

OVERVIEW

VOLUNTEER SIGN-UP DEADLINE: June 1, 2025

The USAging Volunteer Program is an essential part of the USAging Annual Conference & Tradeshow. Volunteers who donate their time provide invaluable assistance to the onsite coordination, and with an estimated 100 shifts to choose from, we're confident that volunteers can get involved in areas that meet their interests. **In exchange for volunteering a minimum of six hours during the Conference, volunteers are eligible to receive registration benefits.** Conference Solutions is the official meeting planner for the USAging Annual Conference & Tradeshow and will coordinate the onsite Volunteer Program and will provide the necessary training for volunteers to fulfill their assignments.

VOLUNTEER BENEFITS

Option 1

If you volunteer an accumulative six (6) hours of time over the course of the Conference dates, you are eligible to receive a Full Conference registration at a **discounted rate of \$475**.

Option 2

If you volunteer an accumulative six (6) hours of time over the course of the conference dates, you can earn a **complimentary One Day registration**. You choose the day!

Volunteers who sign up for less than six hours are not eligible for the discount or complimentary registration rate.

USAging will provide light refreshments in the Volunteer Lounge during your shift. No meals are provided during volunteer shifts. Volunteers are responsible for their own travel expenses, including hotel, ground transportation and parking.

Cancellation or reduction of volunteer hours will impact eligibility for registration benefits. If a registered volunteer falls below the minimum requirement, the volunteer's registration fee will be adjusted to the applicable Conference rate at the time of registration.

VOLUNTEER ROLES

Volunteer Lead

During each volunteer shift, there is a Volunteer Lead “on duty” that will serve as an additional point of contact for the volunteers. The Volunteer Lead is responsible for checking volunteers in for their shift and providing an overview of responsibilities. They are also responsible for ensuring that all volunteers arrive for their shifts. In the event a volunteer doesn’t show for their scheduled shift or a last-minute cancellation is received, the Volunteer Lead will help find/coordinating a substitute. This position will also assist the Registration Coordinator with checking session moderator packets in/out. This position will receive onsite training from the Conference Solutions Registration Coordinator.

Registration Assembly

On Saturday morning, these volunteers will assist in preparing USAging attendee packets (i.e., bags). Responsibilities include:

- collating registration materials such as paper inserts and giveaways; and
- stuffing and organizing registration packets.

Volunteers should be prepared to stand for 2-3 hours at a time, working in an assembly-line style environment and be able to lift a 15-pound box. This position will receive onsite training from the Conference Solutions Registration Coordinator and oversight from the Volunteer Lead.

Registration Support

Throughout the conference, these volunteers will be a welcoming presence at the USAging Registration and Information Desk. Responsibilities include:

- checking in attendees, answering questions regarding the Conference and providing directional support;
- providing attendees with appropriate registration materials and giveaways, as appropriate;
- assisting attendees with questions regarding the local area, if possible; and
- directing attendees/exhibitors to Conference Solutions Registration Coordinator for more specific registration questions.

Volunteers should be prepared to have direct contact with conference participants. This position will receive onsite training from the Conference Solutions Registration Coordinator and oversight from the Volunteer Lead.

VOLUNTEER ROLES *(continued)*

General Session Support

Prior to the General Sessions, these volunteers will assist Conference Solutions and USAging staff:

- distribute handouts or promotional items on seats (if applicable); and
- collect promotional materials left behind.

This position will receive onsite training from a Conference Solutions staff member.

Tradeshow Support

The tradeshow is a keystone element of the USAging Conference. These volunteers will assist Conference Solutions staff in overseeing the tradeshow install/dismantle process, including:

- provide exhibitors with exhibit materials and support any questions; and
- assist Conference Solutions staff in overseeing the exhibitor move-in and move-out process, including ensuring they receive information (from decorator vendor) regarding outbound shipping and timing.

Volunteers should be prepared to have direct contact with conference exhibitors and their setup team. This position will receive onsite training from a Conference Solutions staff member.

Expo/Lab Support

The Caregiving Expo and Technology Lab are showcasing elements that allow attendees to connect with companies that offer specific solutions. These volunteers will assist USAging staff in overseeing the Expo/Lab install and dismantle. Volunteers should be prepared to have direct contact with vendors and their setup team. This position will receive onsite training from a USAging staff member.

Early Bird Walk Support

The Early Bird Walk departs the conference venue for a leisurely 45-minute (approximately) walk. These volunteers will assist the Local Host Committee with their planned Early Bird Walk, including:

- helping gather registered attendees and answer questions;
- managing walk-ups based on capacity and no-shows;
- distributing sponsor giveaway (if applicable); and
- assisting walk leader during the walk, if requested.

Volunteers should dress accordingly. This position will receive onsite training from a Conference Solutions staff member and oversight by the walk leader.

Floater

The various Floater shifts provide flexible support throughout the USAging Conference. Upon checking in for your shift as a Floater, you will receive direction from the Volunteer Lead and the Conference Solutions Registration Coordinator. You may be needed to stand in for a volunteer who was unable to make it to their assigned support shift, or to assist with the long lines at the Registration and Information Desk. As a Floater, you should be ready to assist wherever needed. This position will receive onsite training from the Conference Solutions Registration Coordinator and oversight from the Volunteer Lead.