



## Volunteer Reference Guide

Volunteers are invaluable to the COABE Conference model. We are so grateful you have agreed to be a volunteer for COABE 2024! This reference guide has been developed to help you understand the various roles that volunteers play in creating a successful conference. If you have questions, see the Volunteer Chair or email [volunteer@coabe.org](mailto:volunteer@coabe.org).

- Volunteer registration: Check in each day during the live conference.
  - Volunteer Registration check in will be near the main attendee registration in the Delta Lobby A in the Gaylord Opryland Hotel. Sun-Wed. Receive and review your daily assignment.
  - Receive a red vest and/or button for identification (return at the end of your day).



## Volunteer Roles

**Session Facilitator** – The session facilitator should arrive in their designated area 15 minutes before the sessions start. They will be stationed in the hall and oversee multiple rooms (they will not be assigned to a specific session). Facilitators will greet attendees, make sure presenters are present, notify lead volunteers or COABE staff if there are urgent issues. (15-30 minute commitment)

**AV/Technology Assistant** – Technology assistants will be stationed near breakout rooms 15 minutes prior to sessions starting. They will assist presenters connecting to projector, mics, and log into zoom for hybrid sessions. This role will have COABE staff contact info to assist further if needed. (15-30 minute commitment)

**App Ambassador** – App ambassadors help attendees with the COABE App. They wear buttons for identification. They have no specific assignment times. (This counts towards 2 hours time commitment)

**Event Ticket Collector / Greeter** – Greeters should position themselves at the doors of the events to welcome attendees as they enter. Some events will require tickets that must be collected by the greeters at the door.

**Transportation Coordinator** – Transportation coordinators help attendees with ground transportation to offsite events. They will take the last bus to the event. At the end of the event, they will make sure all attendees board the buses to return to the hotel. They will then take the last bus returning to the hotel.

**Breakfast / Lunch Assistant** – This volunteer will greet attendees and collect tickets for the regional meeting breakfast, or the award luncheon.

**Conference Bag Table** – This volunteer will monitor the conference bag table and refill stacks of inserts and promo items as needed.

If you have any questions, please feel free to contact [volunteer@coabe.org](mailto:volunteer@coabe.org).



**Stephenie Rittberger**  
Volunteer Chair



**Juli DeNisco**  
Volunteer Co-Chair