ASPRS Student Internship Guidelines

We are happy that you have chosen to volunteer your time to help make IGTF 2016 a success. YOUR participation is critical to the Conference. Carefully read the following guidelines and refer to them often.

Student Interns are required to comply with the Conference Internship Guidelines as outlined below.

**IN THE EVENT OF ANY EMERGENCY, INTERNS 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 or CONFERENCE STAFF OFFICE.**

Student Coordinator: Rakesh Malhotra, cell phone, 919-638-3397 – **NO TEXTING**! Please call.

**General**

1. Check-in and out with the Coordinator in the Student Office.
2. Be on time and ready for your assigned post for the entire time allotment for the day
3. Dress in a professional manner for the Conference. Business casual wear is acceptable. Conduct yourself in a professional manner as you represent ASPRS.
4. 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 Staff Office and ask to speak to an ASPRS staff member for resolution of the matter.
5. Host and assist attendees in any way possible throughout the Conference.
6. 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.
7. If you work 7.5 hours in one day you are eligible for a lunch allowance. Please see Priscilla Weeks at the ASPRS Staff Office at the end of the day to obtain the appropriate allowance.

**Intern 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 Priscilla Weeks, ASPRS Conference Coordinator. The staff office is locked when an ASPRS staff member or an assigned student inters is not
present. 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 will be 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 Form 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.