Chicago eLearning & Technology Showcase

Volunteer Needs for 2018

Would you like to help plan the 11th annual Chicago eLearning & Technology Showcase? This 1-day conference brings together 350+ professionals and students to learn, network, and celebrate Chicago as a world-class center for elearning.

The Showcase is run by volunteers and jointly hosted by the Chicagoland Chapter of the Association for Talent Development (ATDChi), the Chicago Chapter of the International Society for Performance Improvement (Chicago ISPI), and the Chicago Chapter of the Society for Technical Communication (STC Chicago).

In thanks for their contributions, volunteers are invited to attend the Showcase at a reduced rate.

Learn about the 2018 volunteer roles below. Then, return to the volunteer page and fill out the volunteer form or email your interest to info@chicagoelearningshowcase.com to let us know how you'd like to help.

Information for All Volunteers

Each team reports its progress weekly to the manager and other teams. Conference call meetings for team leads are usually held every week or two during the planning process. At least 1 experienced person and 1 backup/assistant volunteer is needed for each team.

General Event Management

Team Lead in Place; Need 1 Additional Team Member

Time: About 8 hours per week, with 10+ hours needed during the first and last couple of weeks

- Lead decisions that involve input from multiple teams, such as
  - Select location and date
  - Set registration fees
  - Set sponsor and exhibitor benefits and fees
- Liaise with host chapter representatives to establish expectations and needs; regularly update host chapter leaders on needs and progress via host chapter representatives
- Staff volunteer teams for both the planning committee and the day of the event
- Set up and run volunteer meetings
- Record and distribute meeting notes
- Monitor and respond to or redirect questions submitted to the general Showcase email and voicemail accounts

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Event App

Need Team Lead and 1 or 2 Additional Team Members

Time: About 2-5 hours per week, with 8+ hours per person needed during the last 2 week to finalize content, launch the app, and provide onsite support

- Research event app vendors and pricing
- Lead contract negotiations with the event app vendor
- Work with the vendor to coordinate uploading content
- Coordinate with the other teams regarding what content needs to be included and manage data gathering
- Complete a quality review of the app
- Provide onsite technical support for attendees during the event

Speakers

Team in Place; No Additional Volunteers Needed

Time: About 3-5 hours per week, with 6-8 hours per person during the 2 weeks of reviewing and selecting proposals and editing speaker bios and sessions descriptions

- Create the call for speakers
- Select keynote speaker(s)
- Review proposals and select breakout session speakers
- Edit speaker bios and descriptions and collect photos
- Regularly answer questions from speakers
- Work with other volunteers to
  o Schedule selected speakers (in coordination with the Facilities and Technology teams)
  o Develop session evaluations
- Create a double-sided schedule of sessions and have it printed
- Oversee room monitors and assist speakers at the event

Sponsors/Exhibitors

Team Lead in Place; Need 1-2 Additional Team Members (with help from all committee members)

Time: About 4 hours per week through end of June; 6-8 hours per week in July and August

- Work with other volunteers to
  o Set benefit and fee levels
  o Solicit sponsorship from companies
  o Coordinate technology and table space for the exhibitor area
- Collect sponsor/exhibitor agreements, organization descriptions, and logos
- Regularly answer questions from sponsors/exhibitors
- Create and order signs for the sponsor/exhibitor area
- Assist sponsors/exhibitors at the event
- Maintain contact/correspondence as needed
- Coordinate door and raffle prizes on the day of the event

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In-Kind Sponsors

Need Team Lead and 1-2 Additional Team Members (with help from all committee members)

Time: About 2 hours per week through end of June; 4-6 hours per week in July and August

- Work with other volunteers to
  - Set benefit and fee levels
  - Solicit in-kind sponsorship from a total of 3 companies
  - Coordinate with the Marketing & Communications, Evaluation, and General Management teams to identify in-kind sponsorship needs
- Collect sponsor agreements, organization descriptions, and logos
- Regularly answer questions from sponsors
- Create and order signs for the sponsor/exhibitor area
- Assist sponsors at the event
- Maintain contact/correspondence as needed
- Follow up with teams and in-kind sponsors for all post-conference requirements (such as finalizing any video recordings or confirming that all evaluation details were processed)

Registration

Need Team Lead and 1-2 Additional Team Members

Time: About 1 hour per week before registration opens; about 10 hours per week during the week that registration opens and during the week when it is close to selling out; and about 5 hours per week the rest of the time registration is open

