In partnership with

naaee
North American Association for Environmental Education

ARIZONA ASSOCIATION FOR ENVIRONMENTAL EDUCATION

51ST Annual Conference
OCT. 12–15

19TH Annual Research Symposium
OCT. 11–12

TUCSON2022

Volunteering at the 2022 NAAEE Conference

- Individuals can volunteer to earn discounted conference registration fees. There is no similar program for the Research Symposium.
- Volunteers who sign up for and work eight hours earn a $200 discount on conference registration.
- The volunteer discount cannot be combined with scholarships or other discounts. However, scholarship recipients and others who wish to volunteer time for an hour or two are welcome!

To sign up as a volunteer:

- Click here to go to SignupGenius to indicate the specific hours and general categories you wish to work. (Note that this is not the same as registering for the conference itself.)
- The types of tasks you can expect during different shifts are described below.
- After you sign up as a volunteer, you will receive a confirmation email from Kasey Fry, our volunteer coordinator. This message will confirm your hours and provide instructions for registering for the conference at volunteer rates. Please do not register for the conference prior to receiving these instructions.
- As space allows, you may re-enter the system and make changes to your shifts until September 30.

2022 Volunteer Task Guide by Category and Task

Registration/Administration

Task	Responsibilities	Special Considerations
Registration	- Greet participants - Check people in on computer as they arrive at conference - Print and distribute name tags - Answer questions	
Information Station (adjacent to registration)	- Answer general questions - Distribute programs and ribbons for name tags - Direct people to session rooms - Assist people with understanding the program	Familiarity with NAAEE conferences helpful
Office/Flex	- Assist in staff office as needed - Post room signs (7:30 AM) - Fill in on volunteer tasks as needed	
Volunteer Headquarters	- Assist volunteer committee chair - Check volunteers in - Explain volunteer assignments - Help make last-minute adjustments as needed - Record attendance at sessions (submitted by session monitors)	

Session Monitoring

Task	Responsibilities	Special Considerations
Posters Monitor	- Set up placement numbers on boards - Assist presenters with hanging posters in proper locations	
Workshop Monitor	- Distribute final registration lists to presenters - Check on workshop leaders at start of workshops; assist as needed - Report any problems with AV equipment - Inform workshop leaders of lunch procedures (full-day workshops only) - Help participants find correct rooms - Report workshop attendance	Wednesday only

Roundtable Discussions Monitor	▪ Check on presenters at start of session; assist as needed ▪ Help presenters and participants find the correct tables ▪ Help adjust seating to accommodate larger groups as needed ▪ Monitor for volume control and respect for other roundtables ▪ Help clear room at end of session to allow next presenters to set up (move lingerers to hallway) ▪ Report session attendance (for each separate discussion)	
Symposium, Hands-On, and Traditional Session Monitor	▪ Check on presenters at start of session; assist as needed ▪ Report any problems with AV equipment ▪ Help clear room at end of session to allow next presenter to set up (move lingerers to hallway) ▪ Report session attendance	▪ Generally monitoring 3 or 4 rooms ▪ Usually a combination of 90-minute and 40-minute sessions

NAAEE Exhibit Staffing

Task	Responsibilities	Special Considerations
NAAEE Exhibit Staffing	▪ Help setup of the NAAEE exhibit pavilion ▪ Help staff NAAEE exhibit pavilion during busier times ▪ Answer questions about NAAEE programs and membership	▪ Familiarity with NAAEE programs helpful ▪ Familiarity with eePRO helpful

Communications Team Support

Task	Responsibilities	Special Considerations
Information Gathering	▪ Help communications staff collect testimonials and images from attendees ▪ Conduct mini-interviews with attendees ▪ Collect digital release forms from interviewees	▪ Comfortable with use of tablets to collect video, audio, and images ▪ Comfortable initiating conversations
Online Support	▪ Monitoring digital help desk to help attendees access virtual sessions ▪ Help troubleshoot issues as they arise	▪ Quick study with online event platforms and protocols

Events/Plenaries

Task	Responsibilities	Special Considerations
Plenary Session Assistant	- Assist as needed - Run microphones to people asking questions - Assist with book sales if applicable	
Friday Night Gala Staffing	- Direct people to correct location - Help monitor bus traffic as needed - Check name tags for admittance - Provide general assistance as needed	Friday night only
Meals and Receptions	- Check name tags for admittance - Assist as needed with set-up, directing people to tables	