

# **AIA24** Conference on Architecture & Design June 5-8, Washington, D.C.

## **VOLUNTEER ROLES - DESCRIPTIONS**

As of March 12, 2024

### **AIA24 AMBASSADOR – GREETER/INFORMATIONAL ASSISTANCE & KEYNOTE SESSION SEATING**

Ambassadors will welcome and assist attendees in various areas of the conference – including providing directional assistance, helping find seats in Keynote sessions, answering questions about the app, or providing local city information, etc. This position requires standing most of the time.

### **ROOM MONITOR**

Room Monitors are the first line of contact with attendees and are responsible for maintaining a room for a block of sessions. Greet attendees, help them find seats, and serve as a backup session monitor. Serve as the main point of contact for the floor monitor. Room assignments will be randomly assigned.

### **SESSION MONITOR**

Session monitors are the first line of contact with speakers in education sessions. Each room has at least 1 assigned session monitor. Session monitors make sure sessions start and end on time, read the session introduction script, and complete the session audit form.

### **TOUR HOST**

At least one (1) Tour Host will attend each tour. Tour Host(s) will assist the Tour Leader(s) as needed (i.e., help maintain routes and schedules) and pass out hand-outs, if any. Please keep in mind that as a Tour Host you are attending the tour as a volunteer, and not as a paying guest. Tour Hosts are required to attend a special training session.

### **TOUR DESK VOLUNTEER**

Tour Desk volunteers will assist AIA staff and transportation company staff to ensure that the tour departures stay on schedule. Duties include guest check-in, crowd management, and directing guests to the appropriate tour bus areas. There will always be general Washington, D.C. questions to answer.

### **ZONE THEATER MONITOR**

The Zone Theater Monitor role serves as the main point of contact for any issues that might arise during a Zone Theater expo education session. This role is located on the Expo Floor and at the assigned Zone. The Zone Theater monitor is responsible for scanning badges and reporting any tech issues to AIA. Please arrive to your assigned Zone Theater at least 30 minutes prior to the session start.

### **OPENING PARTY VOLUNTEER**

The opening party volunteer's role is to assist with scanning badges at the opening party celebration and assisting attendees with buses back to their hotel.