Volunteer Program: Overview

Thank you for your interest in volunteering at the **2020 TASH Conference – Virtual Edition**! This year's conference theme, *"Feel the Power of Inclusion,"* reinforces the importance of our continued commitment to promoting a world of equity and opportunity for all. As you already know, TASH has moved our annual conference to a virtual platform due to the COVID-19 pandemic. That said, our volunteer opportunities may look a little different this year but important nonetheless!

To serve as a volunteer, you must:

- Be a current TASH member
- Be a supporter of TASH's values of equity, opportunity and inclusion
- Serve nine hours during the nine-day conference in order to receive a 75% discount on the regular conference registration fee
- Agree to follow TASH's code of conduct

OPPORTUNITIES DURING THE CONFERENCE

Chat Monitors
Tasks include:
- Post a prepared welcome message in the chat box at the beginning of each session
- Monitor the chat box during the session and forward session-related questions to presenters
- Report any technical issues to our host

Prerequisites:
- Good communication skills (including writing, grammar and diplomatic interpersonal skill)
- Speedy Typing skills
- Good reading skills

Time Keepers
Tasks include:
- Track time and send reminder messages to the presenters with 10, 5 and 2 minute warnings before the end of each session
- Serve as a backup chat monitors, as needed

Prerequisites:
- Good time management/timekeeping skills
- Good interpersonal/communication skills

Registration/Information Desk Support Team
Tasks include:
- Provide information on conference schedule website (SCHED)
- Provide support with using the Mobile app
- Troubleshoot pre-session technical issues
- Support people in accessibility accommodations

Prerequisites:
- Good communication skills including writing, grammar and diplomatic interpersonal skill
- Good computer and telephone technical skills
- Ability to support on problems with Zoom, Smartphones to people having trouble accessing the app or a session

POST-CONFERENCE OPPORTUNITY

Recording Proofreaders
Tasks include:
- Listen and review the recordings to insure they match with transcriptions
- Proofread/edit the transcriptions as needed

Prerequisites:
- Good listening, communication, multitasking and time management skills
- Accurate typing skills and the ability to proofread and make appropriate transcript edits
- Good computer skills including familiarity with MS Word or similar applications