

# 2008 IAEM Conference

## Volunteer Position Descriptions

### Floor Managers

- Ensures that speaker liaisons/room chaperones are prepared and in assigned locations
- Resolves A/V equipment problems and trouble-shoots other on-site issues
- Coordinates activities with Volunteer Coordinator (Dan Robeson) and Operations Chief (Melissa Trumbull)
- Ensures speaker liaison/room chaperones are aware of any daily program / schedule changes, and has daily announcements script (visit EMEX/play bingo, meal functions, location of additional sessions, encourage completion of session evaluation forms, etc.)
- Supervise EMEX entrance area to ensure that EMEX Assistants are at stations at all times.

### Room Chaperones

- Coordinates A/V set-up and other room issues with Floor Manager
- Acts as door-keeper
- Helps attendees find seats
- Distributes hand-outs

### IAEM Awards Presentation Assistant

- Assists IAEM Staff and Conference Chair with IAEM awards presentation

### Basket Bonanza Manager

- Coordinate with Scholarship Program Director (Dawn Shiley-Danziesen)
- Confirm regional basket themes
- Perform onsite shopping with Scholarship Program Director, if needed and if regions provide funds
- Assist with assembly of baskets
- Set up displays including ticket bowls, basket signs
- Make sales tickets
- Recruit and organize sales force
- Ensure promotional copy for bonanza is posted on [www.iaem.com](http://www.iaem.com) and included in final AC program (copy due October 1)

### Scholarship Silent Auction and Basket Bonanza Table Assistants

- Staff the silent auction and monitor bid sheets
- Assist Scholarship Program Director (Dawn Shiley-Danziesen) with organizing the live auction display
- Help with onsite shopping for items if needed and if companies provide donations
- Staff live auction

### Cyber Café Manager

- Arrange for appropriate equipment loans or rental, delivery and set-up
- Onsite support and regular checks to ensure satisfactory operation
- Teardown and return equipment
- Helps with other IAEM technical support as needed

### A/V Assistant

- Assists with the distribution and set-up of Audio Visual equipment

### Floater

- Pick up country flags and set them up prior to the first general session
- Run other errands as needed such as purchase office supplies, transport staff and speakers
- Must have driver's license and be at least 21 (IAEM will rent car)
- EMEX assistant to run errands for exhibitors

### Registration Desk Assistants

- Help assemble registration bags at packet-stuffing party
- Staff registration desk
- Hand out badges, registration bags, collect payments, help Registrar

### Online Registration KIOSK Assistant

- Assist conference attendees in registering at KIOSK
- Help registration desk as needed

### IAEM Store / IAEM Bookstore Staff

- Staff and monitor store area
- Protect and sell books and merchandise
- Also, monitor poster displays

### EMEX Exhibit Hall / Raffle Ticket Sales Assistants

- Patrol the aisles of the exhibit hall, constantly greeting booth staff and asking if any assistance is needed (fetch extension cord, help find missing shipments, duct tape, and other similar errands)
- Staff 2 entrances in 30-minute shifts to supplement paid security
- Keep the aisles tidy – pick up any trash
- Help visitors with the BINGO game, explaining rules and locating vendors
- Deliver a high level of customer service, making sure that exhibitors are happy
- Trouble-shoot any concerns with EMEX Exhibit Manager Clay Tyeryar

### Contacts

- Sharon Kelly, IAEM Registrar, [info@iaem.com](mailto:info@iaem.com), 703-538-1795 x2
- Dan Robeson, IAEM Conference Committee Co-chair, [drobeson@jocogov.org](mailto:drobeson@jocogov.org), 913-715-1013