

Description of Duties to Be Performed – will be updated as we get closer to the conference <i>(All: To retain a professional outlook, please do not use your cell phone while on assignment.)</i>		TechNet Coordinator to Provide + Other Guidance :
CEU Scanners - - Capture The Flag (CTF) - CEU Sessions - Women's Panel	1-2 needed - Assist instructor where needed: passing out papers, ensuring "Session in Progress" sign is displayed outside the door (if applicable), (instructor/moderator will advise audience that they must stay to the end to be able to scan their badge and get CEU credit), empowered to turn away late comers, etc.) Direct people to self-Scan their badge as they are LEAVING the sessions if they are seeking credit for CEUs.	* Sign "Session in Progress" * Scanners (get from Operations room at least 15 minutes before sessions). Return scanner to Operations Room after the session/end of conference, as directed..
Chapter Information/ Membership Booth Computers	2+ needed per hour that the exhibit floor is open. Provide information about TIP, about AFCEA/AFCEA Hawaii Chapter, exhibit booth locations, and encourage folks to become members. Invite members to visit the Members Room (Hibiscus I & II) for their ribbons and refreshments. Prefer individuals who are AFCEA Hawaii chapter/AFCEA International members.	Laptop for membership sign-ups to be provided by AFCEA International. Booth Location: TBD
Greeters - If Needed Various Locations	1-2 needed for each hour at each location (From Tuesday - Thursday Noon): * Be welcoming - Greet & Engage participants - direct to Registration for badging. * Ask if they are a member; if not, provide direction to AFCEA Hawaii Information/Membership Booth for Special New Member's Deal. * Invite them to visit the Exhibit Floor and Members Room (if members). * Kindly turn-away non-TechNet participants (i.e., hotel guests not associated with the conference).	Get a Volunteer ribbon and Map of the conference locations (get from Members Room before your shift). For questions you can't answer, refer to the AFCEA Hawaii Information/Membership Booth.
Members Room, Hibiscus I & II Time limit for visiting members: 10 minutes.	For each hour: 2-3 are needed. Only the Members Room Coordinator can call for additional refreshments. * 1 will staff the Ribbon's Desk and greet people (refer non-members to the Membership Booth in the foyer for the Special New Member's Deal) * 1 will check-in Volunteers, give hand-out on duties, and pass out last-minute Volunteer Shirt/Coin Pick-Ups (Signature required) * Floaters will be assigned to do anything - from helping to run errands or providing additional assistance at under-staffed locations (i.e., Registration) ... as assigned by the Members Room Coordinator or other TIP Committee Lead.	* For membership sign-ups/renewals, <u>personally walk</u> the person to the Membership Booth nearby the Members Rm) * Signs will be placed to keep the room clean, volume levels down, etc.
Panel Assist	For each Panel: 1-2 needed). Be welcoming to those entering, no scanning needed unless it is a CEU-approved session (see above). Assist Panel Moderator as needed. Enforce the "No Cell Phone Use" while the panel/ Q&A is in session (can ask them to 'take it outside'). Assist the on-site panel representative as needed (set-up 'podium' with leis, coins, placards)	If not badged, refer to the Registration sites.
Registration Various locations	For each hour: 3-5 needed. .) 1 will be on Registration Line/Computers (direct folks to sign in); 2-3 will be at the other end to pass out the tickets/badges (to all) & bags/lanyards (to all EXCEPT exhibitors); Remember to check ID (<i>*and COVID immunization information</i>) before giving tickets/badges! Note: Active Government/Academia ID must be shown in order to attend the conference FREE; At the time of onsite badge pick-up identification verifying qualification will be required. Those without verification will be given the opportunity to attend in the appropriate category (and pay)! Extra folks may be needed on the first days of the conference (Monday Afternoon and all day Tuesday). * 1= Hotel Lobby near the Rainbow Tower * 2 = Mid-Pacific Conf Ctr - Under the Escalator - By the Coral Ballroom – to check in at the computer * 3 = Mid-Pacific Conf Ctr - Up the Escalator near the South Pacific Ballroom – to get badge, lanyard & conference bag	*COVID protocols will follow County guidelines at the time of the conference. If the registering person says they are exempt from COVID immunizations. Do not confront them. Refer them to the Assisted Registration desk (below the escalators, across from the Coral Ballroom)
STEM Innovation Showcase	Monitor: Noise levels and crowd control. Their teacher(s) should also be in the room if there are any problems. Encourage visitors to engage with each student exhibit within the room.	
Events Administrative Assistant(s)	Be at the event at least 30 minutes prior. May check-in Registered Guests (take tickets and/or check-off list), escort VIPs to their table, etc.	Staffed by AFCEA Hawaii Chapter, Int'l Staff, and designated Events Administrative Assistant
Lunch-on-the-Floor	Be at the event at least 30 minutes prior. Use Color Marker to mark tickets and keep the line organized. If they return with a Color Marked Ticket, no seconds. Do NOT attempt to hand-out the food (this is the hotel's responsibility.)	Staffed by AFCEA Hawaii Chapter & Int'l Staff
<p>If you are <u>not</u> staying in the Hotel, make sure you get your Parking validated by _____, our Parking Sponsor, in the _____ room (across from the South Pacific Ballroom) <i>See me for parking validation if you are volunteering on Sunday afternoon or Monday.</i></p>		
<p>You and the others scheduled during the same time should work out the logistics to rotate coverage of the booth to take breaks and stagger your meal times - someone goes early, eats and returns; the others go staggered or together - however, you decide with your co-volunteers. Mahalo again for volunteering at TechNet Indo Pacific!</p>		

