# SBC 2026
# Volunteer Training & Orientation

# Meet Today's Presenters



**Ann McLeod, CEM, CAE**
Senior Director, Engagement
SAME National Office



**Nandin Tuvshin**
Post Operations Coordinator
SAME National Office



**Elaine Guarriello**
Senior Industry Coordinator
The Whiting-Turner Contracting Company

# During this webinar, you can:

**Download the presentation**

*"**Handouts**" tab*

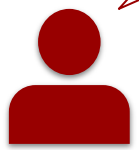
**Ask questions at any time**

*"**Q&A**" tab*

**Engage with others!**

*"**Chat**" tab*

**The recording of this webinar will be posted on the SBC website**



# What's Covered in Today's Webinar



# Have you volunteered at SBC before?

a) YES, once
b) YES, twice
c) YES, many times
d) NO, this is my first time!

**In the chat: Which Post do you represent? Returning volunteers, share one tip for first-timers.**

# Why Volunteers Matter at SBC

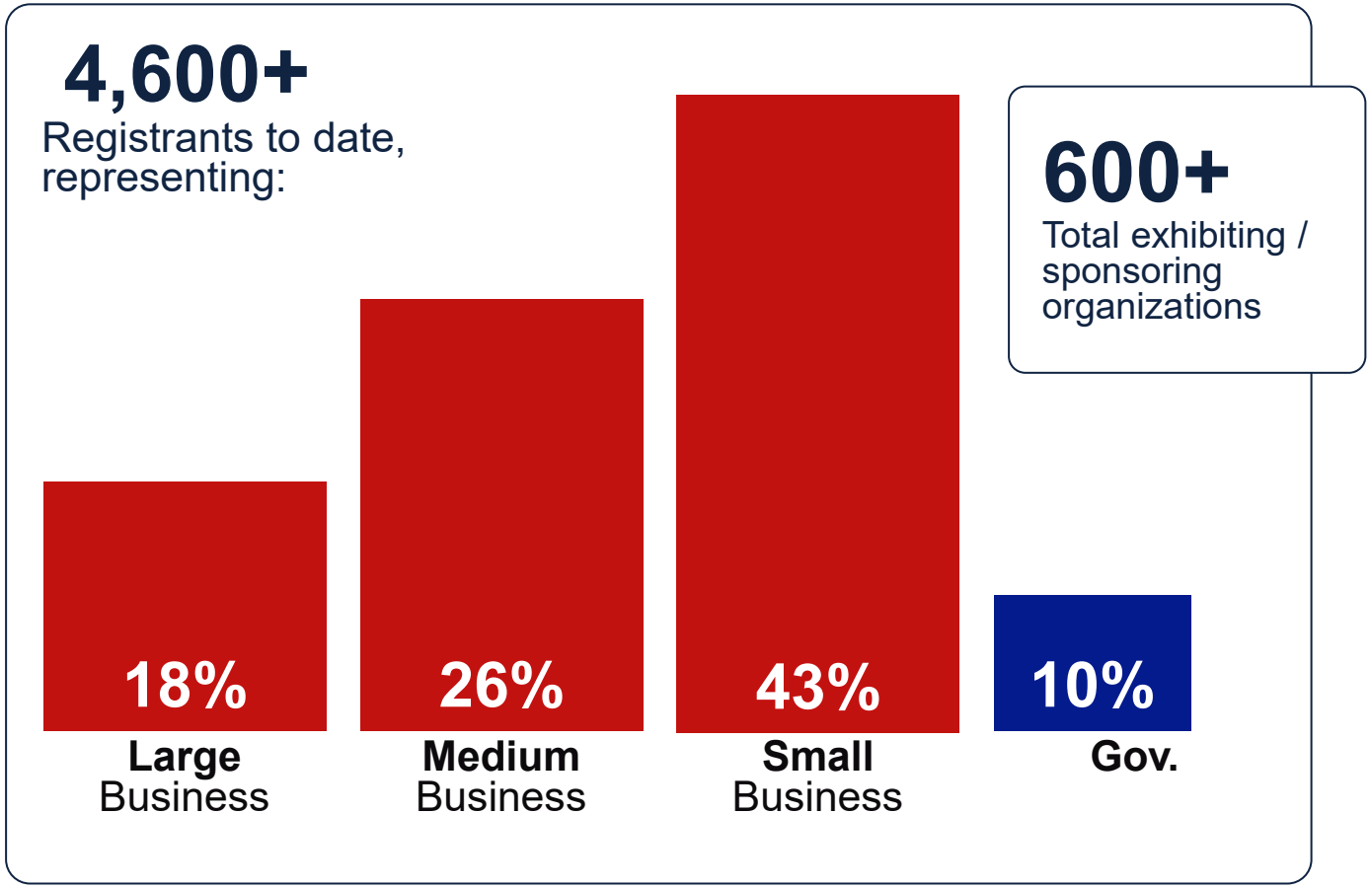
SBC brings together government agencies, industry partners, exhibitors, speakers, and SAME members from across the country.

As a volunteer, you help:

- Welcome attendees and create positive first impressions
- Keep sessions, networking events, and registration running smoothly
- Assist exhibitors, sponsors, speakers, and attendees
- Represent SAME and the volunteer team
- Help create a successful conference experience for everyone

**THANK YOU FOR VOLUNTEERING AND HELPING MAKE SBC A SUCCESS!**

# Current Facts and Figures




Tip: Numbers will continue to climb, particularly for government!

# General Volunteer Information

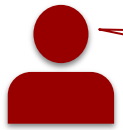
# Before You Arrive

- ✓ Review your schedule and confirm your availability
- ✓ Read the Volunteer Reference Guide and other materials
- ✓ Review the SBC website
- ✓ Review the SBC Attendee Orientation recording
- ✓ Download the SAME Events app
- ✓ Join the Volunteer WhatsApp group
- ✓ Save your Volunteer Captains' contact information
- ✓ Bring a refillable water bottle
- ✓ Plan your attire using the guidance on the next slide

**Schedule conflict?** Email nandint@same.org or Volunteer@same.org.

# Volunteer Expectations: Attire

| DO | DON'T |
| --- | --- |
| Wear comfortable shoes – you'll be on your feet A LOT.<br>Wear the red Volunteer T-shirt during all shifts.<br>Wear business casual clothing under your volunteer shirt.<br>Dress professionally and comfortably. | Wear the Volunteer T-shirt while conducting business after your shift<br>Wear open-toed shoes for bag |



Remember, your volunteer shirt lets attendees quickly identify someone who can help.

# Code of Conduct

SAME is committed to providing a safe and welcoming experience for all participants. Unacceptable behavior includes, but is not limited to, intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct; disruptive, incessant and unwelcome instant messaging; or other unprofessional behavior, be it written, verbal, or otherwise as determined by SAME and its representatives, in their sole discretion. Anyone engaged in unacceptable behavior is subject to expulsion from the event, at SAME's sole discretion, without refund. Unacceptable behavior will not be tolerated and should be reported to registration@same.org.

# Working Together Onsite

**BE FLEXIBLE**

Be ready to switch tasks when conference needs change.

**FOLLOW DIRECTIONS**

Follow your Volunteer Captain’s instructions and event procedures.

**HELP ATTENDEES**

Welcome attendees and help them find what they need.

**ASK WHEN UNSURE**

Say, “Let me find someone who can help.”

**SHARE FEEDBACK**

Report issues to your captain and share feedback after your shift.

