

## 23<sup>rd</sup> Annual Green Chemistry & Engineering Conference and 9<sup>th</sup> International Conference on Green & Sustainable Chemistry

### Conference Volunteer Type & Responsibilities:

**Note:** A minimum of 4 hours of volunteer time per day is required. In return, conference volunteers will obtain access to the general conference proceedings for that particular day. Conference volunteers are asked to be flexible (consider volunteering for multiple days and time blocks), prepared to fill multiple roles, and assist ACS GCI staff with special projects as needed.

### Volunteer travel and meal expenses will not be reimbursed.

#### Registration Assistant

- Welcome conference attendees
- Assist with conference on-site registration and provide general conference information.
- Distribute badges and conference materials.
- Direct attendees to plenary, breakfast, and conference mobile app assistants.

#### Conference Greeter

- Welcome conference attendees in a pleasant and professional manner. Ensure all attendees have badges that reflect the current 2019 conference dates. **Note:** Badges should be worn at all times for the duration of the conference. If an attendee is not wearing a badge, they should be directed to the conference registration booth.
- Assist conference attendees by answering inquiries, providing direction for registration, technical sessions, exhibits, as well as other conference events, and assisting with conference mobile app.

#### Keynote Assistant

- Welcome conference attendees in a pleasant and professional manner. Ensure all attendees have badges that reflect the current 2019 conference dates. **Note:** Badges should be worn at all times for the duration of the conference. If an attendee is not wearing a badge, they should be directed to the conference registration booth.
- Assist ACS GCI staff and/or keynote speaker as needed.
- Assist attendees with seating as needed. Encourage attendees to sit in the front and middle of the room.
- Record the “maximum” number of attendees during the session and provide the final counts at the completion keynote address.

#### Technical Session Assistant

- Assist the session chair as needed (supply copies of documents, pens, paper, etc.).
- Assist presenters with their presentations. **Note:** Presenters should arrive to the session room at least 15 minutes prior to the start. During this time they will need to upload their presentation. If a presenter appears to have technical difficulties, the volunteer will provide assistance with loading the presentation into the computer system or should obtain the assistance of an AV technician immediately.
- Assist as needed with transitions between speakers (microphone, computer, etc.).
- Record the “maximum” number of attendees during the session and provide the final counts at the completion of each session you are assigned to.

#### Poster Setup Assistant

- Assist ACS GCI staff member with poster number set up.
- Provide conference attendees with instructions on where they will place their poster.