



VOLUNTEER APPLICATION

The IACA Board is very grateful to the members who volunteer their time to assist in the smooth operation of each meeting. Volunteers do so because they want to be involved yet do not want an official ongoing responsibility as Board Members do or because they wish to gain experience and insight for a future application to become a Board Member. Either way we appreciate and encourage your assistance. Below are some Volunteer Opportunities that you may be interested in and apply for:

Speaker Hosts:

You would be appointed to be the liaison person for one of the speakers. You would meet them, show them to their lecture room and the preparation (green) room. You would also introduce and close for the speaker and announce the AGD code at the end of the lecture. Speaker hosts are often known personally to the speaker.

Room Hosts:

Your responsibilities revolve around ensuring that the meeting room is ready for the next lecture, that lecture evaluations have been placed on each desk or chair, collecting evaluations at the end and handing them in to the appropriate Board Member. There is normally more than one room host per lecture.

City Hosts:

For this or future IACA meetings that occur in your city, we value and appreciate your input of your local knowledge. The earlier you contact us for this the better so that our Social Committee can create a wonderful experience for members. It is also beneficial for the organizing committee as you may have input to the best hotels and other logistics which would be of benefit.

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

I am interested in (please check all that apply). All volunteer applications should be faxed to (702)233.9200.

- Room Host**
- City Host**
- Speaker Host**