# Acronyms You'll Hear Today… and need to know

CCC = Charlotte Convention Center

ASC = Attendee Service Center

SSC = Speaker Service Center

ESC = Exhibitor Service Center

SRR = Speaker Ready Room

IGE = Industry-Government Engagement

C3 = Community of Interest, Council, or Committee

AOF = Academy of Fellows

AIA = American Institute of Architects

PDH = Professional Development Hour

USACE = US Army Corps of Engineers

AFCEC = Air Force Civil Engineer Center

NAVFAC = Naval Facilities Engineering Systems Command

# Convention Center Floorplan

**Level “3”**

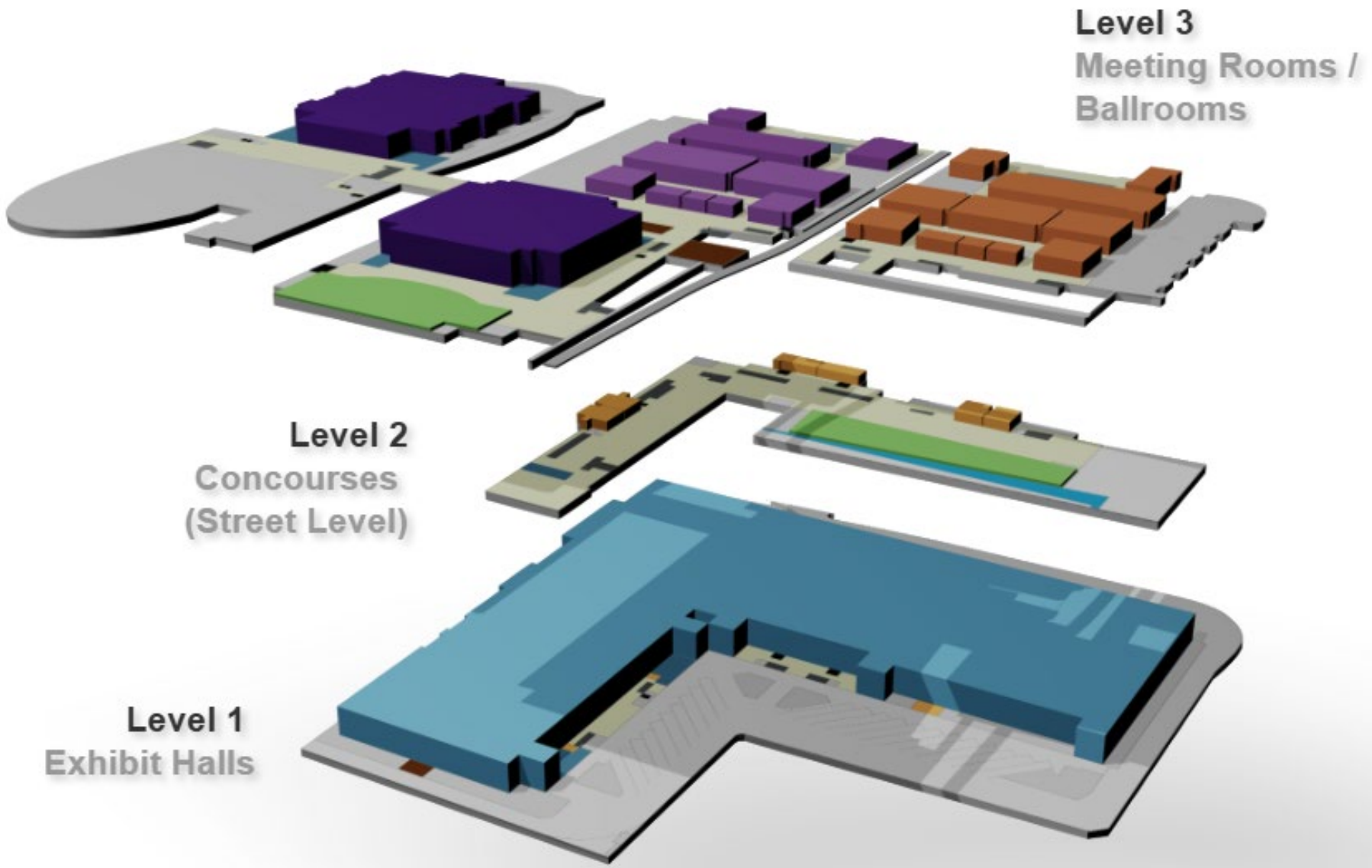
- Business Opportunity Sessions
- Education Sessions
- General Sessions
- Mega Sessions

