

## **Trainee Volunteer Sub-committee SOP**

Each TVS Co-Chair will serve a 2-year role, initially as the TVS Co-Chair and then as the TVS Chair. The TVS co-chairs will assign an on-site supervisor for the major on-site tasks. The TVS co-chairs will manage volunteer tasks and appointments using the online scheduling software "Appointment-Plus" (use guidelines at the end of Appendix C). Volunteer tasks (outlined in appendix C) should be updated for the upcoming meeting when the meeting schedule is finalized and after consulting with the chair of the Trainee Affairs and Local Arrangements Committee, as well as SSR Director and meeting organizer. After collection of volunteer forms, TVS co-chairs will send out an email to all volunteers with directions to sign up for specific tasks (usually around 1 month prior to the meeting). These assignments will be confirmed with each volunteer. The TVS co-chairs will be in charge of supplying staffing for Registration, Signs, Posters, Minisymposia, Platforms, and Social events including on-site Supervisors. The TVS co-chairs will then work with on-site Supervisors to manage volunteers for all tasks. TVS co-chairs will remain in communication with the SSR business office, primarily through the site planning coordinator.

### Call for Trainee Volunteers

Advertisements for trainee volunteers should be included in the initial call for annual meeting abstracts. Another announcement will be sent out to all persons when registration for the annual meeting opens. Trainees interested in volunteering for the meeting should contact TVS Chairs expressing their interest.

### TVS Reports

The TVS Chair will submit reports of the TVS activities to the TAC Chair to be included in the Trainee Reports for the mid-winter (due in January) and summer (due about 1 month prior to meeting) board meetings.

## **Annual Meeting Trainee Volunteer Activities**

### Registration

No more than four (4) volunteers shall be assigned to the registration desk. These volunteers will report directly to the TVS Chair and Co-Chair. Volunteers are responsible to make sure the registration desk is staffed at all times for the first two days of the meeting. Should those volunteers not be required they will be reassigned to another position.

### Signs

No more than three (3) people shall be assigned to serve on the signs committee. These volunteers will report directly to the TVS Chair and Co-Chair. Volunteers are responsible to ensure that signs at each easel reflect the upcoming/current session. These signs should be changed 30 minutes prior to the next symposium/event.

### Posters

No more than for four (4) volunteers shall be assigned to serve on the posters committee. These volunteers will report directly to the TVS Chair and Co-Chair. The poster committee volunteers will be responsible for recording the number of persons that do not present on a given presentation day

and must include poster number. In the event that posters cannot stay up the entire meeting the posters committee shall remove all poster numbers, and any remaining posters, the evening the poster session was held. Poster numbers for the following session will then be hung and the poster session area be opened to presenters to hang the next sessions posters.

#### Minisymposia Sessions

Two (2) volunteers shall be assigned to each minisymposium. These volunteers will report directly to the TVS Chair. Volunteers will report 15 minutes early to the assigned minisymposium. The TVS Chair or Co-Chair will visit each room and explain the role of the volunteers and the guidelines for the minisymposium to the Minisymposium Chair. The volunteers will operate the timer, pull up the appropriate power point after speaker introduction, and resolve any technical issues with the A/V attendants. The volunteers will also estimate the number of attendants to each minisymposium and report them to the TVS co-chairs. Based on current SSR guidelines, minisymposia allow thirty (30) minutes per speaker. A total of twenty-five (25) minutes is allotted for presentation with 5 minutes question and answer session. A 2-minute warning shall be provided (at 23 minutes into presentation) prior to the end of the presentation. Should the speaker continue past twenty-five (25) minutes this time will be deducted from the question and answer session.

#### Platform Sessions

Two (2) volunteers shall be assigned to each platform. These volunteers will report directly to the TVS Chair and Co-Chair. Volunteers will report 15 minutes early to the assigned platform. The TVS Chair or Co-Chair will visit each room and explain the role of the volunteers and the guidelines for the platform to the Platform Chair. The volunteers will operate the timer, pull up the appropriate powerpoint after speaker introduction, and resolve any technical issues with the A/V attendants. The volunteers will also estimate the number of attendants to each platform and report them to the TVS Chair. Based on current SSR guidelines, platforms allow fifteen (15) minutes per speaker. A total of twelve (12) minutes is allotted for presentation with three (3) minute question and answer session. A 2 minute warning shall be provided (at 10 minutes into presentation) prior to the end of the presentation. Should the speaker continue past twelve (12) minutes this time will be deducted from the question and answer session.

#### Slide Preview

Two (2) volunteers shall be assigned to the slide preview room per available session. An On-Site Supervisor will be assigned to the slide preview room. The Supervisor will report to the TVS Chair and Co-Chair and shall be responsible for working knowledge of the equipment. The slide preview room will be open throughout the day, except during minisymposia and platform sessions.

#### State of the Art Lectures

TVS Chair and Co-Chair will be present at all state of the art lectures. They will be responsible for loading the powerpoint and ensuring the presentation, as well as question and answer, are confined to a forty-five (45) minute session.

### Exchange Lectures

Two (2) volunteers shall be assigned to each exchange lecture. They will report directly to the TVS Co-Chair. The volunteers will operate the timer, pull up the appropriate powerpoint after speaker introduction, and resolve any technical issues with the A/V attendants. The volunteers will also estimate the number of attendants to each session and report them to the TVS chair.

### RUN/WALK for Reproductive Fitness

At least ten (10, this number varies with the location of the event) volunteers shall be assigned to this event. Volunteers will help at the registration table, and water/ refreshment station as well as directing traffic and collecting tags.

### Guidelines for use of appointment plus software

Website: <http://www.appointment-plus.com/>

Only "Headquarters Administrators" have access to modify the webpage; therefore, the TVS Co-Chair should be added as one by the TVS Chair and set up a new log-in ID and password.

### General Directions for setting up volunteer tasks using Appointment-Plus:

Click on Tab "Volunteer Tasks"

Click on an existing task or create a new task

- Update/Add Screen Name (task name)
- Update/Add Profile (task description)
- Status: Select "Active"
- Allow customers to see: Select "Yes"

On the left panel: Click on "Schedule Exceptions"

- Under "Manual Time Slot Creator," select "Date" and "Start and End Time," enter a number for "Maximum Appointments." Click "Add."

Repeat these procedures for all tasks.