

**14th New England Regional Genealogical Conference**  
*Using the Tools of Today & Tomorrow to Understand the Past*  
**VOLUNTEER JOB DESCRIPTIONS**

**VOLUNTEER TABLE** – Mary Choppa, Pauline Cusson, Pat Stano-Carpenter

This table is where you pick up your Volunteer packets. If you have any questions about your volunteer task, something changes and you can't meet a commitment, need an introduction reprinted or have any other concerns please stop by the Volunteer Table.

**REGISTRATION BOOTH** – Mary Choppa, Pauline Cusson, Pat Stano-Carpenter

About 10-15 minutes before your assigned time go to the Registration booth and let Pauline, Pat or one of the available committee members know you are there to volunteer. They will get you setup to work the Registration booth. The Registration booth will be setup with different sections by the alphabet. There will be a separate check-in area for speakers and exhibitors and a special area for walk-ins. Any details you need to know will be explained as you start your volunteer time.

Each registrant will receive an envelope containing a name tag, applicable meal tickets and if registered a workshop card. In addition, they will receive a conference bag with a syllabus (either hard copy or flash drive depending on what they selected but not both), daily summary schedule, door prize tickets and other miscellaneous information. Please make sure to ask each registrant to check the envelope to make sure meal tickets and workshop cards are correct before they leave the registration area. Please send anyone who has volunteered or is looking to volunteer to the Volunteer Table and anyone with general questions to the Hospitality Table.

**SESSION DOOR MONITORS / EVALUATION COLLECTION**

Session Door Monitors please be sure to arrive 10-15 minutes before the start of the session and be ready to stay 10-15 minutes after to help with evaluations. There will be one Door Monitor unless the room has more than one door or is a large capacity room then there will be 2 or 3 when possible. You will be at the door to the room to keep an eye out to make sure those entering are registered for the conference and greet attendees. You will also be in charge of lights, if needed, which in most cases are near the door. Door Monitors should also make sure that attendees pick up handouts if applicable as they enter. Door Monitors will also handle distribution and collection of evaluations.

After each session please assist in collecting evaluations as attendees exit (there will be a box for collecting them in the room) and help make sure evaluations are placed on each seat for the next session. When all the evaluations are collected for the session please put them in the envelope marked for that session and put them under the empty collection box. The evaluation chair will place envelopes and extra evaluation forms in each room before the morning sessions and before the afternoon sessions. They will also pick up the evaluation envelopes after the morning sessions and after the afternoon sessions. If the session is a workshop please collect the workshop card as an extra fee was paid for the workshops and return them to the Volunteer table. (**Note:** Don't forget to save yourself a seat).

**SESSION HOST / INTRODUCTION / EVALUATION COLLECTION**

Session Hosts handling introductions will have instructions and an introduction sheet with the speaker information for the intro. (Note: Don't forget to save yourself a seat).

**HOSPITALITY TABLE** – Hospitality

This area is where participants can obtain street maps and other pertinent information about the Springfield area. Your primary responsibility is to distribute information to those who stop by, and to try to answer questions based on the information on the table. If someone has a question you cannot answer, you can then refer the person to the front desk in the lobby. With many folks being new to the conference or who've come alone, the most important thing is simply seeing a friendly face. So, offer a reassuring smile, and possibly spare a few moments to chat.

### MEAL TICKET COLLECTION –

Volunteers assigned to meal ticket collection for Luncheons and/or Banquets will stand at the door to the room where the meal is being held and make sure people have a meal ticket ready for that meal. For the Luncheons & Banquets make sure they have a ticket but they hold on to it to give to their server. Send anyone who does not have a meal ticket and who believes they paid for one to the Registration Booth. If someone is looking to get a ticket have the person check on the board at the Hospitality Table.

### AUDIO VISUAL (AV) – AV Chair

A general knowledge of computers, LCD projectors, and general A/V is recommended. Those signed up for AV will assist in making sure the equipment is setup and functioning for the program sessions on an as needed basis. Your assistance is usually needed 15-20 minutes before each block of session time and 5-10 minutes after the start. Please meet Steven at the Volunteer table each morning at about 8:00 am.

### SIGNAGE – Signage Chair

If you are helping with signage, please report to the ‘show room’. Entrance to the ‘show room’ is through the Exhibit Hall and the hallway. Most of the work will consist of helping as follows unless you only signed up for a portion of the assignments or days.

Signage each day:

- 1) Help with morning setup
- 2) Help with lunch time setup
- 3) Help with Society Fair setup
- 4) Help with Society Fair breakdown

### HALLWAY GUIDES

Your job is to become familiar with the hotels and conference setup so that you can direct people where they need to go. Not only will it help to know where sessions or meals are being held but also make sure you know where the restrooms are. Refer to the maps in the volunteer packet. You will have a daily schedule for the conference to be able to better be able to assist in directing attendees where to go. Your job is also to greet people coming in and make sure they know where they are going. During busy times please keep crowds moving in a pleasant and friendly way. If anyone has a question you can't answer please direct participants to the hospitality table for general questions related to the conference. At the Hospitality Table they will have a list of people to contact to answer questions. They will also have information on the local area restaurants, etc.

### EXHIBITORS/VENDOR HALL

Volunteers will staff the NERGC Information Booth on Friday and Saturday. They will provide information to vendors and attendees. They will also provide the non-conference visitors with some basic "getting started" type information.

Volunteers will also staff the entrance to welcome people, give them information about the Exhibit Hall, and direct them to signage and events.

### ANCESTORS ROAD SHOW

Help with registrations, seating guests with their consultant, keeping time, or whatever is needed.

### DOOR PRIZES

Help the Chair collect door prizes from vendors, collect tickets for drawings, and post winners.