**Level “2” Street Level**

- Badge Pickup
- Help Desk
- Onsite Registration
- UPS Store

**Level “1” Lower Level**

- Café for daily lunches
- Exhibit Hall
- Matched Networking

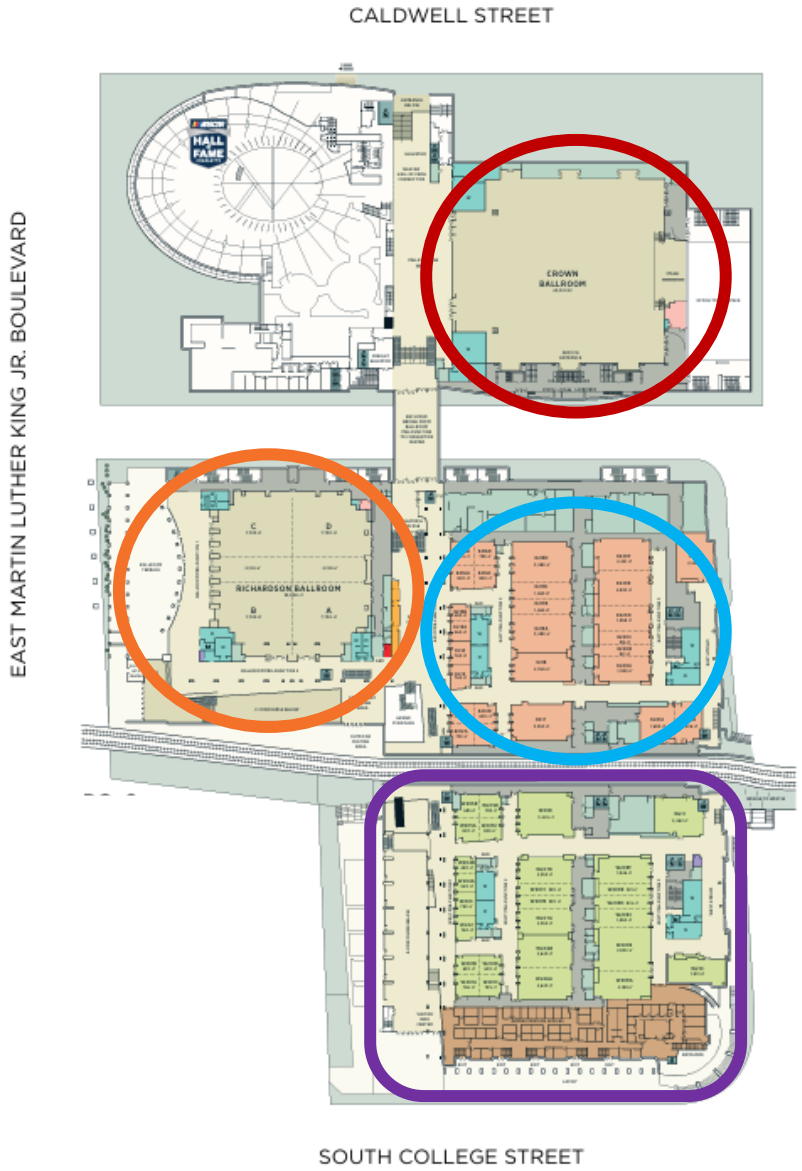


# Convention Center Floorplan

**Crown Ballroom -**
**General Sessions**

**Richardson Ballroom -**
**Mega Sessions & Business Opportunities**

**East Meeting Rooms -**
**Education Sessions, IGE Sessions, & Business Opportunities**



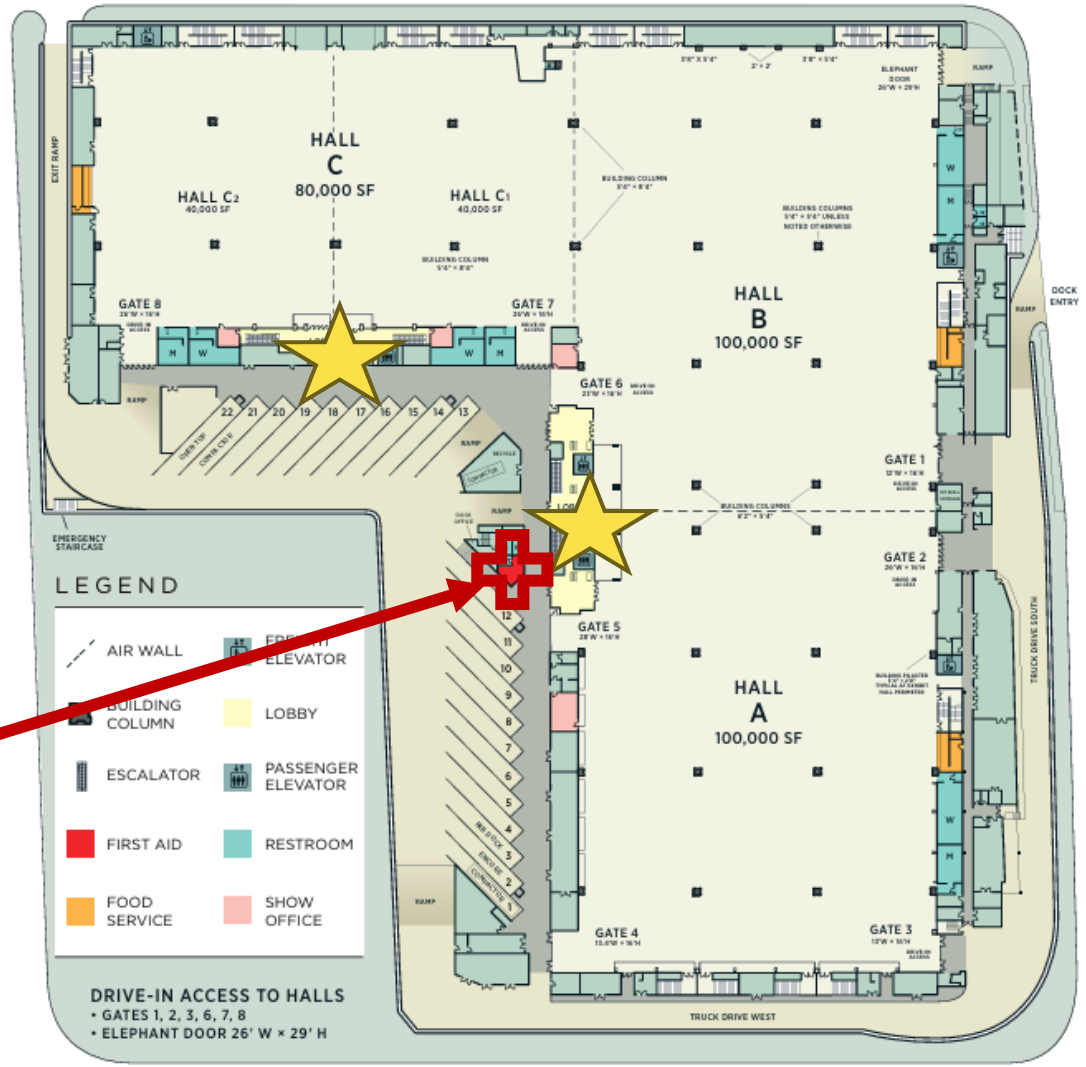

**West Rooms:** mostly private activities

# Convention Center Floorplan

## Lower Level

**Hall Entrances**

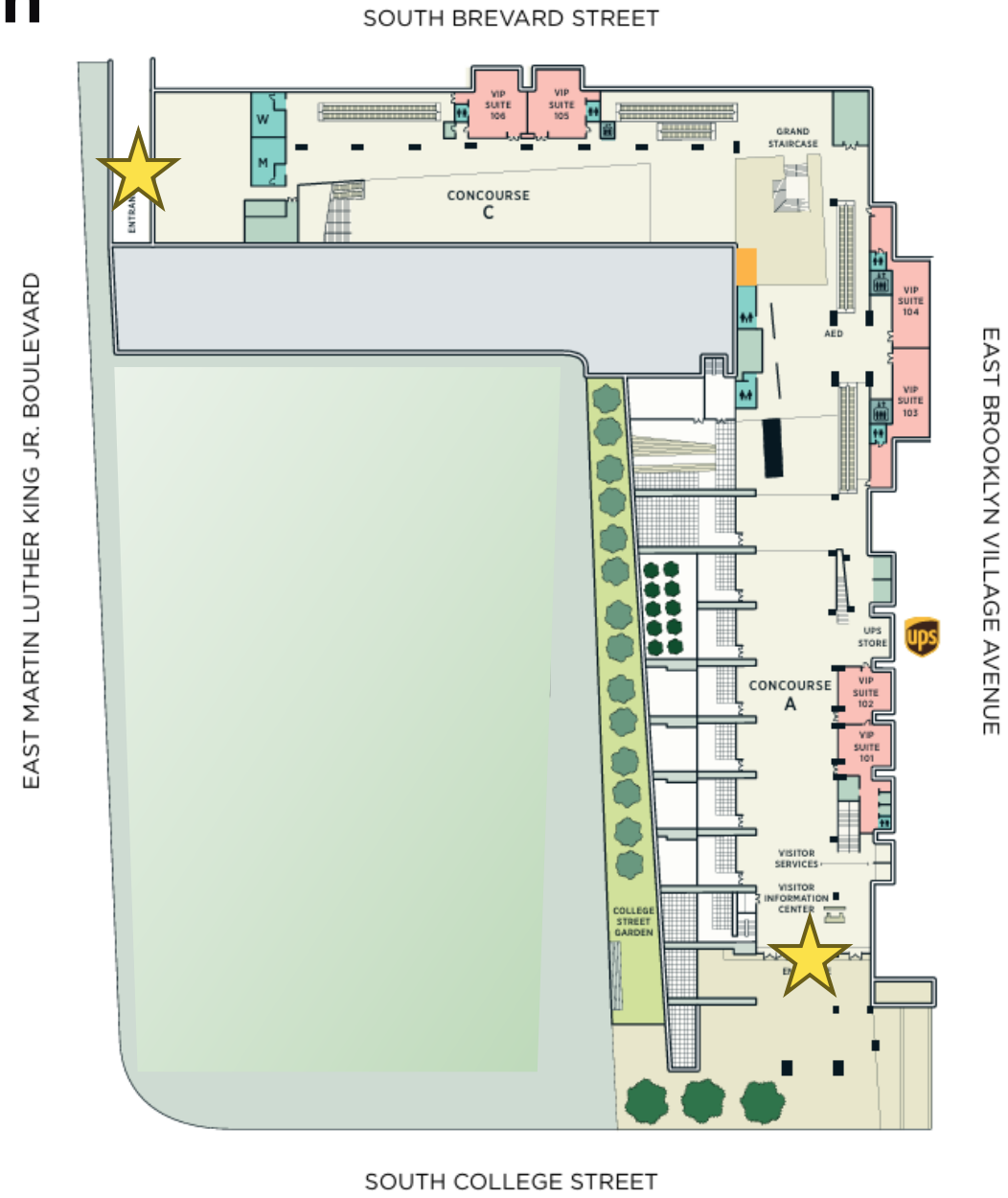
**First Aid**



# Convention Center Floorplan

## Ground Level

**Entrance from street**



# VOLUNTEER LOUNGE

## Room E215




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# Volunteer Lounge (Room E215)



Your home base for breaks, refreshments, and help.



Breakfast, beverages, and snacks will be available each day.



You may leave your things in the lounge during your shift.



Closest parking: NASCAR Hall of Fame, $20 per day (rates vary by lot).

# Volunteer Lounge Hours (Room E215)

| Day | Time | Breakfast & Lunch Hours |
|---|---|---|
| Mon, Nov 2 | 1:30 pm-6:00pm | Lunch on your own |
| Tue, Nov. 3 | 7:00 a.m. – 7:30 p.m. | Breakfast in Vol Lounge 6:00 a.m. – 8:00 a.m.<br><br>Gift card provided for those with shifts spanning lunchtime |
| Wed, Nov. 4 | 6:30 a.m. – 7:30 p.m. | Breakfast in Vol Lounge 6:00 a.m. – 8:00 a.m.<br><br>Lunch in Exhibit Hall at 11:30 a.m. – 1:00 p.m. |
| Thu, Nov. 5 | 6:30 a.m. – 6:30 p.m. | Breakfast in Vol Lounge 6:00 a.m. – 8:00 a.m.<br><br>Lunch in Exhibit Hall at 12:00 p.m. – 1:30 p.m. |
| Fri, Nov. 6 | 6:30 a.m. – 12:30 p.m. | Breakfast in Vol Lounge 6:30 a.m. – 8:30 a.m.<br><br>Brunch in Exhibit Hall at 10:00 a.m. – 11:00 a.m. |

# How Volunteer Captains Support You

- Train volunteers, assign duties, and answer questions.
- Arrange break coverage and fill gaps when volunteers are absent.
- Call or text no-shows and notify the appropriate SAME staff.
- Record staffing needs, preparation gaps, and improvement ideas.

- Lounge: check volunteers in, distribute T-shirts, and handle urgent needs.
- Registration: coordinate with Jackie Barrett, oversee kiosks, and restock supplies.
- Sessions: coordinate with the education team, prepare scanners, and collect room counts.




**Nandin Tuvshin is your volunteer coordination contact**

# Volunteer Lounge Captain Shifts and Contact Information

If you cannot make your shift or are running late, contact Nandin and the captain on duty to share this important information!

| ALL DAYS AND TIMES | | Nandin | Tuvshin | 202-812-3272 |
|---|---|---|---|---|
| | | | | |
| Tuesday | 7:30 a.m.- 1:00 p.m. | Emily | Forsyth | 210-504-1347 |
| Tuesday | 1:00 p.m. -7:30 p.m. | Donald | Davis | 253-886-3863 |
| | | | | |
| Wednesday | 6:30 a.m.-12:30 p.m. | Emily | Forsyth | 210-504-1347 |
| Wednesday | 12:00 p.m.-7:30 p.m. | Donald | Davis | 253-886-3863 |
| | | | | |
| Thursday | 6:30 a.m.-12:30 p.m. | Emily | Forsyth | 210-504-1347 |
| Thursday | 12:30 p.m.-6:30 p.m. | Patrick | Propst | 980-521-9179 |
| | | | | |
| Friday | 8:30 a.m.-12:30 p.m. | Emily | Forsyth | 210-504-1347 |

# Volunteer Contacts & WhatsApp

Volunteer coordination: NandinTuvshin

202-812-3272

Join the Volunteer WhatsApp group using the QR code for announcements and routine updates.

