

Summit Role Descriptions for Volunteers

Summit Ambassadors

Welcome Committee

Day of Volunteers

*Volunteers receive 50% off conference registration**

**must attend the mandatory training session and complete volunteer responsibilities to receive the discount*

Summit Ambassador *(for non-local volunteers)*

Commitment: Attend one meeting in August; receive regular communications with marketing and promotional materials and information

- Serve as an ambassador for the conference, promoting it within your network and encouraging participation from diverse audiences.
 - Engage with conference attendees during the event, facilitating connections, answering questions, and addressing any issues or concerns that may arise.
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Welcoming Committee *(for local volunteers)*

Commitment: Attend one meeting in August; will receive regular communications with marketing and promotional materials and information

As a member of the Welcoming Committee, you will play a pivotal role in ensuring the success of this event, which serves as a platform for knowledge sharing, networking, and community engagement.

- Welcome Summit attendees to the Cedar Rapids area; provide information about the area and points of interest
- Serve as an ambassador for the conference, promoting it within your network and encouraging participation from diverse audiences.
- Engage with conference attendees during the event, facilitating connections, answering questions, and addressing any issues or concerns that may arise.
- When requested, assist in identifying and securing LOCAL engaging speakers, presenters, and panelists who can inspire and educate conference attendees.
- May also be asked to serve as Room Hosts or Greeters

Day-of volunteers

Commitment: *Attend one meeting in early October; receive regular communications with materials and information*

We're seeking enthusiastic individuals to assist with various roles during the event, ensuring a smooth and memorable experience for all attendees.

Registration Volunteers:

- Welcome attendees and assist with the registration process.
- Distribute conference materials, badges, and any necessary items.
- Provide directions and answer questions related to registration.

Room Hosts:

- Greet speakers and assist them with any needs or requests.
- Monitor session schedules and help attendees find their seats.
- Welcome attendees and introduce the speaker

Greeters and Helpers:

- Welcome attendees as they arrive at the conference venue.
- Provide guidance and assistance to attendees throughout the venue and summit..
- Assist with directing traffic flow, managing lines, and ensuring a positive experience for all.