Student Volunteer Guidelines

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

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

IN THE EVENT OF AN 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 SYMPOSIUM REGISTRATION DESK.

Volunteer Coordinators: Rakesh Malhotra, Cell Phone: 919-638-3397 and Carol Mladinich

General

1. You must check-in and out in the Volunteer Office for each assigned task.

2. You must be on time and stay at your post for entire time assigned, unless reassigned by the Volunteer Coordinators or the ASPRS Meeting Manager.

3. You are requested to dress in a professional manner for this Symposium. Business casual wear is acceptable. If your appearance is deemed inappropriate, you may be asked to leave your 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 Symposium.

4. Regardless of your assignment, you are asked to act as a host and assist attendees in any way possible throughout the Symposium. It is expected that you will conduct yourself in a professional manner as you represent ASPRS to Symposium attendees.

5. If a symposium attendee raises any questions or problems that you are unable or uncomfortable handling, you should ask the person to accompany you to the Symposium Registration desk and ask to speak to an ASPRS staff member for resolution of the matter.

6. You are not to be on your cell phone or computer during your work assignments.

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 Symposium experience.

8. Meal Allowance – If you work 7.5 hours in one day you are eligible for a meal allowance. Please see the ASPRS Registration Desk at the end of the day to obtain this.
Volunteer Task Descriptions:
The following are various tasks you could potentially be assigned to at the symposium. Please read through each description so you are aware of the details involved with each position.

Symposium 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.

ASPRS Staff Office
You will be asked to monitor this room and assist Heather Staverman, ASPRS Meeting Manager with various tasks such as, changing signs throughout the symposium, going on errands, taking notes when the Meeting Manager is away, etc.. The staff office must be locked when leaving for any reason if no one else is using it. You should contact the Symposium 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 symposium fees are permitted entrance. 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. All other badges are allowed to attend the sessions.

- Check with the Symposium 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.

- Introduce yourself to the Moderator of the session – typically, they are the person at the front of the room near the podium at the beginning of the sessions. But you may have to ask people as they enter the room.

- Please distribute a Moderator Report Form, to the session Moderator, at each General and Technical Session. You will find these forms in the Student Volunteer Office.

- If your moderator needs technology assistance, please help them as much as you can and then find help with the technology group on staff with the symposium. ASPRS travels with a technology group, please make note of the office location for the technology staff.

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. Remind presenters that ASPRS is not responsible for any poster carriers left in the poster area and that all posters must be removed by the presenter at the end of the symposium or it will be trashed.

**Workshops**
You must pick up the box of workbooks (these are labeled with the number of the workshop) in the ASPRS staff office at least 20 minutes prior to the start of the workshop. Take these to the workshop room, introduce yourself to the workshop instructor(s), and give each instructor a copy of the workbook. If the instructor has brought copies of the workbooks for distribution, pick up those workbooks to hand out to attendees. You are entitled to keep a copy of the workbook for yourself. Remind the instructor(s) that there is a CEU form in the front of each workbook and an evaluation form in the back. Instructors should alert attendees to these forms at the beginning and end of the workshop.

Make sure that the correct sign is showing outside the door for this workshop. Stand at the door, check badges and take workshop tickets as people enter the workshop to ensure that only those who have paid for that particular workshop (make sure the correct workshop name is printed on the ticket and do NOT accept tickets for other workshops) are permitted entrance. When you take the workshop ticket, you hand the attendee a workbook. If someone comes to the workshop and does not have a separate ticket for that particular workshop, please send them to the ASPRS Registration Desk to resolve the issue. **DO NOT GIVE EXTRA WORKBOOKS TO PEOPLE AT THE WORKSHOP OR TO ANYONE NOT ATTENDING THE WORKSHOP.** Extra workbooks are to be returned to the ASPRS Staff office at the end of the workshop.

Once all of the attendees have entered the room, please close the doors and assist the instructors with the lights, AV equipment, etc. as the workshop begins.

If your workshop is a half day, there will be one beverage break. The approximate break times are:
- AM break at 9:45 am
- PM break at 2:45 pm

If your workshop is a full day, there will be two beverage breaks (morning and afternoon) and a lunch break. When the workshop breaks for lunch, use the house phone in the workshop room to ask for security to come and lock the doors over the lunch time. You will need to call security again 15 minutes before the afternoon portion of the workshop to ask them to come unlock the doors.

The following are approximate break times:
- AM break at 9:45 am
- Lunch at 12:15 pm
- PM break at 2:45 pm

At the end of the workshop, stand at the door and collect the workshop evaluation sheets that are in the back of the workbook. **DO NOT COLLECT CEU FORMS.** Remind attendees that if they want CEUs for this workshop they must complete the CEU form and send it with their check to George
Mason University (all the information is on the CEU form). Put all extra workbooks, plus the evaluation forms back in the workbook box and return the box to the ASPRS staff office.

Floater
You will assist Symposium staff wherever needed, report to the staff office. When not assigned to any task, please remain in the staff office.

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.

General Information:

All Volunteer assignments will take place in the Renaissance Denver Hotel.
Renaissance Denver Hotel
3801 Quebec Street
Denver, CO 80207 USA
Ph: 303-399-7500

Staff Office – Location: __________________________________________
• Heather Staverman is the ASPRS Meeting Manager for the symposium.

Registration – Location: __________________________________________
• Priscilla Weeks is the ASPRS Staff contact at the registration desk.

Exhibit Hall – Location: __________________________________________
• There will be a paid security guard also assisting with this task.

Audio Visual Office – Location: _________________________________
• A tech with Audio Visual Production Solutions will be available at this location.

Volunteer Office – Location: _____________________________________
• Rakesh Malhotra and Carol Mladinich are the Volunteer Coordinators and your contacts.