For urgent issues, contact your Volunteer Captain directly.

**If you cannot make a shift or are running late, notify Nandin AND your captain.**



# Two Apps, Two Different Purposes

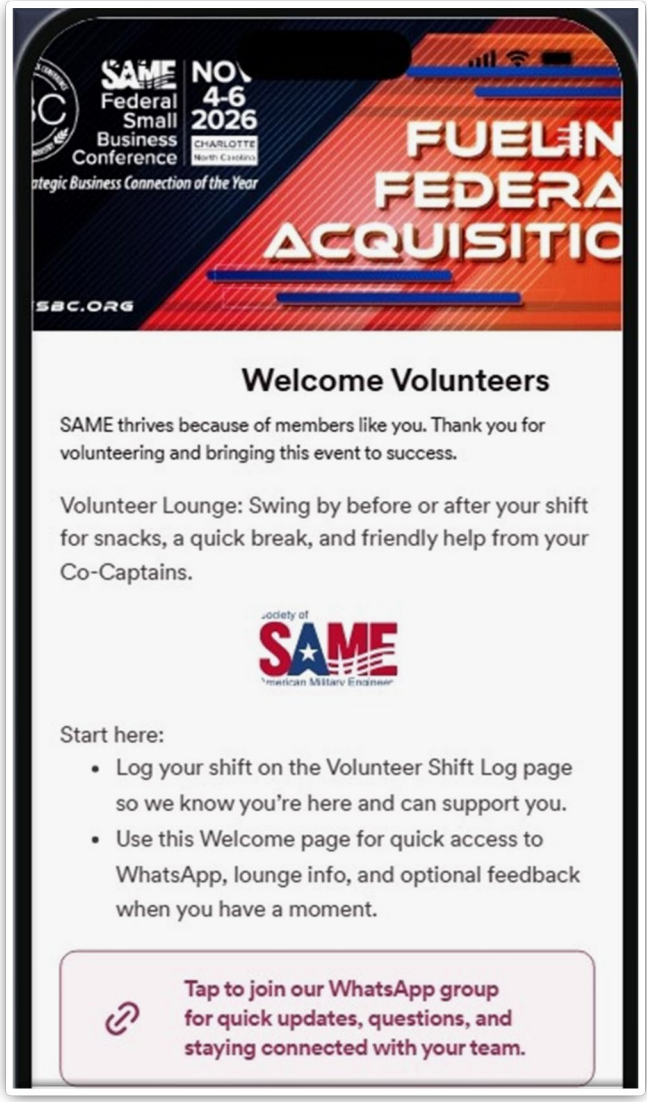
**VOLUNTEER HUB**

- ✓ Open it using the QR code in the Volunteer Lounge.
- ✓ Check-in and check-out your shift and follow on-site instructions.

**SAME EVENTS APP**

- ➢ Explore sessions and exhibitors, connect with attendees, and plan your conference agenda.

*Your captain can help you access the Volunteer Hub and log your hours.*

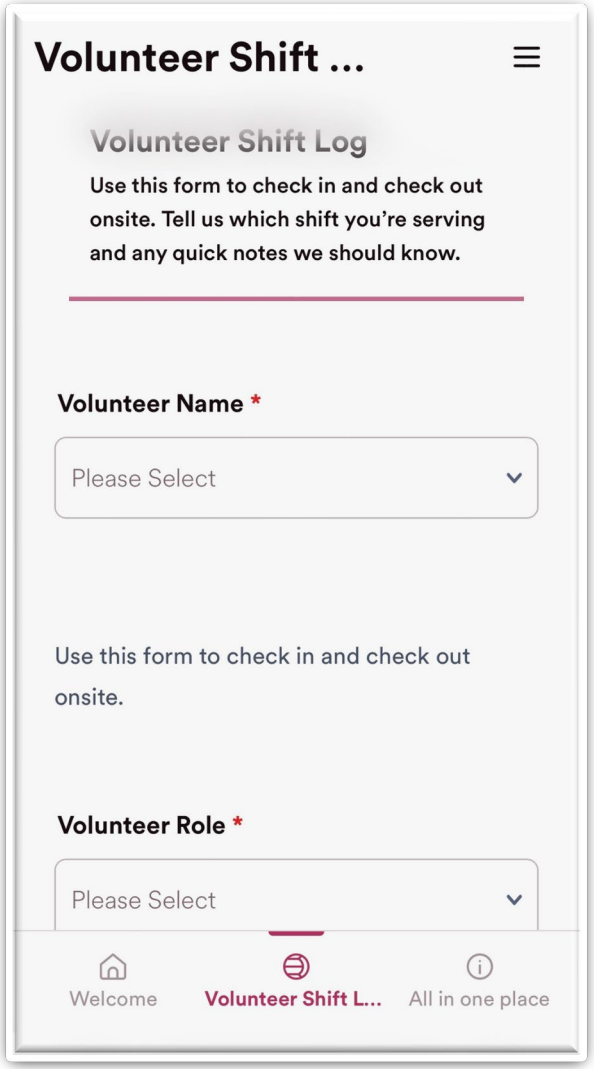


# Check-In and Check-Out Process

1. Arrive on time at the Volunteer Lounge (E215).
2. Meet the Volunteer Captain and confirm your assignment.
3. Check in using the Volunteer Hub App.
4. Collect your volunteer T-shirt and instructions.
5. Complete your assignment. Get captain approval before breaks or lunch.
6. Return as directed and check-out in the Volunteer Hub.

**The app shift log is used to determine if you've met your volunteer obligations so we can process your registration refund after SBC!**

Bag stuffing exception: report to the entrance of Exhibit Halls B–D.



# Medical Emergencies

**“Minor Incident”**
(small cut, twisted ankle, etc.)

The First Aid Office is located in **Exhibit Hall A Foyer and is staffed by an EMT during these hours:**

Tue: 7:00 a.m. – 7:00 p.m.
Wed: 7:00 a.m. – 7:00 p.m.
Thu: 7:00 a.m. – 7:00 p.m.
Fri: 7:00 a.m. – 7:00 p.m.

**“Life or Death” Situation – Don’t panic. Remember the four “Cs” …**

- **Check** the scene for safety and the person for consciousness, breathing, etc.
- **Call** 911 for a life-threatening emergency or the Convention Center at 704-339-6090. Give the emergency type, number of people, and location.
- **Care** for the victim. Stay with the individual. Assure them that help is on the way.
- **Communicate** with *Ann* or *Alicia* about the situation.

# Evacuation Procedures

Evacuation-Type Incident (tornado, bomb threat, etc.)

- ✓ Our priority is everyone's safety!!!
- ✓ REMAIN CALM. We are an example for our attendees…if you panic, they will too.
- ✓ LISTEN TO INSTRUCTIONS on the PA system.
- ✓ Refer to the evacuation procedures in the reference guide for more information.

# Need-to-Know Information!

| | |
|---|---|
| **Attendee list** | Download from the online Attendee Service Center (ASC). The final list is available after SBC. There's also a search function in the SAME Events app. |
| **Wi-Fi** | Network: SAME SBC26<br>Password: Fueling! |
| **Exhibitor lookup** | Search within the SAME Events app, look in the printed program, or use the digital wayfinders in the hall. |
| **Where's the restroom?** | Look for the closest restrooms based on your shift location! |
| **Where's session?** | Search within the SAME Events app or look in the printed program. |

# Daily Schedule

# Monday, 11/2 Schedule at-a-Glance

| Time | Activity | Location |
|---|---|---|
| 9:00 a.m. - 5:00 p.m. | *CMAA Professional Construction Manager Course* | W208 |
| 9:00 a.m. - 5:00 p.m. | USACE Contracting Officer Training (private event) | W206 |
| 3:00 p.m. – completion | Bag Stuffing | Exhibit Hall A<br>Playground Area-Lounge #333 |
| *ticket/RSVP required* | | |

**It's move-in day!  Lots of activity for the SAME National Office!**

# Bag Stuffing in Exhibit Hall (3-5 p.m. on Monday)

- **Check-In:** Report to the Volunteer Lounge (Room E215) first and check in with Nandin.
- **Bag Stuffing Location:** Playground Area – Lounge #333, inside the Exhibit Hall.
- **Need Assistance?** If you are running late or need help finding the location, contact Nandin at **202-812-3272** or Elaine, Bag Stuffing Captain at **443-519-3240.**

## RESPONSIBILITIES

✓ Stuff conference tote bags with approx. 7 items

**What else do I need to know?**

- VERY CASUAL attire - Shorts are OK! You will probably get dirty!
- **Closed-toe shoes are REQUIRED**

