

Registration

You are responsible for the orderly distribution of conference bags, registration materials, name badges and any orientation information for all pre-registered attendees. Training and a walk-through of the facility will be provided once onsite. Registration serves as the information booth for the conference as well, so you will need to become familiar with the conference program logistics.

Opportunities to attend sessions during the first day of the conference will be minimal.

Requirements: Heavy conversational interaction with registrants so a good command of English will be beneficial. Ability to work extended hours and stand for long periods at a time. A smile and welcoming spirit is also mandatory!

Oral Session Room Monitors/AV

You will float between the technical session rooms and monitor to ensure there are no major problems. In each room, there will be a walkie talkie, which can be used to directly contact the roaming A/V technician should audio visual issues arise. Responsibilities may include: distributing and collecting session evaluation reports, laser pointers, etc. for each session.

You are responsible for the comfort of the attendees: asking people to keep their voices down, identifying and getting other problems solved, like room temperature, or breaks being ignored. Be sure you know where the nearest toilets, fire extinguishers, first-aid station, and refreshment sites are: people will be asking you!

Requirements: Must be technologically savvy. Ability to work extended hours.

Poster Sessions

You will work with the coordinator of the poster sessions to ensure boards are numbered correctly and pushpins, markers, tape, etc. are accessible at every board.

Human Arrows/Exhibit Hall

You will work with the conference planner to assist with signage and any other tasks and duties as assigned. You may need to be provide direction to attendees during breaks and heavy traffic flow periods. You will also help with planned student activities.

Conference Office

This is the office run by the professional conference support staff. Working here involves all sort of tasks like copying, collating, running errands, maybe even data entry.

Speaker Prep

This is the room where speakers can prepare their talks, slides, and so on. This job involves helping them with the equipment, supplies, questions, and so on.

Press Room

This involves helping with press briefings (setting up, escorting people), helping prepare handouts, and being on hand for visiting journalists. You will be working closely with the Publicity Chair.

Signage

This job involves being responsible for changing the signs announcing sessions and the signs directing people to them.



**MOST
IMPORTANTLY,
HAVE FUN!!**

**VOLUNTEER
HANDBOOK**



**September 23-26, 2013
Town and Country Hotel**

An Ocean in Common

BONITA CHAMBERLIN

Conference Volunteer Coordinator

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GENERAL INFORMATION ABOUT WORKING

Check-in

Please allow time to park and/or walk to the venue. When you arrive, please find your way to the registration. You will be provided with a volunteer identification badge with your name and affiliation.

Dress Code

Oceans 2013 will provide you with specially-designed volunteer shirts to wear while working. This will allow you to be easily identified and present a uniformed look. Please combine this with slacks or skirts, no jeans.

Meals

Regular conference coffee breaks will be accessible to you. Lunch will be provided for volunteers for the days they are scheduled to work.

About Responsibility

We expect you to take responsibility and show initiative in what you do. Look around and see how you can make things better, or run more smoothly. When working we ask a couple of things of you:

- Be friendly and obliging: to a large extent you are the public face of the conference, and we depend on you to make the Oceans 2013 experience as pleasant as possible for the attendees.
- Be on time. If you cannot make it, please find a replacement, and call or text Bonita Chamberlin, the Volunteer Coordinator, at 619 504-4924 to report your absence.

More extensive training is needed for registration, AV and poster sessions prior to the start of the conference. These areas require “dedicated” volunteers. To be more efficient it is preferred that the same people take up these responsibilities. Opportunities to attend sessions during the first day of the conference will be minimal.

The Volunteer Lounge

The Volunteer Lounge is where it all happens, and a place where you are always welcome to come and sit, to relax, chat, eat, drink, or whatever. Regardless of what sessions you are working, you should come into the lounge at least before and after your shift to see if there are any developments. Here you will find:

- The Master Schedules of jobs and responsibilities;
- Message boards with messages for individuals and for the whole group;
- Food and drink at appropriate times.

Work and Scheduling

The Volunteer Lounge will have a schedule of all jobs for the whole week. You can sign up for any job for the same day or for any on the following days by asking the *Scheduler*, the person responsible for keeping the schedules up-to-date, to write you in the slot. You should **never** add or delete anything yourself from the schedules, otherwise we risk losing track of which jobs have and have not been filled.

Working Sessions

You must report to the Volunteer Lounge 15 minutes before you are due to start working a session for which you have been assigned. This is so we can see if someone fails to show, and we can send someone else in their place; or assign you somewhere else if the job is no longer needed.

To get credit, you must return to the Volunteer Lounge to sign off when you have completed your session(s).

When you get to the location where you are working, introduce yourself to the session chair, or other person in charge. Look around to see if everything is in order. Is the signage right? Is everything in working order? Try to foresee any problems.

Once you are at the location don't leave your post unattended! If anything goes wrong or you have completed your session, and your replacement hasn't turned up, contact Bonita Chamberlin, the Volunteer Coordinator, to send a replacement.

As you leave a session, check that everything is in order. Is everything still working? If not, report it. It may be that attendees at the session have to fill in a questionnaire at the end of the session. If so, it is your responsibility to collect them and take them to the Volunteer Lounge.

THE JOBS THEMSELVES

Conference Preparation (weekend)

This is the perfect job if you only have the weekend available to work. You can choose among the Educator's Workshop, the ROV competition, the golf tournament, or the evening film festival.

Bag Assembly (weekend)

This involves the assembly of conference bags prior to the conference; it usually takes about 2-4 hours depending on the number of volunteers and the quantity of conference materials to be included in the bags. Lunch will be provided.

Requirements for the above: Ability to stand for the duration of assignment, good coordination and ability to work quickly.