

Duties of the Student Ambassadors/Volunteers

1. To kindly assist conference-goers with directions around the hotel and vicinity.
2. To assist with room counts. “Room counts” are pretty much as it sounds. It is a common procedure during which an individual visits all meeting rooms during a given hour and counts how many attendees there are. This gives the planner a sense of what programs are most successful and also how many registrants are participating in sessions at any given hour.
3. To assist conference-goers with questions like “who do I talk to about getting registered” or “where can I find the book exhibit” or when is the general business meeting.”
4. To assist participants with technology setup and use (if necessary). This can only be done by targeting areas where A/V materials are already in the rooms. The A/V materials will not be in every room.
5. To assist with registration of conference participants. There are numerous small tasks associated with registration.
6. To assist with miscellaneous things like helping a publisher by sitting at their table and collecting money for books sold and/or coordinating correspondence with an absent publisher representative. It may also mean that you would pack their books up at the end of the conference and prepare the books for return to the publisher.
7. To assist with directing traffic into places like the business meeting, book exhibit, or special events like the poetry showcase or receptions.