

# NCDAConference Volunteer Guide | 2024

*Inspiring Careers ~ Empowering Lives*

Dear Potential Volunteer,

We are delighted to invite you to be a volunteer at the 2024 National Career Development Association Global Career Development Conference, June 26 – June 28, 2024, at the Sheraton San Diego Hotel and Marina! NCDAC (National Career Development Association) is the premier organization for career development professionals in the US and world-wide. We are thrilled to continue in-person conferences and expect to have a great turnout. To learn more about NCDAC and the Global Conference please visit [www.ncdaconference.org](http://www.ncdaconference.org).

Volunteers will receive a *reduced conference registration fee waiver*, depending on the number of hours volunteered. At least 3 full hours are required for any registration fee discounts. The reduced fees and rates are based on **Pre-Conference Registration Fees**.

If you already paid the conference registration fee and you are needing a partial refund please email me at [bnavarro@ncda.org](mailto:bnavarro@ncda.org).

**NCDAC Conference Volunteers must be an NCDAC Member.** NCDAC membership is required for all volunteers. Regular membership dues are \$95, and New Professional and Student dues are \$40. To join NCDAC go to [www.ncda.org](http://www.ncda.org) and click on membership.

**Reduced Registration Fees: (At least 3 full hours of work is required for any fee.)** You will pay:

<b><i>Student/New Professional Member</i></b>	<b><i>Regular Members</i></b>
3-4 hours worked - \$356.25 (25% fee waiver) 4+ hours worked – \$237.50 (50% fee waiver)	3-4 hours worked - \$449.25 (25% fee waiver) 4+ hours worked – \$299.50 (50% fee waiver)

NCDAC requires volunteers to register for the conference via a promo code given when volunteer hours are confirmed. You can then pay the appropriate reduced registration fees. Volunteers will need to purchase tickets if attending the PDIs, bringing guests to the opening reception, or guests for the NCDAC Party. You may register and purchase tickets online at [www.ncdaconference.org](http://www.ncdaconference.org) or print the registration form from the website. The schedule is designed to allow volunteers to attend most sessions and contribute time.

I will be your contact at the Conference for questions about your volunteer duties.

A description of volunteer duties is below. Please complete the [Volunteer SignUp](#) for the times that best fit your schedule. Applications and times are on a first-come first-served basis. You will receive a confirmation email indicating your assignment(s) and the amount of registration fees to be waived.

We hope that you can assist us and benefit from attending this exciting conference. If you have any questions, please e-mail me at [bnavarro@ncda.org](mailto:bnavarro@ncda.org). Thank you in advance for your assistance! We look forward to seeing you in San Diego!

Sincerely,

Brianna Navarro

Brianna Navarro

Membership and Conference Assistant Director

National Career Development Association

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## VOLUNTEER TEAM DESCRIPTIONS

### **Exhibits (including Set up and Teardown):**

Volunteers are responsible for:

- ✓ Greeting exhibitors to make them feel welcome.
- ✓ Answering questions or directing exhibitors to Brianna Navarro.
- ✓ Thanking exhibitors for supporting the conference.
- ✓ Browsing the exhibit hall making sure nothing is removed from booths when booth staff is not present. This is critical! Ask questions.
- ✓ During teardown, assist exhibitors as needed.

### **Hall Monitors:**

The main responsibility of a hall monitor is to direct attendees to the specific meetings rooms. NCDCA has seven program series of sessions and roundtables in addition to three general sessions. During each series, we will have many sessions going on simultaneously. Hall monitors will be placed strategically throughout the hotel to assist with last minute requests, trouble shooting, etc. Hall monitors will be an additional “assistant” to the presenter(s). Should you have any needs that arise, an NCDCA Staff member will be roaming the halls to assist.

Hall monitors are responsible for:

- ✓ Thanking the presenters for offering their time in planning/delivering the session.
- ✓ Offering to assist as needed.
- ✓ Directing participants to other workshops if room becomes full.
- ✓ Assisting those attendees who may be lost or having trouble locating other sessions. **Please be familiar with the room locations – keeping access to the conference app to assist others will be necessary.**

Once the presentations begin, you can attend the session of your choice. If help is needed, contact an NCDCA staff person.

### **General Sessions:**

Handouts may need to be distributed prior to the general session. Volunteers will be asked to help with any last minute “things” that may arise. The volunteers will also be asked to assist attendees find seats as they start to congregate near the entrance/exit.

### **NCDCA Receptions:**

We will host multiple receptions. Volunteers will be posted throughout the receptions to do the following:

- ✓ Check to see that participants have name badge for entrance.
- ✓ Welcome participants to the receptions.

**Each person must have a white conference badge (colored name badges are not allowed unless they are for that specific day).**

### **PDI Monitors:**

A total of 8 Professional Development Institutes (PDIs) are scheduled, on Tuesday, June 25, 7:45 am – 12:00 noon. PDI monitors will receive CEs while attending the PDI which they monitor.

Monitors are responsible for:

- ✓ Reading and following instruction sheet included in personalized PDI packet. PDI packets will be available at the volunteer table.
- ✓ Signing in and out all registrants.
- ✓ Assisting the PDI presenters with handouts, etc.
- ✓ Remaining in the room throughout the entire session.
- ✓ Returning personalized PDI packet with sign in and out sheets to the NCDCA volunteer table.

**Registration Area:**

An NCDAC staff person will be at the registration area. We are looking for energetic and welcoming Registration workers who can assist with:

- ✓ Handing out registration packets.
- ✓ Collecting registration fees.
- ✓ Answering questions.
- ✓ Assisting with on-site registrations.
- ✓ Assisting with on-site ticket sales.
- ✓ Assisting with Membership enrollment.
- ✓ During slow times, tidy up the sharing tables and registration area.

**Roundtable Presentations:**

Once presenters and attendees are seated at Roundtables, the volunteers may attend a Roundtable of their choice. Volunteers will need to assist with the 5-minute transition time and may attend another Roundtable of their choice. Volunteers are responsible for:

- ✓ Setting up table numbers prior to the start of the roundtables on the first day if the hotel has not done so.
- ✓ Directing participants to the roundtable of their choice (each roundtable will have a number displayed).
- ✓ The Roundtable Volunteer must be a proactive person who can facilitate a large group using a prewritten (by NCDAC) script.
- ✓ Keep time and make announcements when it is time to switch tables.

**Constituency Meetings, First Timers Meeting:**

Volunteers are responsible for:

- ✓ Arrive to the Meeting room before the session starts.
- ✓ Assisting Board Members and chairs in setting up their room, facilitating their meetings.
- ✓ Directing participants to the Constituency meeting of their choice.

**Mentoring Moments:**

Volunteers are responsible for:

- ✓ Arrive to the Exhibit Hall before the sessions start.
- ✓ Manage the arrivals of mentors/mentees and the timing of each session.
- ✓ Check in registered attendees during their session time.