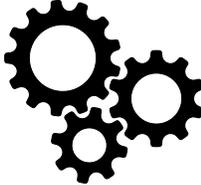


Volunteer Information Guide

Thank you for considering a volunteer opportunity at the 2018 NAHREP National Convention at L'ATTITUDE. In its inaugural year, L'ATTITUDE is expected to attract 5,000 attendees from across the country, dozens of high profile celebrity keynotes and performers and hundreds of top ranking corporate executives in finance, entertainment and technology industries. Volunteer positions are available for students and attendees interested in executing the variety of elements involved in full scale, event production management.

Volunteer Job Roles

<p>Production Assistance</p> 	<p>Marketing Assistance</p> 
<p>Event Coordination Assistance</p> 	<p>Registration Assistance</p> 

Who Can Volunteer?

NAHREP relies on individuals and organizations to help in all aspects of event execution, including production, marketing, event coordination and registration assistance. Anyone who is at least 18 years of age is welcome to volunteer. Some training is required and a time commitment of at least 16 hours is expected to receive full volunteer benefits.

Volunteer Roles and Responsibilities

Registration Assistance

Registration Volunteer

Registration volunteers are responsible for welcoming attendees and distributing registration materials. Attendees will expect you to have the answer to everything, so familiarize yourself with the conference schedules, conference mobile app, room locations, etc.

Event Coordination Assistance

Check-In Volunteer

Check-in volunteers are responsible for checking in other volunteers as they report for duty. This assignment is best done by an individual who can stay on duty at this post for consecutive days.

Information Booth/Hospitality Volunteer

Hospitality volunteers need to be very familiar with the conference schedule; special events, restaurants, and other items that you believe will contribute to an overall positive conference experience including information about the conference for first-time attendees.

Exhibit Hall Volunteer

Exhibit Hall volunteers are responsible for checking in and assisting exhibitors and encouraging participants to visit the Hall. Exhibit Hall volunteers may also be assigned to work the host entity (NAHREP) exhibit hall booth.

Traffic Direction Volunteer

Traffic Direction volunteers are responsible for giving directions to conference attendees at posts throughout the conference facility. Attendees will expect you to have the answer to everything, so familiarize yourself with the conference schedules, conference mobile app, room locations, etc.

Door Monitor/Session Check-In Volunteer

These volunteers are responsible for scanning badges of conference attendees to ensure only registered or ticketed attendees enter general and breakout sessions for the duration of the conference. This role requires prolonged standing, use of an assigned electronic device to scan badges, and polite diplomacy in redirecting attendees whose badges do not reflect the appropriate credential to enter a given session.

Table Drop Volunteer

Table Drop volunteers are responsible for assisting conference organizers to place sponsored items, menus and other items on tables in the conference general session or other meeting locations as directed.

Marketing Assistance

Social Media Volunteer

These volunteers must be experienced Twitter users who are knowledgeable on best practices (use of professional conduct, threads, hash tags, re-tweeting and attribution, etc.). Volunteers must be on site for the duration of the conference. Volunteers will not be tweeting as official representatives of L'ATTITUDE but will coordinate with L'ATTITUDE staff to ensure consistency of message.

Signage Placement Volunteer

Signage Placement volunteers are responsible for placing poster board, meter board or other movable signage throughout the conference facility according to the marketing space map created by the L'ATTITUDE conference organizers. This role requires a lot of walking, the ability to lift and move up to 20 lbs repeatedly, and familiarity with meeting room locations and the conference schedule, so familiarize yourself with these elements.

Production Assistance

Production Assistance Volunteer

Production Assistance volunteers must have pre-existing A/V production experience with light boards, sound boards, audio equipment, etc. as used in conference production and meeting planning or in theatrical production. They will assist in production-related support in breakout sessions which could include loading presenter PowerPoint decks onto a production PC, activating presenter microphones for presentations, etc. This role requires prolonged sitting at a production table or booth.

Benefits of Volunteering

Complimentary Event

Access

- ❖ General Sessions
- ❖ Educational Sessions
- ❖ Film Screenings
- ❖ Music Showcase
- ❖ Interactive Trade Show
- ❖ Networking Events

Event Coordination

Experience

- ❖ Hospitality
- ❖ Customer Service
- ❖ AV & Production
- ❖ Meeting Planning
- ❖ Marketing
- ❖ Social Media

Exceptional Networking

Opportunities

- ❖ Corporate Executives
- ❖ Recruiters
- ❖ Industry Mentors
- ❖ Educators
- ❖ Nonprofit Organizations
- ❖ Government Officials

Volunteer Requirements

Minimum Age

18 years of age and older.

Time Commitment

A minimum of 16 hours for full convention benefits.

Availability

Training:
Saturday, September 1

Event Dates:
Thursday, September 8 – Tuesday, September 11
Morning, midday, and evening shifts available.

Release and Waiver of Liability

Required for all volunteers

Policy and Procedure Adherence

Required for all volunteers

Contact Information

For more information about volunteer opportunities, please contact Ana Cervantes at volunteers@nahrep.org.