



Volunteering at the 2024 NAAEE Conference

- Individuals can volunteer to earn discounted conference registration fees. There is no similar program for the Research Symposium.
- Volunteers who sign up for and work eight hours earn a \$200 discount on conference registration.
- The volunteer discount cannot be combined with scholarships or other discounts. However, scholarship recipients and others who wish to volunteer time for an hour or two are welcome!

To sign up as a volunteer:

- Click here to go to SignupGenius to indicate the specific hours and general categories you wish to work. (Note: This is *not* the same as registering for the conference itself.)
- The types of tasks you can expect during different shifts are described below.
- After you sign up as a volunteer, you will receive a confirmation email from Emily Cantor and Sara Klingensmith, our volunteer coordinators. This message will confirm your hours and provide instructions for registering for the conference with your volunteer discount. Please do not register for the conference prior to receiving these instructions.
- As space allows, you may re-enter the system and make changes to your shifts until October 20.

2024 Volunteer Task Guide by Category and Task

Registration/Administration

Task	Responsibilities	Special Considerations
Registration	<ul style="list-style-type: none"> ▪ Greet participants ▪ Check people in on computer as they arrive at conference ▪ Print and distribute name tags ▪ Answer questions 	
Information Station (adjacent to registration)	<ul style="list-style-type: none"> ▪ Answer general questions ▪ Distribute programs and ribbons for name tags ▪ Direct people to session rooms ▪ Help people interpret the program app 	<ul style="list-style-type: none"> ▪ Familiarity with NAAEE conferences very helpful

Session/Meeting Monitoring

Task	Responsibilities	Special Considerations
Roundtable Discussions Monitor	<ul style="list-style-type: none"> ▪ Check on presenters at start of session; assist as needed ▪ Help presenters and participants find the correct tables ▪ Help adjust seating to accommodate larger groups as needed ▪ Monitor for volume control and respect for other roundtables ▪ Help clear room at end of session to allow next presenters to set up (move lingerers to hallway) ▪ Report session attendance for each separate discussion 	
Symposium, Hands-On, Traditional, and Bright Spots Sessions Monitor	<ul style="list-style-type: none"> ▪ Check on presenters at start of session; assist as needed ▪ Report any problems with AV equipment ▪ Help clear room at end of session to allow next presenter to set up (move lingerers to hallway) ▪ Report session attendance 	<ul style="list-style-type: none"> ▪ Generally monitoring 3 or 4 rooms ▪ Usually a combination of 90-minute and 40-minute sessions
eePRO Groups Monitor	<ul style="list-style-type: none"> ▪ Assist the meeting facilitator ▪ Help with logistics of small group discussions 	

NAAEE Exhibit Staffing

Task	Responsibilities	Special Considerations
NAAEE Exhibit Staffing	<ul style="list-style-type: none"> ▪ Help staff NAAEE exhibit during busier times ▪ Answer questions about NAAEE programs and membership 	<ul style="list-style-type: none"> ▪ Familiarity with NAAEE programs helpful ▪ Familiarity with eePRO helpful

Events/Meals

Task	Responsibilities	Special Considerations
Meals and Receptions	<ul style="list-style-type: none">▪ Check name tags for admittance▪ Monitor buffet lines▪ Assist as needed with set-up, directing people to tables	
Closing Celebration at the Heinz History Center Staffing	<ul style="list-style-type: none">▪ Direct people to correct locations▪ Check name tags for admittance and welcome attendees▪ Provide general assistance as needed	<ul style="list-style-type: none">▪ Friday night only