Potential Volunteer Assignments

ACA 2020 Conference & Expo

Thank you for your interest in the Graduate Student Volunteer program. Below are potential volunteer assignments and their descriptions. Please note, this is not an exhaustive list and may change or be updated as necessary.

Please submit questions to the Volunteer Coordinators at acavolunteers@counseling.org.

**Pre-conference Learning Institutes (LIs):** LIs take place April 16th--one day prior to the beginning of the conference (Daytime sessions 9:00 am – 4:30 pm; evening sessions 5:30 pm – 8:45 pm). Separate fees apply (LIS are not included with the conference registration). Introduce yourself to the presenter(s), and assist them as needed. Volunteers will be checking attendee roster and conference badges to make sure that the attendee is registered and in the correct session. Distribute handout materials. Volunteers can attend the session; however, volunteers are not eligible for CE credit.

**Education Sessions:** These sessions take place Friday, Saturday, and Sunday, April 17th-19th. Prior to the beginning of each session, volunteers will pick up a form from the Volunteer Office. Make sure the room is clean and the chairs are in order. Introduce yourself to the presenter(s) and assist them as needed. Check badges as attendees enter the room (to make sure they are registered for the conference). Volunteers may participate in the session.

**Other Areas:** These areas will have their own set of instructions that you will receive at the start of the assignment. Most will include greeting participants and/or crowd control

- **ACA Bookstore/Book-signings:**Stocking shelves, assist with purchases, and crowd control.
- **Keynote Sessions:** Check badges and assist with crowd control. Volunteers may attend the session.
- **ACA Registration:** Handing out registration packets
- **ACA National Awards:** Work with ACA staff to facilitate the ceremony
- **Attendee Assistant:** Assist conference attendees who request additional help getting around the conference
- **Volunteer Office:** Serve as a convention center tour guide, provide individual attendee assistance upon request, back-up for last minute schedule changes, or assist Volunteer Coordinators as needed. Other activities as assigned.
- **Poster Sessions:** Check to make sure the poster presenters show up and assist them with hanging their posters if needed
- **Roundtables:** Assist attendees in locating their roundtable number. Count how many attendees are at each table.
- **ACA Membership Experience**
- **ACA Career Center**