
  
- **T-shirt Rolling**
  - New Alliance T-shirts must be rolled and labeled clearly for sale. This typically happens in tandem with bag stuffing, the day before the conference begins.
  
- **Registration/Badge Pick-up:**

*NOTE: If the Alliance requires COVID-19 vaccinations, proper clearance procedures will be added to registration duties.*

  - Volunteers will hand out name badges to conference attendees. Envelopes containing name badges will be alphabetized in bins by last name.
  
- **Other Registration Area Jobs:**
  - **Center for Learning (CFL) table:** Volunteers will assist the Alliance’s Online Learning Manager to sit and answer questions for attendees who are interested in learning more about the Alliance’s online courses. An FAQ guide will be provided.
  - **Merchandise “Merch” Table:** Volunteers will assist in selling Alliance T-shirts and keychains. Volunteers will *not* be handling sale of merchandise/exchange of money, an Alliance Staff member will be available to complete sales.
  
- **Plenary Guide:** We expect the majority of attendees to attend plenaries (general sessions/keynotes), so we need volunteers to assist in guiding attendees in the right direction.
  - **Direct traffic:** White-board signs will be provided to help direct guests.
  - **Manage Doors:** Direct guests away from entering the main ballroom before doors open for the plenaries. Alliance staff will give you specific guidance.
  - **Guide Guests:** Once doors open, assist moving conference attendees into the main ballroom in a timely manner for plenary sessions by asking people to please take their seats and assisting anyone who may need assistance finding a seat.

- **Workshop/Session Room Setup & Liaison:**
  - **Pick up & Deliver Workshop Packet:** Prior to your shift, pick up the appropriate workshop packet located at the Volunteer Table.
  - **Room Set-Up**
    - **Change Workshop Sign:** Assist in replacing workshop signs outside of each workshop room. All signs for the day should be stacked behind each other.
    - **Clean head table/Setup new name tent cards:** Clear and discard any leftover tent cards, timecards, bio sheets, used water bottles, or other debris from the head table. Take the tent cards from the new workshop packet and put them out.
    - **Presentations:** On the laptop, locate the title slide for the next session and set it to project.
    - **Encourage Previous Speakers to Vacate:** If the speakers from the previous session are still answering questions in the room, kindly encourage them to relocate to the hallway.
  - **Introduce Yourself/First Response:** As the new speakers arrive, introduce yourself and hand them the workshop packet. Let them know that you are the volunteer liaison for that workshop. Sit at the front of the room so you can quickly respond to needs that arise in the workshop such as:
    - Room temperature changes (text the volunteer phone)
    - AV assistance (there will be an AV tech floater on each floor)
  - **Keep Time:** The timecards are labeled “3 minutes,” “1 minute,” and “0 minutes,” for you to hold up for the speakers and moderators when there is that much time left in the session.