1. **ADULT ALLIES**

We are looking for the adults that are ready to step up and be of support in youth spaces throughout the Teen Summit. These spaces include youth roundtables and affinity groups. If you are someone that is approachable to youth and can sit back and let discussions happen without interjecting. This is the role for you!

The main roles of the adult ally is

* Be either in or near the youth space as it is occurring
* Provide honest and correct information when asked
* Raise hand and ask if it is okay to share some information if misinformation is shared
1. **GREETERS**
* Welcome attendees and direct attendees to the right area based on whether they are registered or not.
1. **HOTEL HALL AMBASSADOR**
* Hall Ambassador are responsible for making sure that all Teen Summit participants are in in their rooms at the designated times each evening. Hall Ambassadors should be the last to fall asleep. Acting as support and guides when needed.
* All Teen Summit participants should be in their rooms by 11:30pm. Lights out is midnight. This means that all participants should be in their assigned rooms at that time.
1. **REGISTRATION TABLE**
* For attendees who have registered will help people find their name badge and assist them with how to assemble their name badges (plastic sleeve and lanyard).
* For attendees who have NOT registered or are attending in someone’s place, please send them to the Solutions Table.
1. **SOLUTIONS TABLE**
* Be knowledgeable about what is happening throughout the Teen Summit and who to contact for more information.
* Be ready and available to talk one-on-one with teens and adults if they need someone to talk to about something that has triggered them, upset them, made them feel unsafe, etc.
* For attendees who have not registered or are attending in someone’s place will ask attendees to print their name on the label provided. Place label with their name and assemble the badge (plastic sleeve and lanyard). Make a notation when they are replacing someone.
1. **SUMMIT HALL AMBASSADOR**
* Need to be sure that all conference participants (youth, adult mentors and advocates) are present at scheduled sessions during the conference.
* Acting as support and guides when needed.
1. **TECHNOLOGY SUPPORT**
* To ensure that ALL appropriate technology is in each workshop room and is working.
* Load appropriate presentation materials on computer.
* Be available during workshop times to help with technology support and issues.
1. **USHERS**
* Will be placed inside the doors to main ballroom to direct people to open seating.
* Will be placed in the aisles inside the Exhibit Hall indicating where open seating is available.
* Keep the doors closed and quiet during session (hold door back from loudly clicking when people enter or leave).
* Open all double doors when session ends.
1. **WORKSHOP MODERATORS**

The list below outlines key responsibilities for this volunteer role before, during, and after each session. NOTE: all signage will be provided to you in the room coordinator folder.

Before session:

* Locate the room coordinator folder in the workshop/breakout session room.
* Introduce yourself to the presenter(s) and verify how to say their name(s) correctly.

During session:

* Introduce presenter(s) at the beginning of the session.
* Take a headcount of attendees and note on the coordinator folder.
* Operate as the timekeeper for the presenter(s) using 5-minute and 0-minute signs.

After session:

* Have participants complete workshop questionnaire via the workshop link or paper survey in the coordinator folder. Have the presenters complete the presenter questionnaire via the workshop link or paper survey in the coordinator folder.
* Give the room coordinator folder to the solutions table.
1. **Setup and Takedown**
* Expect an additional 2 to 3 hours before or after the event for this role.