
Chicago eLearning and Technology Showcase Volunteer Needs for 2013

Would you like to help plan the sixth annual Chicago eLearning & Technology Showcase? This one-day conference brings together 350+ professionals and students to learn, network, and celebrate Chicago as a world-class center for eLearning.

The Showcase is run by volunteers and jointly hosted by the Chicagoland Chapter of the American Society for Training & Development (CCASTD), the Chicago Chapter of the International Society for Performance Improvement (CISPI), and the Chicago Chapter of the Society for Technical Communication (STC Chicago). In thanks for their contributions, volunteers are invited to attend the Showcase at a reduced rate.

Learn about the 2013 volunteer roles below. Then, email your interest to info@chicagoelearningshowcase.com to let us know how you'd like to help.

Information for All Volunteers

Each team reports its progress weekly to the manager and other teams. Conference call meetings are usually held every week or two during the planning process. At least one experienced person and one backup/assistant volunteer is needed for each team.

General Management –Team Lead in Place – Need 1 Additional Team Member

Time: About 8 hours per week, with 10+ hours needed during the first and last couple of weeks

- Lead decisions that involve input from multiple teams, such as
 - Select location and date
 - Set registration fees
 - Set sponsor and exhibitor benefits and fees
 - Decide whether to have an end-of-day networking event
- Liaise with host chapter representatives to establish expectations and needs; regularly update leaders on needs and progress
- Staff volunteer teams and follow-up on progress
- Set up and run periodic volunteer meetings
- Monitor and respond to or redirect questions submitted to general Showcase email and voicemail accounts

Speakers (4-5 people) – Need Team Lead and 2-4 Team Members

Time: About 3-5 hours per week, with 6-8 hours per person during the two weeks of reviewing and selecting proposals and editing speaker bios and sessions descriptions

- Create call for speakers
- Select keynote speakers
- Review proposals and select breakout session speakers
- Edit speaker bios and descriptions and collect photos
- Regularly answer questions from speakers
- Work with other volunteers to
 - Schedule selected speakers
- Create printed program
- Oversee room monitors and assist speakers at the event

Sponsors/Exhibitors (Team Lead in Place – Need 1 Additional Team Member, with help from all committee members)

Time: About 4 hours per week through end of June; 6-8 hours per week in July and August

- Work with other volunteers to
 - Set benefit and fee levels
 - Solicit sponsorship from companies
 - Coordinate technology and table space for exhibitor area
- Collect sponsor/exhibitor agreements, organization descriptions, and logos
- Regularly answer questions from sponsors/exhibitors
- Create or order signs for sponsor/exhibitor area
- Assist sponsors/exhibitors at the event
- Maintain contact/correspondence as needed

Facilities – Need 2-3 Team Members

Time: About 6-8 hours per week at the start of planning and the week before the event; about 3 to 5 hours per week the remainder of the time

- Set up and make site visits
- Work with other volunteers to
 - Select venue
 - Ensure venue payments are made on time
 - Assign speakers to rooms and time slots
 - Ensure technology needs are met
 - Check rooms for correct set up
- Coordinate with venue as needed
- Create and/or order signage for common areas such check-in tables and speaker session rooms
- Work with catering company regarding tables, chairs and food setup for expo
- Work with Sponsorship to understand requirements for sponsors
- Work with others to decide how to handle lunch (e.g., table-side service versus boxed lunches; optional versus included with registration)
- Place order and monitor catering at event

Registration (Team Lead in Place – Need 1 Additional Team Member)

Time: About 10 hours per week during the week that registration opens and during the week when it is close to selling out; about 5 hours per week the rest of the time registration is open; and about 1 hour per week before registration opens

- Use Constant Contact to create registration information pages and forms for attendees, sponsors/exhibitors, speakers, and volunteers
- Open registration and monitor registration forms for errors
- Regularly respond to potential and current attendees' registration questions
- If needed, create and administer wait lists for registration and cancellations
- Close registration when full
- Order and create name badges for attendees
- Check in attendees, sponsors/exhibitors, speakers, and volunteers and distribute badges and programs during the event (will have assistance in the morning)

Marketing & Communications (Team Lead in Place – Need 2-3 Additional Team Members)

Time: About 3 hours per week through end of June; 4-6 hours per week through end of August

- Create a communications plan/schedule and distribute to host chapter marketing contacts
- Regularly update website, Twitter, Facebook, and LinkedIn
- Create/edit content about topics such as
 - Date and venue
 - Registration information
 - Highlights of the event to anticipate
- Maintain email lists
- Periodically create and send emails to past and currently registered attendees
- Post and advertise content provided by others, including
 - Calls for speakers and sponsors/exhibitors
 - Session descriptions and speaker bios and photos
 - Sponsors/exhibitor descriptions and logos
 - Program and schedule
- Find photographer(s) to take photos at the event
- Post interesting/helpful information on social media during the event

Finance – Roles Are Filled

Time: About 2 to 3 hours per week, with 5 to 10 hours during the three or four weeks when creating the initial budget and wrapping up the finances after the event

- Collect deposits from host chapter leaders
- Regularly pay expenses, including
 - Venue and catering deposits
 - Website domain renewal and hosting
 - Email marketing application renewal
 - Event registration application renewal
 - Printing and badge holders
 - Reimbursements to volunteers
- Monitor online registration payments and process check payments and refunds if needed
- Periodically report expenses, revenue, and projected profit/loss
- Distribute any profit to host organizations

Technology – Roles Are Filled

Time: About 5 hours per week during the four or five weeks of selecting a venue and audiovisual vendor, collecting technology requests from speakers and ordering/checking technology; about 1 hour or less per week the remainder of the time

- Select vendor to provide audiovisual equipment
- Select experienced volunteers or paid vendors to provide tech support
- Work with others to
 - Ensure possible venues have adequate internet connection and electrical power for speaker and sponsor/exhibitors
 - Establish what technology will be provided for sponsors/exhibitors
 - Create technology request forms for speakers
- Order equipment from venue and any other vendors
- Coordinate technical support for speakers, sponsors, and exhibitors during the event

Evaluation – Roles Are Filled

Time: About 5 to 10 hours during the three or four weeks when designing evaluations and compiling results; about 1 hour or less per week the remainder of the time

- Create individual session evaluation forms for attendees to complete
- Create surveys for attendees, speakers, and sponsors/exhibitors to rate the overall conference experience
- Publish surveys and monitor response rate
- Summarize and report survey results to the entire Showcase team and host chapter leaders