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# Tuesday, 11/3 Schedule at-a-Glance

| Time | Activity | Location |
|---|---|---|
| See lounge hours, slide 20 | Volunteer Lounge Open | Room E215 |
| 8:00 a.m. - 7:00 p.m. | Registration Open | Exhibit Hall Lobby |
| 8:00 a.m. – 4:00 p.m. | *Carolinas Region Golf Tournament* | Country Club of the Carolinas |
| 9:00 a.m. – 5:00 p.m. | Exhibitor Move-In & Setup | Exhibit Hall |
| 9:00 a.m. - 5:00 p.m. | National Leadership Assembly Meeting | Richardson Ballroom D |
| 9:00 a.m. - 5:00 p.m. | *CMAA Professional Construction Manager Course* | W208 |
| 9:00 a.m. - 5:00 p.m. | USACE Senior Leader Forum (private event) | W207 |
| 11:00 a.m. – 7:00 p.m. | Badge Pickup at Westin Charlotte | Westin Charlotte Lobby |
| 1:00 p.m. – 5:00 p.m. | *Pre-Conference Workshop* | Richardson Ballroom A |
| 1:00 p.m. – 5:30 p.m. | *Tour: Inside an Energy Reslience Lab* | Meet in College Str. Lobby |
| 5:30 p.m. – 6:30 p.m. | *First-Time Attendee Meet & Greet* | Exhibit Hall |
| 5:30 p.m. – 7:30 p.m. | *President's Reception (By Invitation)* | North Ballroom Lobby |
| *ticket/RSVP required* | | |

# Wednesday, 11/4 Schedule at-a-Glance

| Time | Activity | Location |
|---|---|---|
| See lounge hours, slide 20 | Volunteer Lounge Open | Room E215 |
| 7:30 a.m. - 7:00 p.m. | Registration Open | Exhibit Hall Lobby |
| 7:30 a.m. – 8:30 a.m. | *Young Professionals Networking Breakfast* | Richardson Ballroom-C |
| 8:30 a.m. - 10:00 a.m. | Opening General Session with Executive Leaders Panel | Crown Ballroom |
| 10:00 a.m. - 7:00 p.m. | Exhibit Hall Open | Exhibit Hall |
| 10:00 a.m. - 11:30 a.m. | *Foundation Board Meeting* | E222 |
| 11:30 a.m. – 1:00 p.m. | Networking Lunch | Exhibit Hall |
| 11:30 a.m. – 1:00 p.m. | *Foundation Lunch* | E222 |
| 1:30 p.m. – 5:30 p.m. | Concurrent Sessions & Meetings | Various |
| 1:30 p.m. – 5:30 p.m. | Matched Networking \| Capability Statement Reviews | Exhibit Hall D |
| 5:30 p.m. – 7:00 p.m. | Networking Reception | Exhibit Hall |
| **ticket/RSVP/invite required** | | |

# Thursday, 11/5 Schedule at-a-Glance

| Time | Activity | Location |
|---|---|---|
| See lounge hours, slide 20 | Volunteer Lounge Open | Room E215 |
| 7:30 a.m. – 7:00 p.m. | Registration Open | Main Lobby |
| 7:30 a.m. – 8:30 a.m. | Continental Breakfast | Exhibit Hall |
| 8:30 a.m. – 10:00 a.m. | General Session with Keynote Speaker | Crown Ballroom |
| 10:00 a.m. – 6:00 p.m. | Exhibit Hall Open | Exhibit Halls |
| 11:00 a.m. – 5:00 p.m. | Concurrent Sessions & Meetings | Various |
| 10:30 a.m. – 4:30 p.m. | Matched Networking \| Capability Statement Reviews | Exhibit Hall |
| 12:00 p.m. – 1:30 p.m. | Networking Lunch | Exhibit Hall |
| 12:00 p.m. – 1:30 p.m. | *Fellows & YP Networking Lunch* | Richardson Ballroom C |
| 2:00 p.m. – 5:00 p.m. | Building Bridges: Partnering w Indigenous Communities | E220 EF |
| 3:30 p.m. – 5:30 p.m. | *EAG Meeting* | E222 |
| 4:30 p.m. – 6:00 p.m. | Networking Reception | Exhibit Hall |
| *ticket/RSVP/invite required* | | |

**The website and app are always the most up-to-date – check there for activity times and locations if there is any confusion on-site!**

# Friday,11/6 Schedule at-a-Glance

| Time | Activity | Location |
|---|---|---|
| See lounge hours, slide 20 | Volunteer Lounge Open | Room E215 |
| 8:30 a.m. – 12:00 p.m. | Registration Open | Exhibit Hall Lobby |
| 8:30 a.m. – 11:00 p.m. | Exhibit Hall Open | Exhibit Halls |
| 9:00 a.m. – 12:00 p.m. | Concurrent Sessions & Meetings | Various |
| 9:00 a.m. – 11:00 a.m. | Matched Networking \| Capability Statement Reviews | Exhibit Hall |
| 9:30 p.m. – 12:30 p.m. | *Tour: Inside the Jonas Federal Courthouse* | Charles R. Jonas Federal Building |
| 10:00 a.m. – 11:00 a.m. | Networking Brunch | Exhibit Hall |
| 11:01 p.m. | Exhibitor Move-Out Begins | Exhibit Hall |
| **ticket/RSVP/invite required** | | |




# Let’s pause for your questions

# Training for Your Position!

You may be asked to switch tasks based on need. Please pay attention to ALL information presented in this webinar!

Your FIRST stop, regardless of task, is to check in at the Volunteer Lounge in Room E215.

# Volunteer Reserve Pool

NEW this year…bear with us!

Your captain will assign you where help is needed.

Stay available for re-assignment your entire shift.

Ask where to wait and how you will receive updates.

Follow your captain's instructions when reassigned.

Stay reachable through the Volunteer WhatsApp group.




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# Registration Positions

# Registration Captains



Elaine Guarriello
443-519-3240



Lauri Ruch
321-507-2219

If you cannot make your shift or are running late, contact the captain on duty!



Gerald Morris
850-463-7062



Brec Wilshusen
402-802-0094

# Registration Captain Shifts and Contact Information

**If you cannot make your shift or are running late, contact Nandin, the Volunteer Captain, and the Registration Captain on duty!**

| ALL DAYS AND TIMES | | Nandin Tuvshin | 202-812-3272 |
|---|---|---|---|
| | | | |
| Tuesday | 7:00 a.m.-1:00 p.m. | Elaine Guarriello | 443-519-3240 |
| Tuesday | 1:00 p.m.-7:00 p.m. | Lauri Ruch | 321-507-2219 |
| | | | |
| Wednesday | 6:30 a.m.-12:30 p.m. | Gerald Morris | 850-463-7062 |
| Wednesday | 12:30 p.m.-7:00 p.m. | Brec Wilshusen | 402-802-0094 |
| | | | |
| Thursday | 6:30 a.m.-12:30 p.m. | Gerald Morris | 850-463-7062 |
| Thursday | 12:30 p.m.-6:00 p.m. | Brec Wilshusen | 402-802-0094 |

# Starting Your Registration Shift

## WHERE TO REPORT

- After lounge check-in, go to the Help Desk.
- Find the Registration Captain on duty and confirm your position.
- Before leaving for a break or lunch, get the captain's approval so your station stays covered.

## EQUIPMENT: IMPORTANT REMINDERS

- Do not open, turn on, or adjust tablets, laptops, or printers.
- eShow staff will set up equipment at the start of the day and provide onsite technical support.



Unsure how to help an attendee? Ask the Registration Captain or National Office staff.

# Registration Positions: Badge Pickup

## RESPONSIBILITIES

Greet individuals.

Ask if they already registered:

- If yes, direct them to Express Badge Pickup and help scan their confirmation barcode
- If no, direct them to **Onsite Registration**

## ONCE THE BADGE IS PRINTED

Hand over the badge sheet and correct holder (color is printed on the badge)

Remind attendees to review their tickets and not to lose them!

Point out the conference bags and wish them a great SBC!



Please restock supplies as needed.

# Registration Positions:
# On-site Registration

Assist with completing the registration form as needed.

**Common Questions**

- What is my NAICS Code?
- How do I register as a member? It's not finding me as a member.




