



## Volunteer Reference Guide

Volunteers are invaluable to the COABE Conference model. We are so grateful you have agreed to be a volunteer for COABE 2025! 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 Assignments:**

- You will receive an email from COABE the week before the conference with your specific volunteer assignments, and location.
- A lot of assignments only require 30 minutes of your time. Please select 2 or more of these slots to qualify for the volunteer incentive. Learn more about [volunteer incentives](#).

### **Volunteer Check In:** Check in each day during the live conference.

- Volunteer check in will be near the main attendee registration in Trinity A&B on the Lobby Level of the Hyatt Regency Dallas. Sunday - Wednesday check in, and 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. (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. (30 minute commitment)

**Transportation Assistant** – This volunteer will 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.

**Event Ticket Collector / Greeter** – This volunteer will greet attendees at the door and collect tickets as attendees enter. Volunteer should be comfortable with the Whova app on their phone.

**Breakfast Assistant** – This volunteer will greet attendees and collect tickets for the general membership meeting breakfast. Volunteer should be comfortable using the Whova app on their phone.

**Exhibit Hall Snack Monitor** - This volunteer will be positioned near one of the snack tables during exhibit hall hours to monitor the station.

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

**COABE Store Setup** - This volunteer will help COABE staff set up the COABE store Monday morning during general session.

**App Ambassador** – App ambassadors help attendees with the COABE App and they wear buttons for identification. Volunteers will need to sign up to be an app ambassador in addition to other volunteer roles.

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

**Danielle Cox, Volunteer Chair**

