This Way to Sustainability Conference
Volunteer Position Description

POSITION: Technical Support Guru (2 volunteers as Guru)

Timeframe: January through the dates of the conference

DESCRIPTION:
This is an important role in the success of the conference. The Tech Support Gurus will assist the BMU Tech Staff with coordinating technical equipment throughout the conference. You may be asked to photograph or video record sessions if permissions are obtained in advance.

TASKS:
• Advance Tasks
  o Coordinate speaker-requested equipment needs with BMU technical and building staff (MAC needs, pointers, etc.)
  o Create PowerPoint presentations for Welcome Reception, Continental Breakfast, etc., recognizing sponsors and event coordinators
  o Work with BMU technical staff to assure keynote technical needs are known in advance
• On-Site Conference Tasks
  o Arrange to pick up borrowed equipment the day before the conference
  o Set up registration laptops and video schedule display
  o Work with BMU Tech Staff to make sure computers and projectors are working properly in each session room. Coordinate reported problems with BMU Tech Staff throughout the day
  o Assist with technical needs for the keynote address, featured speakers, and featured films that take place in the BMU Auditorium. Confirm conference PowerPoint and other media are delivered in time to BMU Tech Staff
  o If content includes live streaming of video (typically in BMU 210 only) coordinate internet and video recording.
• Community Center Expo (BMU 100)
  o Ensure that exhibitors have access to power if needed.
  o Work with the Community Center Guru to plan staging and set-up of exhibitor spaces
  o Assist Special Events Guru with onsite voting for Greenie Awards
  o Assist with other events throughout the day in BMU Auditorium as needed
• Welcome Reception
  o Coordinate with Special Event Guru to provide technical needs during reception
  o Assist with sound and special equipment for entertainment during event
  o Coordinate with Outreach Guru to create a PowerPoint
    ▪ To include the history of TWTS with pictures of previous conferences and statistics to be shown during the morning coffee hour and reception
• Events
  o Assist with the technical needs of any planned special events.
  o Assist with the technical needs of our registration desk – coordinate usage of computers
  o Assist with interesting pictures for backdrop
  o Display live Twitter feeds during the conference in the BMU Auditorium
• Student Celebration
  o Work strongly with the Special Events Guru to plan technical needs
  o Assist with the band set-up and tear down
  o Assist with setting up sound equipment for the speakers and bands
  o Assist with lighting as needed