



NCCAA Conference Host Committee Guidelines

WELCOMING COMMITTEE

The Welcoming Committee is responsible for a group of volunteers that welcome attendees to the Conference. Approximately 35-45 volunteers will be needed to serve as greeters for approximately 2-hour shifts with 2-4 persons per shift, depending on location(s) to cover.

The chairperson and co-chairperson will need to attend the scheduled walk-through of the hotel/venue to determine where and how many locations the greeters should be stationed at.

There should be greeters stationed during registration hours.

Registration Hours:

Friday 2pm - 8:15pm

Saturday 9am – 8:15pm

Sunday 9am – 11am

The greeters should:

Attempt to greet people coming to the conference and make everyone feel welcome.

Direct attendees to the various functions such as registration, hospitality/information table, speaker meetings, marathon meetings, or the hospitality room.

Chairperson to provide their schedule of volunteers with names and phone numbers to NCCAA Chairperson and Local Host Committee Chairperson 1 month prior to the conference. Also, contacting all persons scheduled 1 week prior to confirm their attendance.

The Chairperson or Co-chairperson should be on-hand throughout the conference to make sure that each shift is covered as planned and fill in if needed.

The Chair and/or Co-Chair need to be at the Conference on Friday at Noon to help set up the Conference.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the Welcoming Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.