



STC 2015 Summit

Student Volunteer Responsibilities

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 and transportation costs.

Responsibilities

The STC Summit has many types of student volunteer positions: registration clerks, room monitors, and badge checkers. Registration help is considered an easier but more time consuming than room monitoring, or badge checking. 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 6 April 2015.

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 able to provide his/her own transportation to/from the Summit.
- Live near or have lodging near the Summit – preferably at the Summit hotel.

Positions

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.

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

Registration Student Volunteer Hours

Day/Date	Time	Volunteers Needed
Sunday / 21 June	Noon – 7:00 PM	7
Monday / 22 June	7:30 AM – 11:30 AM	7
Monday / 22 June	11:30AM - 4:00 PM	7 to start; 4 later based on need
Tuesday / 23 June	7:30 AM – 11:30 AM	4
Tuesday / 23 June	11:30 AM – 4:00 PM	2

Room Monitors, Including Speaker Ready Room -

1 person Sunday in Speaker Ready Room, 18 people on Monday, Tuesday, and Wednesday

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

The orientation meeting occurs in front of the program booth at the same time and place as the Program Advisory Committee meeting. The two groups take a tour of the facility together, meet separately to discuss duties and responsibilities, and receive general information that will help them 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 sign outside of the room shows the correct session. If not, notifies the Program Committee or STC office staff.
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. Reminds the speaker to remind the audience 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 office staff if the room is over capacity or if there are any problems, such as audio-visual, room temperature, etc.
8. About half-way through the session, counts all attendees in the session.
9. After the session, reports the room count to the student volunteer coordinator at the Program Booth.

When assisting with the speaker ready room, the student volunteer helps the presentation coach as needed and monitors the room when a speaker uses the room without the coach.

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 half-way 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.

Virtual Track Room Monitor; Monday and Tuesday – 2 positions

The room monitor for the Virtual track will do the same thing as the regular room monitors, but will also assist the production team. The sessions in the Virtual Track will be broadcast live, via Adobe Connect to a virtual audience. Because this track needs consistency two people will be dedicated to this room all day Monday and Tuesday. These two people can rotate sessions so they won't have to be in the room all day. This position requires basic knowledge of, or comfort with computer hardware and peripherals, and mobile devices and apps.

The production team will ask the room monitor to help with speaker setup and logistics for each session (this happens quickly between sessions), moving the microphone during Q&A time, monitor Input/Output of sessions on iPad and iPhone, serve as backup to allow production team breaks, and complete errands as needed.

Hours for this track are Monday and Tuesday only from 8:30 AM to 5:00 PM. Both volunteers will need to meet with the Production Team on Monday morning at 7:30 AM for orientation. It is recommended that both volunteers stay in the room through the first session.

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.

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 / 21 June	5:00 – 5:45 PM General Session; Regency Ballroom entrance	3
Sunday / 21 June	6: 30 – 7:15 PM Welcome Reception; Exhibit Hall entrance	3
Monday /22 June	10:45 AM Speed Networking Event in exhibit hall	2
Tuesday / 23 June	5:00 – 5:45 PM Honors Reception; Regency Ballroom Regency Ballroom entrance	2