



Registration Volunteer Instructions

Upon arrival, please report to the Registration Desk downstairs in the hotel's convention space.

Registration Volunteers are responsible for a variety of tasks, such as working at the registration desk, distributing conference badges, lanyards, and items, assisting with maintaining tidiness, restocking conference materials, moderating sessions, helping conference guests with questions, and decorating rooms (as needed).

Registration volunteers should be familiar enough with the hotel layout to provide attendees with directions regarding restrooms, conference sessions, the expo center, and other critical areas of interest.

Steps to check-in attendees

There will be three check-in lines: A-G, H-N, and M-Z. In addition, three tablets with the *Glue Up Manager* app loaded on them will be available.

The directions for checking in using the Glue Up app are attached. After checking in, present the participant with the conference souvenir and name badge. Please direct them to the QR codes posted in the area to download the booklet.

The participant does not need to sign in; the system will record his or her checked-in status.

If an attendee arrives and you don't have a badge for them, please get in touch with Nacole Guyton to create one.

An unregistered participant should not replace a registered attendee without informing Nacole Guyton to change it in the system.

Questions? Contact Nacole Guyton (904) 770-6120. You may text me as well.

Moderator Volunteer Instructions

As a Moderator, ensure the session runs smoothly and on time and assist the speaker with various tasks such as distributing handouts and helping with technology and climate issues.

1. Meet with your presenter(s) in the room at least 15 minutes before the start of the session. Help them hook up their laptops and assist with any technical problems. If there is a technical issue beyond your scope, have someone notify the registration desk, and they will dispatch an A-V technician to your room.
2. When the starting time comes, call the session to order. Announce the title of the session and briefly introduce yourself. Then, introduce the first presenter by reading a brief bio. Do the same in turn for the other presentations. Remember, sessions last 90 minutes, including Q&A, and must end on time. Hotel personnel and/or the next speaker must enter the room immediately.
3. Start on time and do your best to keep things running on time! This is the most critical job of a moderator, so you'll need to monitor the time and alert the presenter during the presentation.
4. Establish and stick to the ground rules for timekeeping. Decide beforehand how you will keep each presentation running on time. A standard method is to signal the presenter when there are 5 minutes left in the presentation period and again when there are 2 minutes left. Many moderators like to hold up a piece of paper with "5" and "2" written, but any signal you are comfortable with will do.
5. Cut the presentation off, if necessary, so things stay on schedule. This is, of course, the hardest part of the job. Some people will run on and on even after they've been given the 2-minute warning. As a moderator, you must cut them off as gracefully as possible.
6. It's a good idea to take at least a few notes on each presentation and jot down a question or two about each one. Then, you can use your questions to kick-start the Q&A period.
- 7. About 5 minutes before the session ends, pass out the QR Code (the presenter should also have it at the end of their presentation) and direct participants to complete the survey before leaving the room.**

Questions? Contact Nacole Guyton (904) 770-6120. You may text me as well.

Gala Decorating/Set Up Instructions

As a Gala Decorator/set-up volunteer, you will be responsible for setting the tables with the centerpiece design (a model will be established to copy) and ensuring the rooms are set up according to the established layout and design.

1. Meet in the GALA ballroom at 2:30 pm on the gala day.
2. A model table will be set up with the intended decorations. Copy the décor on all other tables that are not dressed.
3. Ensure each table has the appropriate number of place settings.
4. Ensure the stage is set up according to specifications.

*Nacole Guyton and Simeyon Gillespie will be present to support and provide guidance during this setup.

Questions? Contact Nacole Guyton (904) 770-6120. You may text me as well.

Gala Break-Down Instructions

As a Gala Break-Down volunteer, you will be responsible for breaking down the tables with the centerpiece design and removing anything that is FACA's property. You will also ensure that all personal belongings have cleared the room and report anything left to the registration area.

1. Meet in the GALA ballroom at 8:00 pm on the gala day.
2. Begin breaking down the decorations on each table.
3. Ensure items are removed from each table and packed accordingly.
4. Ensure the stage decorations are broken down and packed accordingly.

*Nacole Guyton and Simeyon Gillespie will be present to support and provide guidance during the breakdown.

Questions? Contact Nacole Guyton (904) 770-6120. You may text me as well.

Hosting Volunteer Instructions

As a Hosting volunteer, you will guide attendees as they enter the building and conference spaces as assigned. All hosts must be familiar with the layout and location of rooms and facilities to ensure that appropriate guidance is given to attendees. Please make yourself aware of the space before reporting to your duty station.

1. Report to your assigned duty station at least 5 minutes before the start time.
2. Greet the attendees as they enter the spaces.
3. Answer any questions and directions as needed.

Questions? Contact Nacole Guyton (904) 770-6120. You may text me as well.

Thank you again for volunteering for this event. I know the conference would not be a success without your dedicated support!