- Use Constant Contact to create registration information pages and forms for attendees, sponsors/exhibitors, speakers, and volunteers
- Open registration and monitor registration forms for errors
- Regularly monitor email and respond to potential and current attendees' registration questions within 24 hours
- Work with the Accountant to process check payments and registration refunds and create invoices for groups
- Close online registration at least 24 hours before the event
- Order badge holders and create and order name badge inserts for attendees
- Create Excel reports with attendees' lunch selections for the Facilities team
- Check in attendees, sponsors/exhibitors, speakers, and volunteers and distribute badges, lunch tickets, and the printed schedule during the event (will have assistance in the morning)
- Register last-minute attendees onsite during the event

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Marketing & Communications

Need Team Lead and 2-3 Additional Team Members

Time: About 1-3 hours per week through end of June; about 2-4 hours per week through end of August

- Create a communications plan/schedule and distribute it to host chapter marketing contacts
- Regularly update the website and Twitter, Facebook, and LinkedIn accounts
- Create/edit content about topics such as
  - Date and venue
  - Registration information
  - Highlights of the event to anticipate
- Maintain email lists
- Periodically create and send emails to past and currently registered attendees about topics such as
  - Call for speakers
  - Registration open
  - Early-bird registration closing
- Post and advertise content provided by others, including
  - Calls for speakers and sponsors/exhibitors
  - Session descriptions and speaker bios and photos
  - Sponsor/exhibitor descriptions and logos
  - Program and schedule
- Find photographer(s) to take photos at the event
- Post interesting/helpful information on social media during the event
- Create and distribute final wrap-up emails (for all types of attendees), including any final surveys required by the Evaluation team

Evaluation (Team Lead Also Part of the Event App team)

Need Team Lead and 1-2 Additional Team Members for Pre- & Post-Event

Time: About 5-10 hours during the 3 or 4 weeks when designing evaluations and compiling results; about 1 hour or less per week the remainder of the time

- Work with the Event App team to select an app vendor that meets our evaluation needs
- Create individual session evaluations for attendees to complete
- Create an overall event survey to rate the general conference experience
- Work with the Event App team set up in-app evaluations
- Create 1-2 PowerPoint slides with app evaluation instructions for speakers to include in their presentations
- Work with the Marketing & Communications team to distribute evaluation instructions/links
- Work with the Speakers team and room monitors to distribute and collect a small number of paper evaluation forms during the event (for people who don't want to use the app)
- Work with the Evaluation team to export survey results from the app as Excel files
- Format the evaluation results report for each of the 20+ individual sessions and distribute the files to the Speaker team
- Summarize and report the overall event survey results to the entire Showcase team and host chapter leaders

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Facilities

Team Lead in Place; Need 1-2 Additional Team Members

Time: About 4-5 hours per week at the start of planning and the week before the event; about 2-3 hours per week the remainder of the time

- Set up and make site visits
- Work with other volunteers to
  - Select the venue
  - Ensure venue payments are made on time
  - Assign rooms and schedule speakers (in coordination with the Speakers and Technology teams)
  - Assign sponsors/exhibitors spaces and accommodate their needs (in coordination with the Sponsors/Exhibitors, In-kind Sponsors, and Technology teams)
  - Ensure technology needs are met
  - Determine the best setup for each room
  - Decide how to handle lunch (e.g., table-side service versus boxed lunches; optional versus included with registration)
- Coordinate with the venue as needed
- Create and order signage, including directional signage, for common areas such as check-in tables and speaker session rooms
- Distribute venue information, including a map of the rooms used, to the Event App and Marketing & Communications teams
- Work with the venue regarding tables, chairs, and food setup
- Work with Sponsors/Exhibitors team to understand requirements for sponsors
- Place the order for tables, chairs, and food and their setup
- Check rooms and catering for the correct setup before and during the event

Technology

Need 1 Team Member (works as part of the Facilities Team)

Time: About 2 hours per week while collecting technology requests from speakers and ordering/checking technology; about 1 hour or less per week the remainder of the time

- Work with others to
  - Establish what technology will be provided for sponsors/exhibitors
  - Create a technology request form for speakers
  - Order equipment from the venue and any other vendors
  - Coordinate technical support for speakers, sponsors, and exhibitors during the event
- Support the Facility team lead in addressing any technology need/issues on the day of the event

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Finance

Need 1 Team Member works with General Event Management

Time: About 2 to 3 hours per week

- Collect deposits from host chapter leaders
- Regularly pay expenses, including
  - Venue and catering deposits
  - Website domain renewal and hosting
  - Email marketing application renewal
  - Event registration application renewal
  - Printing and badge holders
  - Reimbursements to volunteers
- Monitor online registration payments and process check payments and refunds if needed
- Periodically report expenses, revenue, and projected profit/loss
- Distribute any profit to host organizations