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# Registration Positions:
# Help Desk

Make sure those standing in line are those who need to:

- Pay a balance due
- Make a substitution
- Correct badge errors
- Add an event to their registration
- Get help with self-registration




Please restock supplies as needed…especially the RIBBON WALL

# The fastest way to get a badge – scan the barcode on the confirmation email




| Registration Barcode | Registration Information |
|---|---|
| *488698* | Karen Offringa<br>Education Coordinator<br>SAME National Office<br>1420 King St Ste 100<br>Alexandria, VA 22314<br>E-mail: koffringa@same.org |
| If you are having trouble viewing the above barcode image, click here to print your barcode. | |



# Badge Holders Identify Who's Who

Badge color indicates "registration type" and off-hours access to the Exhibit Hall

**GOLD**
Government Exhibitor

**GREEN**
Industry Attendee

**LIGHT BLUE**
Exhibit Hall Only

**ORANGE**
Government Attendee

**RED**
Personal Guest

**BLUE**
Exhibiting Personnel

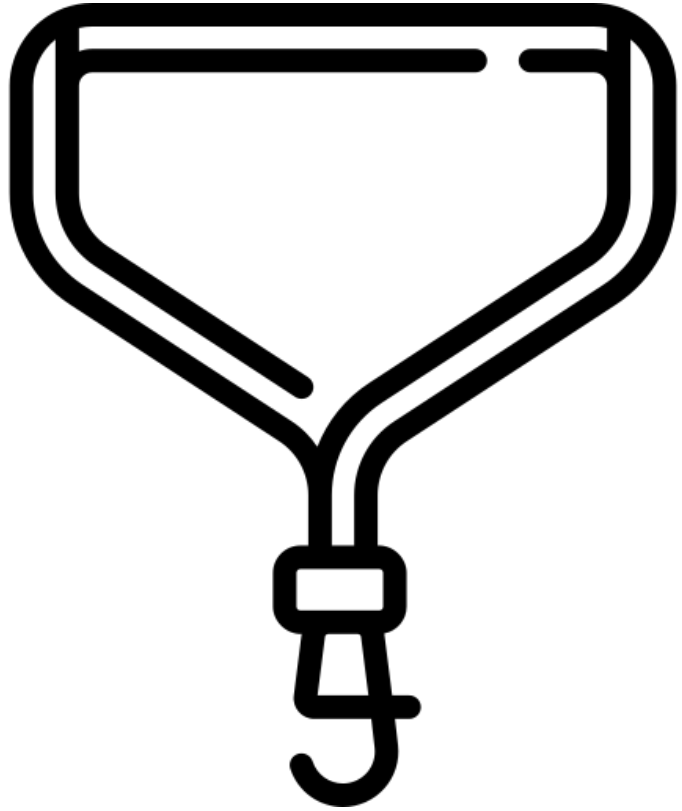
**GRAY**
One-Day Attendee




FT on badge = 1st Timer
NM on badge = not a member!

# A Word About Lanyards

- They are available by request.
- Please encourage those asking for a lanyard but wearing clothing that can easily accommodate a clip to do without a lanyard.
- **WHY?! Sustainability, functionality, economics**
- We will let you know on-site where the lanyards are located.



# Need a Break or Time for Lunch?

Does your shift span the lunch hour?
Need a quick break?

First CHECK with the Registration Captain on duty before leaving the area for lunch or a break!

*See the volunteer guide and this presentation for their shifts!*






# Let’s pause for your questions

# Session Positions

# Session Monitor Captains – Speaker Ready Room (E212)



Dierdre Crowl

410-596-1640



Michelle Exaros

**445-200-7356**



**If you cannot make your shift or are running late, contact the captains!**



Sarah Feighery
SAME National Office
**703-678-8034**

# Education Sessions Captain Shifts and Contact Information

If you cannot make your shift or are running late, contact Nandin, the Volunteer Captain, and the Sessions Captain.

| | | | |
|---|---|---|---|
| ALL DAYS AND TIMES | | Sarah Feighery | 703-678-8034 |
| | | | |
| Wednesday | 12:45 p.m.-6:00 p.m. | Dierdre Crowl | 410-596-1640 |
| | | | |
| Thursday | 10:00 a.m.-12:30 p.m. | Dierdre Crowl | 410-596-1640 |
| Thursday | 1:00 p.m.-5:00 p.m. | Michelle Exaros | 445-200-7356 |
| | | | |
| Friday | 8:30 a.m.-12:00 p.m. | Michelle Exaros | 445-200-7356 |

# Pre-conference Workshop Monitor (Tuesday) Richardson Ballroom A

## RESPONSIBILITIES

Take tickets from attendees

Hand out evaluation forms

Direct anyone wanting to sign up on-site to the Help Desk

Support the session as needed

# Session and IGE Monitors

## IN THE SPEAKER READY ROOM (SRR)

Check in with the Session Monitor Captain in room E212

Get your room assignment and pick up a badge scanner and clipboard

At shift end, return scanners, clipboards, and count sheets to the SRR

## RESPONSIBILITIES

Scan badges as attendees enter the room. If attendees are already seated when you arrive, scan their badges

Take room counts halfway through each session or roundtable

Direct attendees to microphones during Q&A (sessions only)

After each session, refresh water bottles and remove trash on stage for the next session

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# Scanner Setup & Troubleshooting

**BEFORE USING A SCANNER:**

Sign out a scanner in the SRR. Each has a unique number.

You'll receive a tutorial on how to operate it.

**REMEMBER TO RETURN THE SCANNERS AT THE END OF YOUR SHIFT!**



**SCANNER NOT WORKING?**
Return to the SRR for assistance or a replacement, including if the battery runs out.

# PDH & AIA Credits

## PDH

Only Education and IGE Sessions carry PDH credit. IGE Roundtables are not recorded.

YOU, the session monitor, are scanning badges so the credits are included on the PDH transcript.

Audio recordings of sessions are available post-conference in the ASC. Attendees may view and claim credits for these sessions…but they won't appear on the transcript. They will need to use the downloadable PDH form on the website.

## AIA

37 sessions have AIA credits

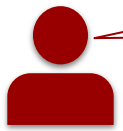
Must complete the AIA Credit Form to obtain!

Submit signed forms to sessions@same.org

Attendees may view recordings and claim credits for these sessions.

# Session Tracks

- Business Growth Strategies
- From Policy to Practice
- On-Ramping to Federal Contracting
- Spurring Innovation and Technology
- Business Opportunities
- Mega Sessions
- IGE Sessions



Tip: All sessions except IGE are recorded; recordings and presentations will be available via the ASC after SBC.

# There are a total of

226+ Speakers

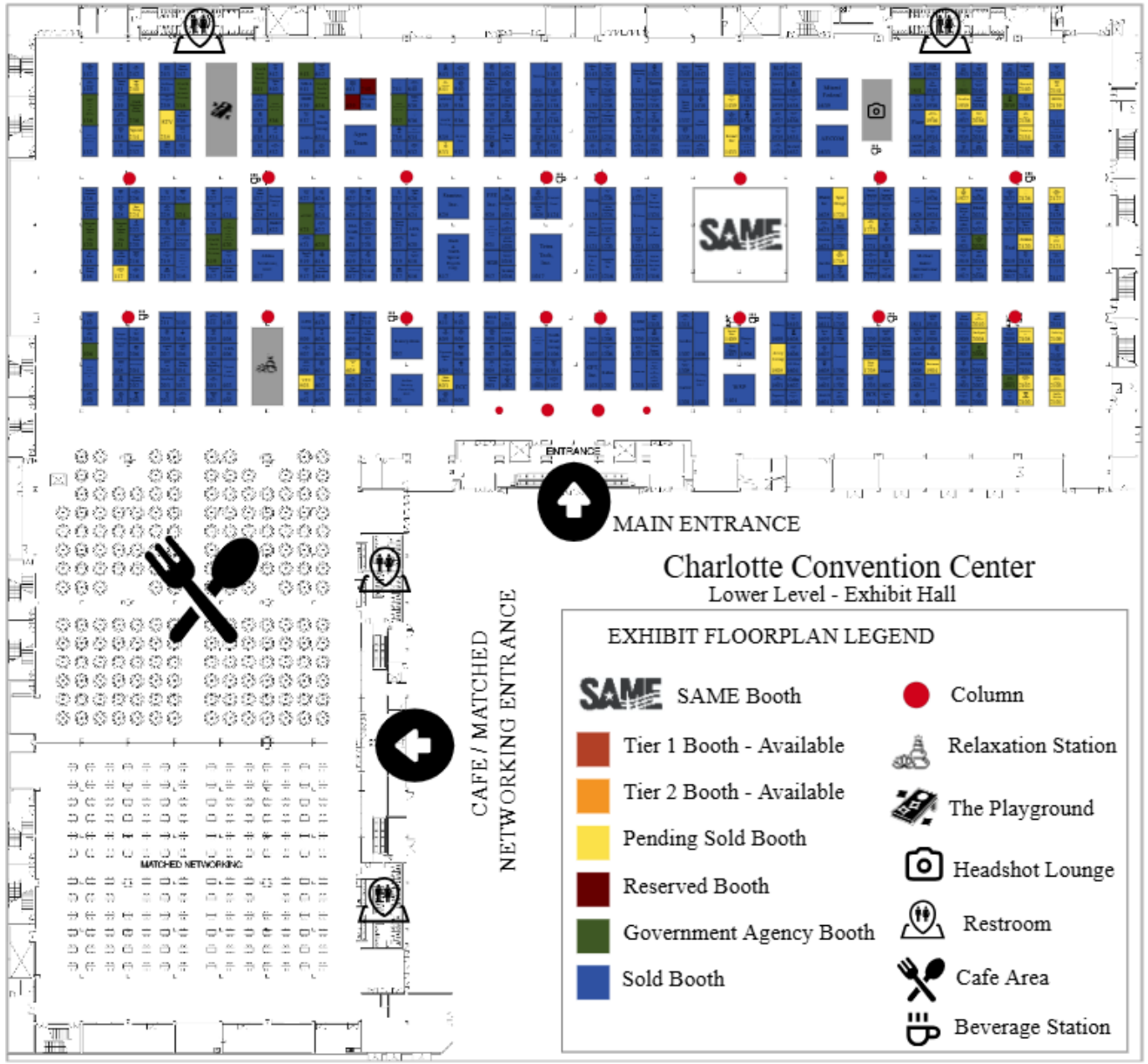
69+ concurrent sessions




# Let’s pause for your questions

# Volunteering in the Exhibit Hall

# Exhibit Hall Map




## WAYFINDING

*An interactive exhibit hall map is available in the SAME Events app and at the touchscreen on the show floor (by the Exhibit Hall entrance and at the SAME Booth!)*

