

## Connections2024: Volunteer Speaker Host/ Assistant

**Location:** [Fairfax Church](#)

**Duration:** Oct. 23 – 26, 2024, 8 am to 8 pm (Note: these are estimates and can vary depending on speaker schedule)

### Overview:

[The Center for Being Known](#) is looking for friendly and organized volunteers to serve as Conference Speaker Hosts/ assistants during our annual Connections2024 Conference. In this role, you will ensure our speakers have a smooth and pleasant experience throughout their participation, from the moment they arrive in the city to their departure.

### Key Responsibilities:

- **Transportation Coordination:** Serve as transportation for speaker(s) to and from the airport, as well as to the conference venue and other related events. Must provide own, reliable vehicle.
- **Hospitality:** Provide a warm welcome to speaker(s) upon arrival, helping them settle into their accommodations and orienting them to the local area and conference facilities.
- **Schedule Management:** Ensure speakers are aware of their schedule and assist with any logistical needs, including escorting them to sessions and meetings.
- **Event Support:** Provide general support during the conference, helping with speaker check-ins, guiding them to their sessions, and addressing any last-minute requests.
- **Post-Event Assistance:** Assist speakers with their departure plans, including transportation back to the airport and ensuring all personal belongings are collected.
- **Product Assistance:** Help work speaker book/ merch table, either with general information and/or with book/product sales.

### Additional Commitments:

- Be available for pre-conference briefings and training sessions.
- Flexibility in working hours, including early mornings and evenings, depending on speakers' schedules.
- Ability to manage multiple speakers and tasks simultaneously.

### Qualifications:

- Strong communication and interpersonal skills.

- Excellent organizational abilities and attention to detail.
- Friendly, approachable, and professional demeanor.
- Ability to work independently and adapt to changing circumstances.