



VOLUNTEER POSITION: **X-STEM REGISTRATION**

Assignment Location:

- **Walter E. Washington Convention Center:** 801 Mt Vernon Place NW, Washington DC 20001

Volunteer Check-In Directions:

Walter E. Washington Convention Center:

- Please check in at the **Volunteer Room – 103A**. The building entrance is located off L-Street, between 7th and 9th Streets.
- There will be a sign that says, “Volunteer Check-In”. You can’t miss it!
- Your USASEF staff member will direct you to your appropriate assignment.
- We encourage you to use Mass Transportation. There is a Metro Stop at the Convention Center or nearby at Gallery Place.
- Spot Hero Discounted Parking is available at [USA Science and Engineering Festival - 2018 Parking](#)

Responsibilities:

- Please arrive 15 minutes prior to your shift.
- Please bring your volunteer shirt & wear black or blue pants or dark blue or black jeans and very comfortable shoes. NO open-toed shoes or flip flops please. (T-Shirts are available in the Volunteer Room for those who listened to the recorded training session)
- Prior to working your shift, a USASEF staff will review your volunteer roles/responsibilities for the day.
- You will receive a map of the Convention Center and daily schedule of events when you check-in.
- Ensure you are familiar with the Convention Center by visiting [HERE](#)
 - BE PREPARED TO ANSWER QUESTIONS. JOB RESPONSIBILITIES INCLUDE:
 - Check-in attendees, provide event information.
 - Assist with registration, directions and handouts.
 - If a guest is not registered, escort them to the Solutions Table.
 - Knowledge of Convention Center Layout - Exhibit Halls, Exhibitors.
 - Location of Information Booths
 - Schedule for Shows and Workshops.
 - Location of food services available
 - Manage flow of attendees through registration area.
 - Be familiar with how to handle Media Registration.
- Warmly greet all guests
- Provide information in a cheerful, friendly manner
- Direct guests to restrooms, exits, transportation as needed
- Provide maps and guides to assist guests as necessary

Schedule Changes:

Please reach out to volunteer@usasciencefestival.org or 202.899.0485 or 202.899.0327 regarding any delays or schedule conflicts affecting your committed assignment.

