



STC 2018 Summit - Student Volunteer Responsibilities

Gaylord National Resort

20-23 May 2018

Purpose

This document explains the benefits, roles, and responsibilities of the student volunteers at the STC Summit. The student volunteers play important roles in assisting the STC staff and program committee with Summit logistics.

Benefits

Having student volunteers is a win-win for students and for STC. Student volunteers can attend the Summit, learn aspects of technical communication beyond their college classrooms, and build their professional networks. STC receives support during the Summit registration and sessions, which improves the experience for both speakers and attendees.

Student volunteers receive complimentary registrations to the Summit. This does not include leadership program, pre-conference workshops, or certificate programs. Student volunteers must also pay for their own meals, transportation costs, and lodging.

Responsibilities

The STC Summit has many types of student volunteer positions: room monitors, registration clerks, and badge checkers. All positions are critical to ensure a well-run conference and student volunteers are expected to fulfill their volunteer duties if selected to attend the Summit. All student volunteers will have time to attend sessions during the Summit. Students should identify at least two different positions on the application where they want to volunteer.

Application

Students must complete the application to be considered for a position. The following descriptions and the application indicate the number of people needed in each area. Applications must be submitted by 2 April 2018.

Student Volunteer Qualifications - Only STC student members are eligible.

The student volunteer must:

- Be a current student member of STC and attend the full Summit.
- Be reliable and able to follow instructions.
- Be available to attend orientation meetings
- Be able to provide his/her own transportation to/from the Summit.
- Live near or have lodging near the Summit – preferably at the Summit hotel, the Hyatt Regency Orlando

Positions

Room Monitors- 18 people on Monday, Tuesday, and Wednesday

Student volunteers for room monitors help with the education sessions. The student coordinator facilitates the assignment of education sessions to each student at the orientation meeting on Sunday afternoon.

The orientation meeting will be at the Education Information counter in the Summit Registration area. The orientation includes a tour of STC's meeting and exhibit area, a review of duties and responsibilities, and receive general information that will help volunteers answer questions from the speakers and conference attendees.

For each education session, the assigned student volunteer:

1. Arrives 10-15 minutes before the session starts.
2. Makes sure the slide displayed in the room shows the correct session. If not, notifies the Program Committee or STC Education Manager.
3. Greets the speaker(s) and asks if they have everything they need for their session.
4. Asks the speaker(s) if they need time-keeping assistance (e.g., five- or ten-minute warning before the end of the session). If the speaker needs this warning, the student volunteer must stay for the session and provide time-keeping assistance.
5. Encourages the speaker to remind the audience to complete the speaker evaluation online.
6. Stays a few minutes to see if the room fills too fast and reports any technical difficulties.
7. Informs the Program Committee or STC education manager if the room is over capacity or if there are any problems, such as audio-visual, room temperature, etc.
8. About halfway through the session, counts all attendees in the session.
9. After the session, reports the room count to the student volunteer coordinator at the Education Information counter

Student volunteers are not required to stay for the sessions in their assigned rooms, but it's highly advisable they attend those sessions as they are responsible for the room count halfway through, assisting the speakers for that session, and finding help for any technical difficulties that may occur during their assigned session.

Note: A round-robin process will be used to allow students to select their sessions, so they can monitor sessions they are keen on attending.

Registration

Student volunteers for registration stay behind the registration counters to hand out bags and answer attendee questions. The STC staff assigns student volunteers to work different shifts, but you may volunteer for multiple shifts if you want.

On Sunday morning, student volunteers for registration attend an orientation meeting and tour with the STC staff at the registration counter.

Registration Student Volunteer Hours

Day/Date	Time	Volunteers Needed
Sunday / 20 May	8:30 AM – 12:30 PM	2
Sunday / 20 May	12:30 – 3:30 PM	3
Sunday / 20 May	3:30–7:30 PM	4
Monday / 21 May	7:30 AM – 11:30 AM	4
Monday / 21 May	11:30AM–4:00 PM	2
Tuesday / 22 May	7:30 AM – 11:30 AM	2