



STC 2019 Summit - Student Volunteer Responsibilities **Denver Hyatt Regency** **5-8 May 2019**

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 1 April 2019.

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.
- Attend the virtual orientation meeting, which will be scheduled in April
- Be available to attend orientation meetings for daily assignments, as scheduled
- 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 Denver Hyatt Regency.

Positions

Room Monitors- 18 people on Monday & Tuesday

Student volunteers for room monitors help with the education sessions. The student coordinator facilitates the assignment of education sessions to each student in advance of the Summit.

Each morning of the Summit, there will be a short orientation meeting to confirm assignments for the day. Meet at the Education Information counter in the Summit Registration area 30 minutes before the first session starts.

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. Through a GroupMe text, 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. Texts the room count to the GroupMe list

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: The Student Volunteer Coordinator will share the education session schedule with all students in the weeks prior to the Summit, and request student preferences on sessions they want to attend. The Student Volunteer Coordinator will then create a schedule for all student volunteers based as closely as possible on student preferences.

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 will receive orientation help and a tour with the STC staff at the registration counter.

Registration Student Volunteer Hours

| Day/Date | Time | Volunteers Needed |
|-----------------|--------------------|-------------------|
| Sunday / 5 May | 8:30 AM – 12:30 PM | 3 |
| Sunday / 5 May | 12:30 – 3:30 PM | 3 |
| Sunday / 5 May | 3:30– 7:30 PM | 4 |
| Monday / 6 May | 7:30 AM – 11:30 AM | 4 |
| Monday / 6 May | 11:30 AM– 5:00 PM | 3 |
| Tuesday / 7 May | 7:30 AM – 11:30 AM | 3 |
| Tuesday / 7 May | 11:30 AM - 5:00 PM | 3 |

Badge Checkers

Students who volunteer for Badge Checkers will be assigned to the doors of special events to make sure people have either a badge or ticket as required for the event. All hours for these positions may be filled by the same people.

The volunteers will need to be in place at least 15 minutes before the event is scheduled to start, or as requested by the STC Meeting Manager.

Badge Checker Student Volunteer Hours:

| Day / Date | Time / Location | Volunteers needed |
|-------------------|--|-------------------|
| Sunday / 5 May | 5:00 – 5:45 PM General Session; Centennial Ballroom | 3 |
| Sunday / 5 May | 6: 30 – 7:15 PM Welcome Reception; Centennial Ballroom | 3 |
| Tuesday / 7 May | 5:00-5:15 PM Honors Reception Centennial Ballroom | 2 |
| Wednesday / 8 May | 7:45-8:00 AM Closing Plenary Sessions Centennial ABC | 3 |