

JSSS 2025 Conference: Volunteer Guidelines (Registration Desk & Tech Support)

You will have an opportunity to express your interest to volunteer on the conference registration form. Volunteers will then be contacted by the conference team to confirm your participation by May 15, 2025.

Registration Desk Volunteer Guidelines

There will be two volunteers sharing the tasks below.

Timing	Volunteer Tasks
June 18	<ol style="list-style-type: none">1. Arrive in the afternoon of the day before the conference to assist with:<ol style="list-style-type: none">a. Preparing the name tags (receive the list of registrants from the conference co-chair). This involves placing the paper name tags inside the plastic holders. There are about 100 name tags.b. Setting up the registration desk.c. Getting familiar with the online registration system to facilitate walk-in registrations.d. Getting familiar with the facilities.e. Getting familiar with the program.
June 19	<ol style="list-style-type: none">1. Be at the registration desk 7:40 to 5:00 pm (keep an eye on the registration desk during the sessions in case there are late arrivals and walk-ins).2. Respond to questions regarding the facilities and program.
June 20-21	<ol style="list-style-type: none">1. Be at the registration desk 8:30 to 5:00 pm (keep an eye on the registration desk during the sessions in case there are late arrivals and walk-ins).2. Respond to questions regarding the facilities and program.

Technology Volunteer Guidelines

Approximately four volunteers will perform the tasks below for their assigned sessions. You will not need to volunteer at the time of your own presentation, and you will be asked your preferences on when to volunteer which will be considered in scheduling.

Timing	Volunteer Tasks
By May 18	Provide your cell phone number to the JSSS IT coordinator so she can set up the group text.
June 18	You will need to arrive the afternoon of the day before the conference to meet with the team in order to attend training at 7pm with the JSSS IT coordinator on the technology setup.
June 19-22	<ol style="list-style-type: none">1. Each volunteer will have ~4-5 assigned sessions as technology volunteer. You will be scheduled to not interfere with your presentation time.2. For each session you will provide support to presenters with their technical needs, which includes:<ol style="list-style-type: none">a. arrive ~15min before the session startsb. assist with setting up laptops for presentationsc. check the audio and video functionsd. assist the moderator with the microphone during the Q&A timese. communicate technology issues via the group text so the team is aware and the JSSS IT coordinator can provide assistance3. Allow your laptop to be used as a backup if the presenter laptop fails to connect, assuming that the presenter can email their presentation to you.4. Participate in group text where we can coordinate as needed.