## LOWER LEVEL

*The exhibit hall is located on the lower level of the convention center!*

# Exhibit Hall Badge Checker

## Responsibilities during Exhibitor Move-In

- ✓ Check exhibitor badges as they enter the Exhibit Hall.
- ✓ If someone has the wrong badge color (**NOT** Blue, Dark Blue, or Gold):
  - ✓ Look up the company to ensure they are exhibiting
  - ✓ Exchange the badge holder for the correct color (**Do not send them back to Registration**)

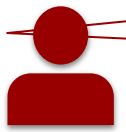
## Questions you might be asked

- Where are my boxes?
- The table I ordered isn't there?

*Send them to the Exhibitor Service Desk for help*

- What's my booth number?

*Look it up in the program or app*



ONLY individuals who are employed by an exhibiting company can enter the hall when the hall is not open for security and liability reasons

# SAME Booth Photo & Map Assistance

## RESPONSIBILITIES

For the Selfie Station:

- ✓ Do some test runs on the selfie station
- ✓ Organize the fun signs
- ✓ Encourage attendees to take selfies using the signs

For the Map Wall:

- ✓ Keep the “pins” organized
- ✓ Help folks affix pins to the map
- ✓ Encourage participation!







These activities help promote SAME, encourage engagement, and create a fun atmosphere.

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# Other Volunteer Positions

# First-Time Attendee Meet-and-Greet
# Tuesday. Vol Arrival: 4:30 p.m.
# (Richardson Ballroom C)

## RESPONSIBILITIES

- ✓ **Help set out table tents and materials so the room is ready to go by 5:15 p.m.**
- ✓ Help mentors find their assigned tables (only mentors have assigned tables) if they cannot remember the table number.
- ✓ Greet attendees
- ✓ Take tickets
- ✓ Explain that seating is by SAME Region and direct participants to the correct table. A few days prior to SBC, they received an email noting at which tables they should sit.

# 5K On Your Own Desk

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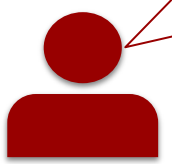
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**RESPONSIBILITIES:**

- ✓ Assist participants with 5K check-in and answer questions.
- ✓ Verify names on the registration list and distribute participation forms and T-shirts.
- ✓ Direct unregistered participants to the SBC Help Desk to register (**$35 fee**).
- ✓ Collect completed forms with recorded times by **Friday, November 6, at 12:00 p.m.**
- ✓ The first **100 participants** to submit their forms receive a completion pin.
- ✓ Winners will be recognized on social media and the SAME Foundation website.
- ✓ SAME staff will provide additional support as available.

## Questions you might be asked

- How do I sign up if I'm not?
  - *Go to the Help Desk! It's $35*
- Do I have to run the route shown?
  - *NO! As long as you travel a distance of 5k, you can cover any route you like, even on a treadmill!*



The $35 entry fee directly supports the SAME Foundation by fueling leadership development, STEM outreach, and programs that build the nation's engineering readiness.

# Ticketed Event Assistance

## RESPONSIBILITIES

- ✓ Serve as a “human arrow”
- ✓ Help with any set-up needs
- ✓ Take tickets
- ✓ If someone doesn’t have a ticket and wants to attend, follow the directions given by SAME Staff regarding walk-ins

| Activity | Day | Vol Arrival | Where |
|---|---|---|---|
| YP breakfast | Wed | 7:00 a.m. | Richardson BR C |
| Fellows & YP Lunch | Thu | 11:00 a.m. | Richardson BR C |
| Building Bridges | Thu | 1:15 p.m. | E220EF |

# Matched Networking Assistance
# Wednesday, Thursday, and Friday
# (Exhibit Hall C)

## RESPONSIBILITIES

- ✓ Report to Matched Networking in the Exhibit Hall
- ✓ Check in with Katja or Lora to pick up appointment lists
- ✓ If people ask you to verify appointments, look them up on the list
- ✓ Help people find the correct Host table
- ✓ Keep things on schedule – ring the "timer bell" at the start and end of appointment periods
- ✓ Direct those wanting to make an appointment to the self-serve kiosk
- ✓ Help as otherwise requested by the SAME National Office team

## Questions you might be asked

- Are there appointments available?
- Is there a list of Hosts?
- What do I do if my appointment is still pending?

# Your Preparation Checklist

- Review your schedule and confirm your availability
- Communicate changes immediately
- Read the Volunteer Reference Guide and other materials
- Download the SAME Events App and get familiar with it
- Join the WhatsApp group
- Review the SBC Attendee Orientation recording
- Necessities packed
  - *Remember your volunteer reference materials, company lanyard, business cards, and a refillable water bottle!*
- **Vote – early, by mail, or before you hit the road! (Election day is Tuesday Nov. 3)**

# Who's ready to volunteer?

a) I GOT THIS!

b) I need to review the schedule and materials, but am confident I'll rock it

c) I'm going to need some hands-on support

d) What did I get myself into?




# Any Last Questions?

# JETC 2027 | Milwaukee, WI | May 18-20, 2027



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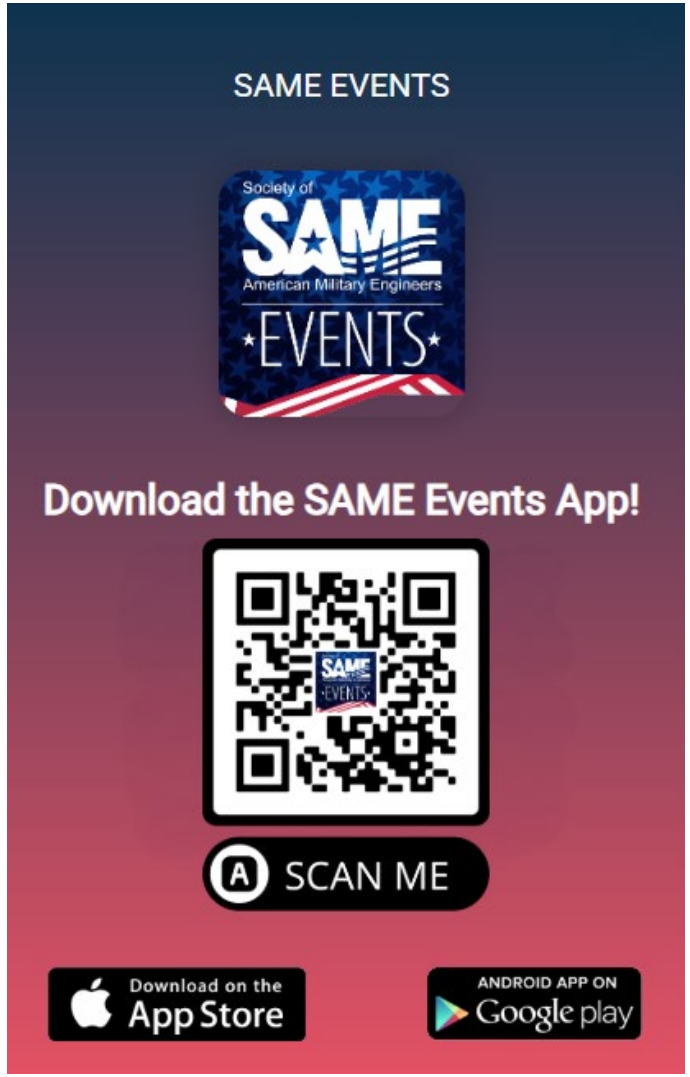
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# APPENDIX
# SAME Events App

# SAME Events App: Setup Checklist




## Get Access

Install the SAME Events app and open the conference event.

