VOLUNTEER DUTIES

1. **Bag Stuffers (HLAA Staff and Volunteers)**
   Volunteers are needed at the JW Marriott to assist HLAA National staff stuff the registration bags on the Tuesday, June 10, prior to the Convention. Additional volunteers may be needed to help with last-minute stuffing.

2. **Greeting/Information Desk/Traffic Directors**
   Beginning Wednesday morning, June 11, volunteers will be needed to greet guests as they arrive at the hotel and convention site. Guests are to be directed to registration areas for both the hotel and convention site. During the Convention, additional volunteers are needed to provide direction to workshops, restaurants, and to provide other information to Convention Guests.

3. **Exhibit Hall Registration Desk**
   Volunteers are needed to greet exhibitors and deliver messages/calls for help.

4. **Exhibit Hall Monitors**
   The Exhibit Hall will officially open at 11 AM on Thursday June 12th. Volunteers are needed to answer general questions, direct guests to requested Exhibitors, and/or to assist Exhibitors when requested.

5. **General Registration Desk**
   Registration Desk volunteers, along with HLAA staff, will hand out registration bags, and any additional materials to PRE-REGISTERED individuals, and assist with printing their badges if needed. They will also direct non-registered individuals to the On-Site Registration Desk which will be manned by HLAA staff.

6. **Welcome Back Bash Reception Thursday, June 12 7:00 – 10:00 PM**
   A reception will be held after the Opening Session. Volunteers are needed to assist in directing guests to the Welcome Back Bash area and within the Bash itself.

7. **Workshop Administration**

One (1) volunteer is needed for each meeting room. Volunteers should expect to arrive at least 15 minutes prior to each workshop and assist presenters and participants, as needed, and distribute workshop evaluation forms as people enter the session. Collect evaluation forms at the end of the session, clip them together, and turn them into the HLAA office located near the convention registration desk.

Note: Room monitor may choose to stay in the room or outside the room to troubleshoot, i.e., if the power suddenly goes out, or if there is an emergency.

8. Newcomers Orientation 8:30AM Thursday, June 12

Volunteers are needed to greet newcomers and assist the speaker with the presentation.

9. **Research Symposium Friday, June 13 9:00-11:00 A.M.**

Volunteers are needed primarily to direct guest traffic to available seating and keep information tables stocked with handouts.

10. **Closing Event Saturday June 14 6:30 – 9:30 PM**

Volunteers will be needed to direct guests from hotel lobby to Victory Field across the street, as well as at Victory Field to direct guests to our Terrace Suite.

11. **Volunteer Pool**

Several volunteers need to be "on call" throughout the Convention to assist where needed.