POSITION: Registration Volunteers
(8-10 volunteers, +2 Gurus)

Timeline: November through dates of conference

DESCRIPTION:
Registration is a crucial function of the annual conference and is the first contact most participants will make. Volunteers are responsible for daily set up and operations of the registration and conference check-in process. This includes greeting conference participants, processing onsite payments, registration database management, check-in for volunteers, and act as the overall conference information center.

GURUS Function:
Work with lead coordinators on setup and implementation of the online registration database and Yapp App. Work to enlist registration volunteers, coordinate and provide trainings, work with other conference volunteers and gurus to assure the overall success of the registration function of the conference.

TASKS:
- Set up conference registration database, test site, be ready to launch in advance of January 1.
- Set up Yapp App, mobile version of program schedule, in advance of January 1.
- Create name badges for speakers
- Verify speaker registrants by comparing with speaker web page
- Communicate with registrants on additional registration needs; payments didn’t clear, registered as a speaker and are not verified as such, requests for refunds, etc.
- Compile information to provide for participants at registration/check-in such as campus points of interest, local area maps, restaurant guides, local businesses, etc.
- Process onsite payments
- Attend workshops and trainings prior to the conference
- Work with registration team to review final onsite logistics, setup, materials needs, signage needs, and more.
- Posting of onsite schedule changes
- Coordinate onsite displays for program and special events schedules for each day
- Assure sponsor recognition at registration
- Be familiar with conference schedule, changes and updates that occur.
- Be familiar with the BMU building layout and rooms where presentations are taking place.
- Be aware of parking guidelines, rules, building policy, and overall general conference information. The registration desk is the central area for ALL participants.

RECOMMENDATIONS:
- Be prepared to distribute ballots for the Poster Session and potentially other competitions during the conference.
- Identify separate check-in locations for volunteers and speakers.
• Coordinate with the Community Center & Exhibitor Guru so as to be able to direct participants the days of the conference.