

# 2019 insight



## NABA NATIONAL CONVENTION & EXPO JUNE 19-23 LAS VEGAS, NV

### Welcome, Volunteers!

Thank you for your interest in volunteering your time at *Insight: The Annual Convention of the National Association of Black Accountants*! Volunteers make this convention a success, and we couldn't do it without the dedication and support of NABA members and friends like you.

### Volunteer Registration

To register to volunteer, please [click here](#). Volunteer registration will remain open from **April 15, 2019** to **June 7, 2019**. Volunteers must be registered to participate in the *Insight Volunteer Perks Program*. If your availability to volunteer changes at any time, please immediately notify NABA at 240-542-5002 or [memberservices@nabainc.org](mailto:memberservices@nabainc.org).

### Volunteer Assignments

NABA holds many events, workshops, and other activities throughout the *Insight* convention from Wednesday through Sunday. Volunteers are asked to assist on a variety of assignments, such as:

- Registration
- Career Expo
- Receptions
- Speaker Ready Room
- Workshops
- Meal Functions
- Signature Events
- Convention Bag Stuffing
- Headshot Booth
- Cyber Café

Volunteers are asked to work in 4-hour increments and should plan to arrive 30 minutes early. Volunteers will be matched to assignments based on schedule and need.

### On-Site Volunteer Orientation & Training

All volunteers are required to attend **one** On-site Volunteer Orientation & Training before receiving their volunteer assignment(s). Volunteers are encouraged to attend the orientation held the day prior to their first assignment so they can arrive at their assignment fully trained.

*On-Site Volunteer Orientation & Training Schedule. All times are subject to change.*

Tuesday, June 18, 2019	5:00 PM – 7:00 PM (Includes bag stuffing and dinner)
Wednesday, June 19, 2019	2:00 PM – 3:00 PM
Thursday, June 20, 2019	1:30 PM – 2:30 PM
Friday, June 21, 20179	3:00 PM – 4:00 PM

### Volunteer Incentives

Please refer to the *Insight Volunteer Perks Program* page for a description of on-site and post-convention volunteer incentives.

## FAQs – Frequently Asked Questions

### How do I register to volunteer?

To register to volunteer, please [click here](#), where you will be prompted to enter your name, contact information, volunteer availability, and select your on-site volunteer orientation date and time.

### Do I have to attend an on-site volunteer orientation?

Yes, all volunteers must attend **one** On-site Volunteer Orientation & Training session. Volunteers are encouraged to attend the orientation session held the day prior to their first volunteer assignment, if possible. On-site Volunteer Orientation & Training **will** count towards your total volunteer hours.

**Volunteers should arrive at their scheduled On-site Volunteer Orientation & Training 30 minutes early.**

### What are the volunteer assignments, and when will I receive mine?

Volunteers are asked to volunteer in 4-hour increments to assure the smooth flow and transition of convention activities and to ensure all events and activities begin and end on time. Volunteers are asked to arrive at the Volunteer Check-In Desk no less than 30 minutes prior to the start of their assignment. NABA will do its best to accommodate volunteer assignment requests; however, due to the rapidly changing nature of *Insight's* programming, volunteers may be assigned to a variety of roles based on need and availability. Assignments will be distributed at Volunteer Orientation & Training. Assignments may include:

- Activity Booth Assistant
- Awards Gala Usher
- Badge Scanner
- CPE Help Desk Support
- Door Monitor and/or Ticket Taker
- Event Traffic & Crowd Control
- Greeters and/or Guides
- NABA Staff Office Assistant
- Registration Desk Support
- Student Programming Chaperone
- Workshop Moderator
- Workshop Room Monitor

### How do I volunteer for the NABA Day of Service?

NABA's 2019 "Days of Service" community service activities will be held each day of the convention, ending with a closing community service activity on Saturday, June 22. Space is limited for Saturday's closing activity and may only be selected during the convention registration process by selecting the "Day of Service" add-on. Selected registrants will be contacted by NABA directly.

General convention volunteers who have indicated availability for Saturday may be assigned to support Day of Service closing activities as door or room monitors, or as activity assistants, as needed.

### How do I check in when I arrive on site?

The Volunteer Check-In Desk will be located near the convention Registration Desk. Volunteers should check in and have their badges scanned at the Volunteer Check-In Desk **no less than 30 minutes prior to the start of their volunteer shift**. This allows NABA to provide volunteers with any programming updates or scheduling changes, and account for all volunteers in attendance. Volunteers will also need to return to the Volunteer Check-In Desk at the end of their volunteer shift to have their badges scanned out, allowing NABA to capture their total volunteered hours for the day.

### **May I volunteer during my LDI or CPE Technical session?**

Convention attendees registered for LDI sessions or CPE Technical sessions may **not** serve as volunteers during the LDI/CPE sessions they are attending. **Please note that this is a departure from previous NABA volunteer opportunities due to strict NASBA guidelines.**

### **May I volunteer if I am not registered to attend the convention?**

Absolutely! All volunteers are encouraged to register for *Insight* at their own expense. Volunteers who are not planning to register for *Insight* may be eligible to attend a limited number of workshops or events after volunteering a minimum number of hours per day. Please refer to the *Insight Volunteer Perks Program* page for a description of on-site and post-convention volunteer incentives.

### **Does volunteering give me access to convention workshops and events?**

Volunteering does not grant access to events, sessions, or activities for volunteers not registered for *Insight*. Priority consideration for certain volunteer assignments may be granted to volunteers registered for the convention, or those who have purchased *à la carte* tickets to that event.

