

## Volunteer Needs for 2019

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Would you like to help plan the 12th 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) 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 2019 volunteer roles below. Then, return to the volunteer page and fill out the volunteer form or email your interest to [info@chicagoelearningshowcase.com](mailto:info@chicagoelearningshowcase.com) to let us know how you'd like to help.

### Information for All Volunteers

#### General Responsibilities & Requirements for All Volunteers

- Use Google Drive to access, upload, and edit documents and spreadsheets (a gmail account is *not* required)
- Report any changes in availability as soon as possible to others on the team

#### General Responsibilities & Requirements for All Team Leads

- Report weekly progress to the manager and other teams
- Report any changes in availability as soon as possible to the event manager and others on the team
- Assign responsibilities to team members
- Participate in conference call meetings for team leads about every 2 weeks during the planning process
- Have previous volunteer experience
- Preferably, be a current or past member of ATDChi or STC Chicago (NOT required)

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### General Event Management

#### 1 Team Co-Lead in Place; Need 1 Additional Team Co-Lead

Time: About 6 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

### 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

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### Speakers

#### Team Lead in Place; Need 2–4 Additional Team Members

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, rate, and select breakout session proposals in Google Drive
- Edit speaker bios and descriptions and collect photos
- Regularly answer questions from speakers
- Work with other volunteers to
  - Schedule selected speakers (in coordination with the Facilities and Technology teams)
  - Develop session evaluations
- Create a double-sided schedule of sessions and have it printed
- Attend the conference (if possible) and answer questions from speakers onsite
- Oversee room monitors and assist speakers at the event

#### Current Schedule

Task	Date(s)	Who
Team meeting	Week of February 25 (virtual)	All team members
Call for speakers	March 4-29	Team lead
Speaker selection	April 8-19	All team members
Speaker notification	May 1	Team lead
Sporadic administrative work	May-August	Team lead + 1 or 2 team members
Conference day	Tuesday, August 13, 2019	Speaker team

### 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
  - Set benefit and fee levels
  - Solicit sponsorship from companies
  - 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

#### **1 Team Co-Lead in Place; Need 1 Additional Team Co-Lead**

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
- Create a PowerPoint presentation of helpful information to loop in the keynote room before the session begins (work with the General Event Management, Event App, Sponsors/Exhibitors, In-Kind Sponsors, and Facilities teams, as well as host chapter leaders)
- Find an emcee to welcome everyone before the keynote session, make announcements after the session, and announce prize drawings at the end of the day
- 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

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### **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 Event App 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

### **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 to potential venues
- Work with other volunteers to
  - Select the venue
  - Ensure venue payments are made on time
  - Identify technology needs for speakers, assign rooms, and schedule sessions (in coordination with the Speaker team)
  - Identify technology needs for sponsors/exhibitors and assign spaces (in coordination with the Sponsors/Exhibitors and In-kind Sponsors teams)
  - 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)
- 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 and WiFi information, to the Event App and Marketing & Communications teams
- Place the order for tables, chairs, food, and their setup
- Order technology equipment from the venue and any other vendors
- Work with the venue to coordinate technical support for speakers, sponsors, and exhibitors during the event
- Check rooms and catering for the correct setup before and during 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