**Manual for IAS Volunteers v. 1.0**

This is a list of guidelines to follow when volunteering for an information desk for an IAS sponsored conference and hosting an YP event.

**Prior to the conference:**

* The volunteers should contact and get to know each other.
* Each volunteer should bring a laptop. The laptops will be used in the expo for people to become IAS members on site, and in the YP reception for registration and to be connected to the projector.
* Make sure the responsibilities of each volunteer are clear. Only one volunteer should undertake each task and then inform the other(s).
* Take a credit card, it might come handy with paying the hotel room or other fees.
* Keep all receipts (e.g. tickets, hotel room, printing expenses). Scan the receipts and include these expenses in your expense report.

**Regarding the expo:**

* The volunteers should download the conference program and familiarize with the exhibit hall floor plan and the booth number of the IAS stand (should be written in the list of exhibitors). Make sure you know the dates and hours the expo is open.
* One volunteer should get the promotion code for free one year IAS membership from Dr. Magyar and print flyers to distribute to the IAS booth. Suggested number 200 issues.
* Print 1 or 2 promotional leaflets saying “The best things in life are free. Today: Free one year Higher Grade and Student Membership for New IAS Members. Please contact the IAS info desk”. The file will be provided to you. They should be printed in A3 thick paper.
* Make sure one of the volunteers brings scissors, a knife, safety pins and tape. The scissors and knife should be used to open boxes and cut paper whenever necessary. The safety pins and tape should be used to hang posters. The tape will also be used to seal leftover material in boxes to ship back to IAS, after the Expo.
* The volunteers should make sure that they know where the boxes with the promotional material will be sent (at the exhibition hall or the volunteer's hotel etc).

**Regarding the YP reception:**

* Contact the IAS officer in charge and discuss about the budget.
* Contact with the IAS and PELS representatives and arrange the budget (50%-50%), the day and time. Discuss on how many guests should be expected. Discuss whether or not slide presentations will be made by the presidents or the panelists, or if there is a possibility to show IAS/PELS videos. There should also be an understanding about the promotional material that will be used at the venue, so that the 2 societies are equally exposed (banners, flags etc.). A microphone is needed for opening introduction, panel discussion etc.
* Make a WORD/PDF file about what has been discussed (number of speakers, material to be used onsite etc.), which will not be changed later.
* Find potential venues. The venue should be relatively close to the convention center. Contact potential venues and get offers for the number of guests and the hours desired. Include microphone(s) in the offer. Do not reveal the budget, so that they make the cheapest offer. If a projector is needed, take an offer for that as well.
* Contact potential panelists. Prefer having panelists from both academia and industry, male and female etc.
* Once all panelists have been confirmed, create a YP reception invitation leaflet. It should include information about the venue (address, a map from the conference center to the venue), time and date, the panelists and other main events (e.g. snacks and drinks, cake cutting). Include both IAS & PELS logos.
* Create an RSVP form using Google forms (or other program) for guests to fill. Both IAS and PELS representatives should have access to the answers of the form.
* Get a list of guests from IAS and PELS (contact Dr. Magyar about that).
* Write an email to invite people to the event and send it to potential guests and some distinguished members (IAS president, PELS president and other important members of the societies). Attach the link of the RSVP form so that guests can register and you can keep a track of the guests. Also attach the YP reception invitation leaflet, so that people can get information about how to get to the venue. Put all e-mail IDs in BCC section.
* Print the leaflet for the YP reception. Suggested number 60 issues (or as many as the guests).
* Make sure you get with you all presentations, videos and other material (flags/banners).
* Create an excel/word file for the registration. Request attendee name, email and membership status (IEEE Member, IAS Member, PELS Member).
* Arrange who will stay at the registration desk and for how long the registration desk will be open.
* Make a program of what happens and at what time (and for how long). Arrange the order of the speakers and who will introduce them. Finalize the program before the event. Print this file and bring it onsite.

**At the conference:**

* Get to know the other IAS volunteer.
* Get to know the PELS representatives.
* Get to know executive board and dignitaries (IAS President, President Elect, Technical Department, Operations Departments, PELS president etc.)

**On the first day of the expo:**

* Have breakfast and then go to the exhibit hall to set up the booth. The setup should last several hours.
* Open all boxes and familiarize with their contact. Setup posters on the wall and/or hang them from the table. Setup the tablecloth. Arrange the material on the table so that it is easily accessible for the crowd. Fold the A3 sized paper saying “The best things in life are free…” in the middle and set it up on the table.
* Hide leftover boxes under the table or behind the curtains so that it is not visible but it is easy to access all kind of material.
* Make sure there is a wifi connection so that attendees can log in their IEEE account.
* Make sure there is electricity at the booth to plug in the laptop. If there is not, take permission from IAS representative and order electricity yourselves, using your own credit card and including the amount in your expense report.
* Do not throw away the boxes containing the material since they will be used to ship back remaining items.

**At the expo:**

* Give the material to guests.
* Inform them about the free membership campaign and motivate them to become members on site.
* Answer all questions regarding IAS and if you do not know something, ask the other volunteer, address them to another IAS representative or the webpage, where they could get more information.
* Encourage students and professors to start a Student Branch Chapter in their university and take their contact information (business card/email) in order to direct them to Dr. Magyar. Present the benefits of a Student Branch Chapter.
* Distribute the YP reception invitation leaflets to young professionals, the panelists and other important guests.
* The volunteers could take turns to grab something to eat, etc., but someone should be at the information desk at all times.

**After the expo:**

* Gather all remaining material in boxes.
* Gather posters, flags, banners, pens, pins etc. to ship back to IAS.
* Consult an IAS dignitary on what to ship back or throw away.

**Before the YP reception:**

* Make sure at least one volunteer visits the venue prior to the reception to make sure that everything is ok.
* Arrange which door the guests will be using upon arrival and where the registration will be made.
* Arrange how food and drinks will be served (coupon codes/until a limit of money is reached etc.)
* Contact the panelists/presidents/guests a couple of days before to remind them of the upcoming event. That can be done by sending an email to all people that signed up including the panelists, saying "We are looking forward to seeing you at the YP reception".

**At the YP reception:**

* Arrive earlier (at least an hour) to set up the equipment, check audio system, projector etc.
* Set up the registration desk. If possible, use multiple laptops, to speed the registration process.
* Kindly invite all guests to register before entering the hall.
* If tickets are used for drinks, give them to attendees after they have registered.
* Follow the program.
* When arranging the bill, do not over tip.
* Have fun!

**After the conference**

* Write a report of what has happened at the conference, stating what was good and possible problems that occurred.

Please add more information to this manual, in order to keep it up to date. Modify number of issues etc.

Prepared by

Galini, Kondyli, DUTh Xanthi SB IAS Chapter Past Chair

November 23, 2015.