### **Are students allowed to volunteer?**

NABA Student Members and non-member college or university students majoring in accounting or other financial fields are encouraged to volunteer at *Insight* to gain exposure to NABA's exclusive network of industry leaders and meet and network with accounting and financial professionals.

Student volunteers should check with their college or university to determine if volunteering at *Insight* will help fulfill any service learning or community service requirements; if so, students who have volunteered more than 8 hours may request a *Certificate of Service* from NABA that will indicate the event and number of hours volunteered. These requests must be made in writing to [memberservices@nabainc.org](mailto:memberservices@nabainc.org) by **July 31, 2019**. Requests made after this date will not be honored.

### **Does NABA cover volunteer travel or hotel expenses?**

Volunteers are responsible for their own transportation, travel, and accommodations to participate at *Insight*. NABA does not provide convention rate discounts or refunds to volunteers. Parking passes are not included with volunteer registration. Volunteer meals are not provided unless indicated in writing by NABA. Please refer to the *Insight Volunteer Perks Program* page for a description of on-site and post-convention volunteer incentives.

### **What is the volunteer dress code?**

*Insight* volunteers must wear business attire at all times. Those volunteering during special events should follow the dress code of that event. All volunteers will be given a Volunteer Badge to wear, which should always be worn throughout their volunteer shift and returned to the Volunteer Check-In desk at the end of their volunteer shift. Volunteers should wear comfortable shoes and be prepared for plenty of walking or standing throughout their volunteer shifts.

### **Who should I contact with questions?**

Please contact NABA Member Services at 240-542-5002 or [memberservices@nabainc.org](mailto:memberservices@nabainc.org).

# Insight Volunteer Perks Program

Total Volunteer Hours Per Day	ON-SITE CONVENTION REWARD
4-6 hours	1 complimentary admission to 1 item from Group A
6-8 hours	1 complimentary admission to 1 item from Group A <b>-AND-</b> 1 complimentary admission to 1 item from Group B
8+ hours	1 complimentary admission to 1 item from Group A <b>-AND-</b> 1 complimentary admission to 1 item from Group C <b>-AND-</b> 50% discount parking pass at convention hotel <b>-OR-</b> 1 complimentary admission to 1 item from Group B <b>-AND-</b> 1 complimentary admission to 1 item from Group C <b>-AND-</b> 50% discount parking pass at convention hotel

### Definitions

- Group A: Town Hall (Wed), Kick-Off Plenary (Thu), Opening General Session (Thu), C-Suite Plenary (Fri)
- Group B: CPE Technical Sessions (excludes LDI, WONN, and MONN sessions) (Thu – Sat)
- Group C: Red Carpet Experience & Awards Soiree (Sat)

Total Volunteer Hours Overall	POST-CONVENTION REWARD
<b>Professional Volunteer</b>	
32+	25% discount on 1 professional registration for 2020 NABA Convention & Expo
25 – 31	50% discount on 1 year of NABA professional membership
15 – 24	\$25 Gift Card
<b>Student Volunteer*</b>	
32+	25% discount on 1 student registration for 2020 NABA Convention & Expo
25 – 31	50% discount on 1 student registration for any 2019 NABA Regional Student Conference
15 – 24	1 complimentary year of NABA student membership
<i>*NABA student members transitioning to CPI at the next membership renewal date may have different options to select from, and will be contacted independently by NABA.</i>	

**Please note:**

- a. Volunteer Rewards and Volunteer Hours are non-transferable and may not be carried into the following year.
- b. On-site Convention Rewards must be redeemed the day after volunteer hours were worked. Priority consideration for attendance to events/sessions with limited space will be granted to paid convention registrants.
- c. Volunteers attending “CPE Sessions” will not receive CPE credits or certificates unless registered for the convention.
- d. Volunteers may only redeem **one** Post-Convention Reward. Redemption requests made after July 31, 2019 will not be honored.
- e. NABA Service Providers are not eligible to participate in the Insight Volunteer Perks Program.



# Insight Volunteer Agreement

Submit this completed and signed form to [memberservices@nabainc.org](mailto:memberservices@nabainc.org) by June 7, 2019.

Volunteer Name: \_\_\_\_\_

As a volunteer for the National Association of Black Accountants, Inc. 2019 Insight Convention, I agree to do the following:

1. Notifying NABA if my volunteer availability changes, including no longer being able to volunteer.
2. Modeling positive, respectful behavior and language, being prompt, reliable, and conscientious, and exhibiting civility and courtesy to NABA staff, NABA corporate partners, other volunteers, temporary staff, convention attendees, and members of the public.
3. Checking in at the Volunteer Desk no less than 30 minutes prior to the start of my volunteer shift to make sure I receive any necessary training or updated information.
4. Attending one (1) On-site Volunteer Training & Orientation session the day before my first volunteer shift.
5. Wearing my Volunteer Badge during all volunteer hours and returning it to the Volunteer Desk at the end of my shift.
6. Providing convention attendees with a harassment-free experience, and alerting a member of NABA staff if I witness any harassing or inappropriate behavior by convention participants.
7. Being aware of my surroundings, maintaining my own safety and security, and watching out for others.

As a volunteer, you understand and agree to the following:

- Your photo may be taken by NABA staff to be used on NABA social media.
- You may have to stand or walk during your volunteer shift; if your mobility/ability is limited, you agree to notify NABA prior to the start of your volunteer shift.
- You have read and agree to the details in the Volunteer Guide and Volunteer Perks Program.

\_\_\_\_\_  
*Volunteer Name (Print)*

\_\_\_\_\_  
*Volunteer Signature* *Date*

\_\_\_\_\_  
*Emergency Contact Name (Print)* *Relationship* *Phone*

