

# The 2022 International Congress on Integrative Medicine and Health

## Volunteer Program

The 2022 International Congress volunteer opportunities are intended for student/trainees only. If you are not a student/trainee, but are interested in volunteering to earn a complimentary registration due to financial hardship, please email [register@conferencesolutionsinc.com](mailto:register@conferencesolutionsinc.com) noting your interest in volunteering and why you should be considered for an exception to this policy.

### OVERVIEW

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The Volunteer Program is an essential part of the 2022 International Congress on Integrative Medicine and Health. Volunteers who donate their time provide invaluable assistance to the onsite coordination and seamless execution of the International Congress. With an estimated 150 shifts to choose from, we're confident that you can get involved in the areas that interest you. Volunteers can sign up in a variety of tasks ranging from helping at the Registration & Information Desk to Session Support. Volunteers are required to work a minimum of 6 total hours during the Congress to receive a complimentary Congress registration.

Conference Solutions is the official meeting planner for the 2022 International Congress and will coordinate the onsite volunteer program and will provide the necessary training for volunteers to fulfill their tasks.

### BENEFITS

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Volunteers working 6 hours or more over the course of the International Congress will receive complimentary registration (excluding Pre-Congress workshops or other items that require separate paid registration), unless a complimentary registration has already been extended. Volunteers will also be provided a Congress T-shirt to wear while working.

Volunteer shifts/hours will be calculated on a cumulative basis and volunteers must register for volunteer shifts by Friday, April 1, 2022 to be counted toward complimentary registration minimum.

### VOLUNTEER AREAS

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#### Registration Check In/Support

Assist at the Registration and Information Desk. Tasks may include:

- Check in Members Meeting, Pre-Conference Workshop, and/or Congress attendees
- Provide attendees with appropriate registration materials and giveaways, if any
- Answer questions regarding the Congress and provide directional support



## **VOLUNTEER AREAS** (continued)

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### **CME/CE Check In/Support**

Assist at the CME/CE Desk. Tasks may include:

- Support CME/CE attendees with required check-ins
- Answer general process questions around CME/CE credits

### **Plenary Session Support**

Assist Conference Solutions staff prior to and during plenary sessions. Tasks may include:

- Monitor doors prior to sessions
- Assist with material drops
- Help staff with adjustments to meeting room sets or audiovisual equipment
- Record the number of session attendees

### **Session Room Liaison**

Assist Conference Solutions staff and Session Chairs prior to and during sessions. Tasks may include:

- Assist staff with room set and/or audiovisual equipment, as needed
- Assist with presenter and session chair check-in and schedule adherence
- Record the number of attendees

### **Poster Setup**

Assist with poster session setup or teardown. Tasks may include:

- Place poster numbers/exhibit signs on boards/tables according to diagram
- Set up materials for delegates to hang posters
- Assist poster presenters and exhibitors during set-up and/or tear-down

### **Speaker Check-In**

Assist audiovisual staff with checking in session speakers. Tasks may include:

- Welcome the speakers
- Facilitate collecting their presentations
- Work with audiovisual staff to test presentations, as necessary
- Assist presenters during the process

**Alternate** (role will be added to sign-up after all shifts have been filled)

Alternate volunteers will fill in where needed in one of the above areas.

**Registration Material Assembly** (role will be added to sign-up if needed)

Assist in preparing International Congress registration packets. Tasks may include:

- Collate and stuff registration packets for International Congress attendees
- Volunteers should be able to lift 15 lbs., stand for at least 2-3 hours and work in an assembly-line style environment.