



## 2011 SNAME ANNUAL MEETING & EXPO Volunteer Opportunities

### Tuesday, November 15, 2011

Event	Time	Location	# of Ppl	Duties	POC
SNAME Registration	11:00am	Expo Hall	4-6	1) Assist in stuffing Tote Bags with materials (CD, Pre-Printed Proceedings, brochures, etc)	Alana Anderson/ Joe Caggiano

### Wednesday, November 16, 2011

Event	Time	Location	# of Ppl	Duties	POC
SNAME Booth	TBD	Expo Hall	4	1) SNAME Booth: Will determine shifts	Susan Evans
SNAME Registration	8:00am - 6:00pm	Expo Hall	4-6	1) Assist with self-registration kiosks (3 kiosks for pre registered attendees) 2) Assist with onsite registration process (2 booths to assist with onsite attendees) 3) Assist with distributing Tote Bags to attendees 4) Assist with distributing the Ribbons to attendees (i.e. "President," "Fellow" - each attendee will have a "ticket" that lets the attendee know if he/she should receive a ribbon for their badge)	Joe Caggiano
Technical Desk	8:00am - aaya	Regency	1-2	1) Assist Karin Goodwin and Alex Landsburg	Karin Goodwin and

	6:00pm	Room Foyer		with Authors, Presenters and other technical session questions	Alex Landsburg
President's Reception	6:00pm - 8:00pm Needed: 5:30pm	Expo Hall	2-3	1) Collect tickets of attendees as they walk in the Expo Hall (for attendance records)	Alana Anderson

**Thursday, November 17, 2011**

<b>Event</b>	<b>Time</b>	<b>Location</b>	<b># of Ppl</b>	<b>Duties</b>	<b>POC</b>
SNAME Booth	TBD	Expo Hall	4	1) SNAME Booth: Will determine shifts	Susan Evans
SNAME Registration	8:00am - 6:00pm	Expo Hall	4-6	1) Assist with self-registration kiosks (3 kiosks for pre registered attendees) 2) Assist with onsite registration process (2 booths to assist with onsite attendees) 3) Assist with distributing Tote Bags to attendees 4) Assist with distributing the Ribbons to attendees (i.e. "President," "Fellow" - each attendee will have a "ticket" that lets the attendee know if he/she should receive a ribbon for their badge)	Joe Caggiano
Technical Desk	8:00am - 6:00pm	Regency Room Foyer	1-2	1) Assist Karin Goodwin and Alex Landsburg with Authors, Presenters and other technical session questions	Karin Goodwin and Alex Landsburg
Expo Hall Lunch	1:00pm - 2:30pm Needed: 12:30pm	Expo Hall	2	1) Collect tickets of attendees as they walk in (for attendance records)	Alana Anderson
Banquet	7:30pm - 9:30pm Needed: 7:00pm	Imperial East	2-3	1) Collect tickets of attendees as they walk in (for attendance records) 2) Assist in table assignments (diagram provided)	Barbara Trentham and Alana Anderson

				3) Assist Barbara Trentham (VIPs, Guests, Speakers, Presenters, Award Winners)	
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**Friday, November 18, 2011**

<b>Event</b>	<b>Time</b>	<b>Location</b>	<b># of Ppl</b>	<b>Duties</b>	<b>POC</b>
SNAME Booth	TBD	Expo Hall	4	1) SNAME Booth: Will determine shifts	Susan Evans
SNAME Registration	8:00am - 12Noon	Expo Hall	4-6	1) Assist with self-registration kiosks (3 kiosks for pre registered attendees) 2) Assist with onsite registration process (2 booths to assist with onsite attendees) 3) Assist with distributing Tote Bags to attendees 4) Assist with distributing the Ribbons to attendees (i.e. "President," "Fellow" - each attendee will have a "ticket" that lets the attendee know if he/she should receive a ribbon for their badge)	Joe Caggiano
Technical Desk	8:00am - 4:00pm	Regency Room Foyer, 2 <sup>nd</sup> Floor	1-2	1) Assist Karin Goodwin and Alex Landsburg with Authors, Presenters and other technical session questions	Karin Goodwin and Alex Landsburg
President's Luncheon	12:30pm - 2:30pm Needed: 12Noon	Imperial East and Center, 3 <sup>rd</sup> Floor	2-3	1) Collect tickets of attendees as they walk in (for attendance records) 2) Assist in table assignments (diagram provided) 3) Assist Barbara Trentham (VIPs, Guests, Speakers, Presenters, Award Winners)	Barbara Trentham and Alana Anderson