



Volunteer Guidelines

To receive a complimentary registration to the 2019 APPAM Fall Research Conference, volunteers are required to assist APPAM staff for at least three hours throughout the three-day conference. Volunteers are needed for a variety of tasks including social media coverage of sessions, summarized write-ups of plenary sessions, directional assistance, and session attendance tracking.

Logistical Role Descriptions

Registration and Directional Assistance

This role will include greeting attendees at the registration kiosks and assisting them in their badge, lanyard, and welcome bag retrieval. Volunteers may be asked to gather badges from the printer, give the badge to the attendee, and assist in any explanations of programs or tickets, hand out lanyards, or other tasks as assigned onsite. All volunteers will be provided training on the kiosks and an FAQ sheet for quick reference.

Session Attendance Counts

Volunteers in this role will be asked to count the number of attendees in each break out session in their assigned time slot. Counts will be taken 30 minutes into the session. For example, in the 9:45 am – 11:15 am session, the volunteer will take attendance at 10:15 am. Volunteers are welcome to attend sessions before and after their counts. Volunteers in this role should meet Tristanne Staudt at the APPAM exhibit booth at the beginning of their assigned time where they will receive an attendance form with all session room locations to which they are assigned. Completed attendance forms should be returned to any APPAM staff member at the Registration Desk by the end of the day.

Ticket Collection

Volunteers will be needed to collect tickets for various events through the conference. Volunteers will need to stand at the door and collect a ticket from each attendee who enters (unless notified otherwise by APPAM staff). Volunteers should plan to stand for at least 30 consecutive minutes.



Editorial Role Descriptions

Session Coverage with Written Summary/Blog

You will write a short (300-500 words) blog about your assigned session(s). Find examples of the 2018 blogs here: <http://www.appam.org/evidence-for-action/coverage/>. Include the topic, main points covered, any policy implications to consider, as well as a photo if you can take a good quality image (conference rooms are often poorly lit for photos). A quick crop and edit for brightness/exposure can make a big difference.

These will need to be a quick turnaround – same day so they can be posted to the APPAM website and included in the daily emails. Send all completed blogs and photos to Gabbie Sylvester, gsylvester@appam.org.

Social Media

Attend the session you are assigned to and live tweet photos and quotes using the **#2019APPAM** hashtag. You are expected to tweet 5 – 10 tweets per session or event. APPAM staff will be watching the hashtag and retweeting you. We also have a scrolling tweet wall display, so you are helping us keep a variety of content flowing.

Tag the speakers – look up the sessions prior to the conference. Find and follow any of the speakers who are on Twitter so you are prepared to include them. Like/follow APPAM's Facebook and Twitter, tagging APPAM in your posts.

Do your best to do a simple edit on any photos you post (conference rooms are often poorly lit for photos). The sample tweets below include cropped photos edited for brightness/exposure.



Webinar: Rachel Krause from @KUnews on finding your first academic job says don't only send hand-written thank you notes - send an email.

12:12 PM - 19 Sep 2017



"Don't be afraid to find a mentor. My mentor is the reason I had the opportunity for my job." @ecaudillo from @HispanicEd at #APPAMCamp

2:01 PM - 15 Sep 2017



Third discussion at #APPAMCamp: #FiscalShip Game, an exercise on financial sustainability and decreasing the national debt.



2:37 PM - 15 Sep 2017



"The action happens at the local level." @RachelABreslin from @GWtweets and @TheLab_DC to students at #APPAMCamp pic.twitter.com/UJzuvCvu5s



1:41 PM - 15 Sep 2017



#APPAMCamp speaker @dsebastianello says students telling him "You're the first minority professor I've had" is why he's in academia.



1:31 PM - 15 Sep 2017