

Conference Student Assistant and Volunteer Guidelines

Student Assistants and Volunteers are required to comply with the Conference Student Assistants and 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, STUDENT ASSISTANTS AND 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.

General:

1. Student Assistants and Volunteers must check-in and out with the Volunteer Coordinator at the Volunteer Desk.
2. Student Assistants and Volunteers must be on time and stay at their post for entire time assigned.
3. Student Assistants and Volunteers are requested to dress in a professional manner for this Conference. Business casual wear is acceptable. If appearance is deemed inappropriate, they 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, the volunteer may be asked to relinquish their badge and volunteer identification necessitating the payment of registration fee if they wish to continue attending the Conference.
4. It is expected that all Student Assistants and Volunteers will conduct themselves in a professional manner as they represent ASPRS to Conference attendees.
5. If a conference attendee raises any questions or problems that the Student Assistant or Volunteer is unable or uncomfortable handling, they should ask the person to accompany them to the Conference Registration desk and ask to speak to an ASPRS staff member for resolution of the matter.
6. All Student Assistants and Volunteers, regardless of assignment, are asked to act as hosts and assist attendees in any way possible throughout the Conference.
7. If a Student Assistant or Volunteer does not have an assignment during a particular time slot, they are encouraged to attend the events occurring during that time period to maximize their Conference experience.
8. Lunch – those who work 7.5 hours in one day are eligible for a lunch allowance. Please see the Volunteer Coordinator for verification and directions for obtaining the appropriate allowance.

Student Assistant and Volunteer Task Descriptions:

Conference Registration Desk

Student Assistants and Volunteers will be asked to distribute pre-registration packets and conference proceedings to attendees who are registered in advance. There will be an ASPRS contact at the registration desk and that person will direct volunteers regarding their duties at the Registration Desk. Messages for attendees should be posted in alpha order on the message board in the registration area.

ASPRS Staff Office

Student Assistants and Volunteers will be asked to answer phones, assist with printing of committee and board materials and other requested tasks. These volunteers may also be asked to assist with changing signs throughout the conference 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. Student Assistants and Volunteers should contact the Conference Registration Desk for admission if the office is locked. Student Assistants and Volunteers assigned to the Staff Office may wish to bring some reading materials or other work related items with them as the traffic flow in the office varies throughout the day.

General and Technical Sessions

Student Assistants and Volunteers 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. Student Assistants and Volunteers assigned to the General and/or Technical Sessions should check with the Conference Registration Desk prior to going to their assignment to determine the badge color for that day.

The Technical Session Student Assistant or Volunteer 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 and the On site Errata Sheet.

Exhibit Hall

Student Assistants and Volunteers will assist Security Guards in determining that all entrants have the proper badge for the day.

Poster Sessions

Student Assistants and Volunteers will help presenters mount their posters on the boards provided.

Floater

Student Assistants and Volunteers will assist Conference staff wherever needed.