

## **Student Assistant/Volunteer Guidelines**

We are happy that you have chosen to volunteer your time to help make this a successful Conference. YOUR participation is critical to this Conference, so please carefully read the following Guidelines and refer to them often.

Student Assistants and Volunteers are required to comply with the Conference Volunteer Guidelines as outlined below. Those who do not comply will be asked to relinquish their Conference name badge and volunteer identification and will not be permitted to continue attending this Conference without paying the appropriate registration fee.

***IN THE EVENT OF ANY EMERGENCY, VOLUNTEERS SHOULD  
CONTACT HOTEL SECURITY ON ANY HOTEL PHONE.  
GIVE THE NATURE OF THE EMERGENCY AND LOCATION,  
AND ALSO NOTIFY AN ASPRS STAFFER AT THE CONFERENCE REGISTRATION DESK.***

Volunteer Coordinator: Rakesh Malhotra, Cell Phone: 919-638-3397 – **NO TEXTING!** Please call.

### **General**

1. You must check-in and out with the Volunteer Coordinator in the Volunteer Office.
2. You must be on time and stay at your post for entire time assigned, unless reassigned by the Volunteer Coordinator or the ASPRS Meeting Manger.
3. You are requested to dress in a professional manner for this Conference. Business casual wear is acceptable. If appearance is deemed inappropriate, you may be asked to leave their assignment for the day. In the event that another assignment for a following day(s) cannot be made and the volunteer time requirements cannot be met, you may be asked to relinquish your badge and volunteer identification necessitating the payment of the registration fee if you wish to continue attending the Conference.
4. It is expected that you will conduct yourself in a professional manner as you represent ASPRS to Conference attendees.
5. If a conference attendee raises any questions or problems that you are unable or uncomfortable handling, you should ask the person to accompany you to the Conference Registration desk and ask to speak to an ASPRS staff member for resolution of the matter.
6. Regardless of your assignment, you are asked to act as a host and assist attendees in any way possible throughout the Conference.
7. If you do not have an assignment during a particular time slot, you are encouraged to attend the events occurring during that time period to maximize your Conference experience.
8. Lunch – If you work 7.5 hours in one day you are eligible for a lunch allowance. Please see Kathy at the ASPRS Registration Desk at the end of the day to obtain the appropriate allowance.

## **Volunteer Task Descriptions:**

### ***Conference Registration Desk***

You will be asked to distribute pre-registration packets and any other handouts to attendees who are registered in advance. The ASPRS staff at the registration desk will explain your duties. Messages for attendees should be posted in alpha order on the message board in the registration area.

### ***ASPRS Staff Office***

You will be asked to answer phones, assist with printing of committee and board materials and other requested tasks. You may also be asked to assist with changing signs throughout the conference day and assisting Heather Staverman, ASPRS Meeting Manager. The staff office must be locked when leaving for any reason if no one else is using it. You should contact the Conference Registration Desk for admission if the office is locked. If you are assigned to the Staff Office you may wish to bring some reading materials or other work related items with you as the traffic flow in the office varies throughout the day.

### ***(General and Technical) Sessions***

You are responsible for checking badges as people enter the session rooms to ensure that only those who have paid the conference fees are permitted entrance. People who have paid for Exhibit Only registration are **NOT** allowed to attend any general or technical sessions. The Exhibit Only badges are specially marked to help you identify them easily. Those attendees who register for only one day will have a specific color badge which will clearly note the day they are allowed admission to the sessions.

If you are assigned to the Technical Sessions, you should check with the Conference Registration Desk prior to going to your assignment to determine the badge color for that day.

You should check that the proper sign is showing for each session. Sign inserts are in the pockets on the signs and should be kept current. Confirmation of the correct session for each room can be found in the Final Program/Errata Sheet.

Please distribute a Moderator Report Form and Speaker Rebate Forms at each General and Technical Session. You will find these forms in the Student Volunteer Office.

### ***Exhibit Hall***

You will assist Security Guards in determining that all entrants have the proper badge for the day. It is very important that people without badges are NOT allowed into the exhibit hall. Anyone without a badge should be sent to the ASPRS Registration Desk.

### ***Poster Sessions***

You will help presenters mount their posters on the boards provided. Space is first come, first served. Also, make sure to give each poster presenter a Speaker Rebate Form.

### ***Floater***

You will assist Conference staff wherever needed.

***Thank you very much for your contribution of time and talent. You are essential in making this a very successful meeting. Without you we would not be able to offer so much to the members of our profession. We hope that you find this a valuable learning experience and will continue to serve ASPRS in many capacities in the future.***