

Job Description for GOTA Conference Volunteers

Registration

- Set up registration desk
- Assemble lanyards, name badges, tickets
- Check people in during scheduled times
- Hand out name badges
- Manage First Aid Kit
- Clean up and set up for next day as scheduled

Exhibitor/Poster Coordinator/T-Shirt Distribution

- Set out exhibitor name sheets on tables
- Verify exhibitor needs on spreadsheet
- Answer questions while exhibitors are loading in
- Set up poster presentation area
- Direct poster presenters where to set up
- Answer questions/assist during poster presentation time
- Break down poster area
- Organize and hand-out t-shirts
- Clean up and set up for next day as scheduled

Room Setup/Navigation

- Set out directional signs
- Hang session signs for each room each day
- Ensure bottled water in each room prior to session
- Ensure navigation between events and sessions during conference

Technology- **Should be comfortable with technology*

- Set up Zoom call for Keynote
- Trial run for Zoom calls
- Pull up all speaker presentations in rooms prior to sessions

CEU Support-

- Be at the main desk to assist conference attendees with codes for each session

Photographer

- Review schedule and make notes of what photos should be taken during your scheduled time.
- Take photos of all events and as many of the sessions possible during your scheduled time.
- Upload photos

This is a general list. Your specific duties during conference may vary depending on need/staffing.