## Login

**Log in using your ASC login credentials**, not your SAME Member ID.

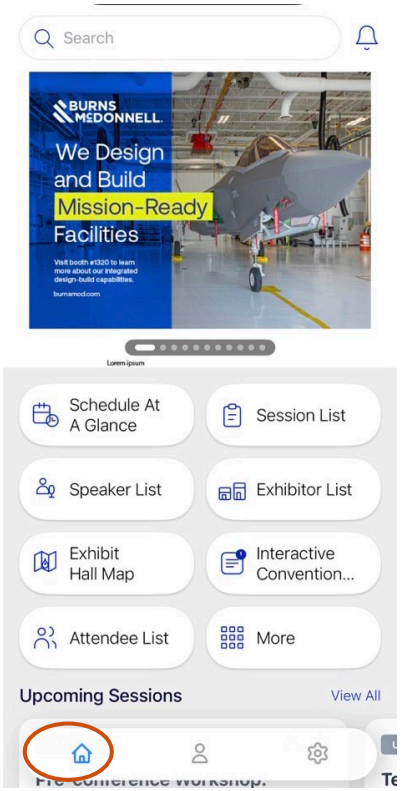
## Review Your Plan

Double check that everything you have added from your ASC itinerary is linked to the app. Explore the exhibit hall map, save sessions, fuel your SBC experience.

# SAME Events App

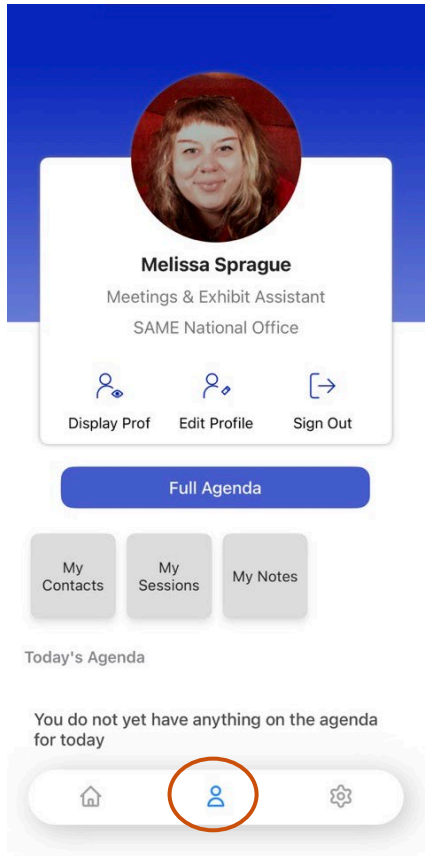
**Landing Page**

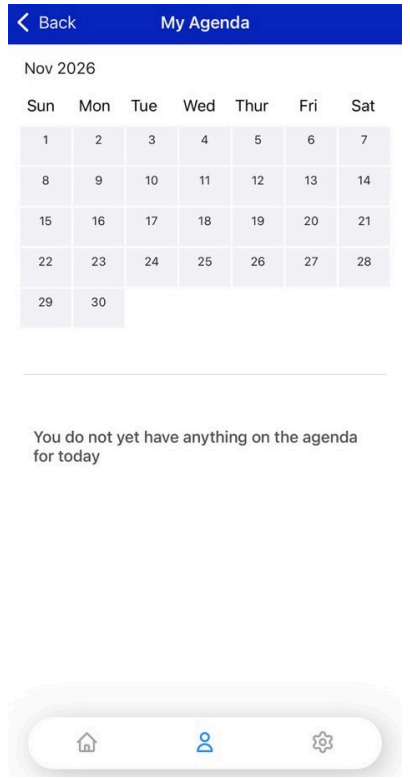



**Home Page**

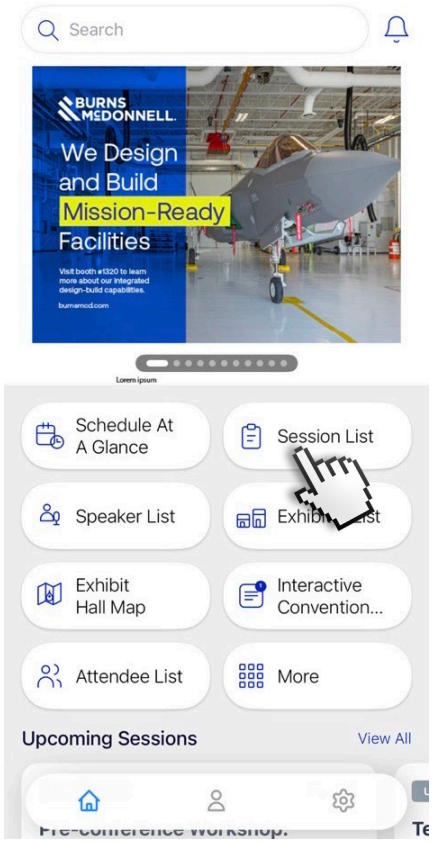
**The Updated "My Planner"**

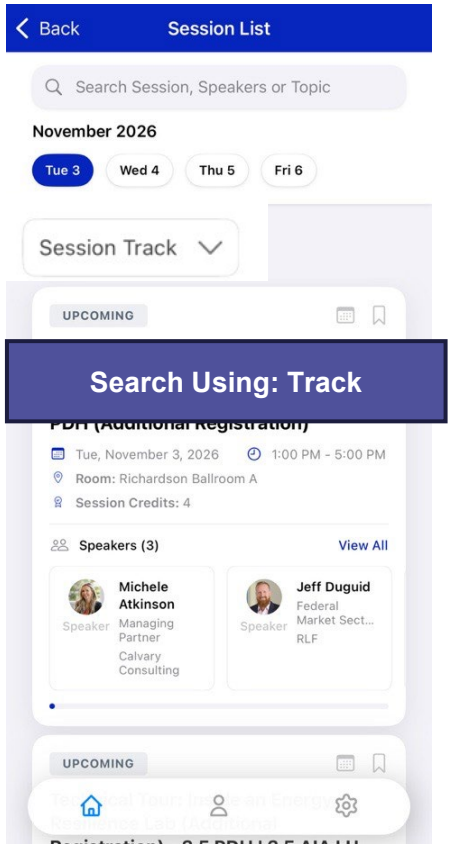


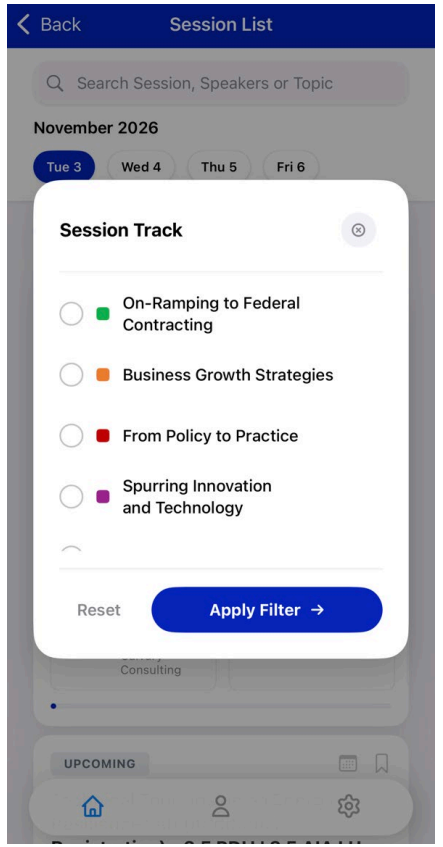

**My (Full) Agenda**

# Search for Sessions

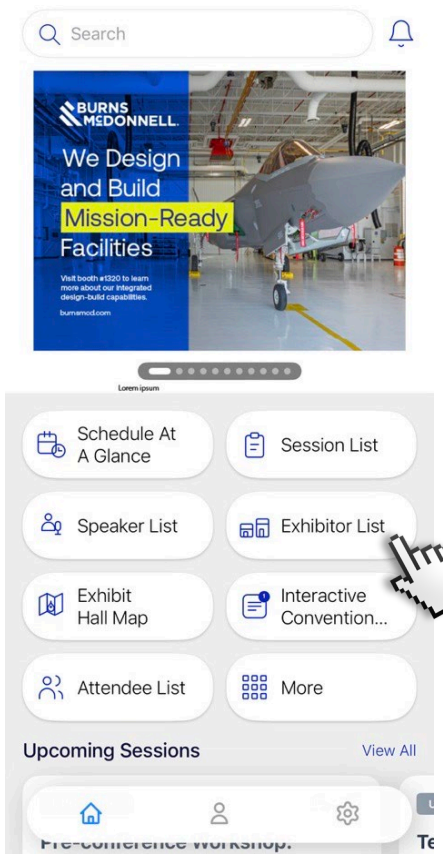


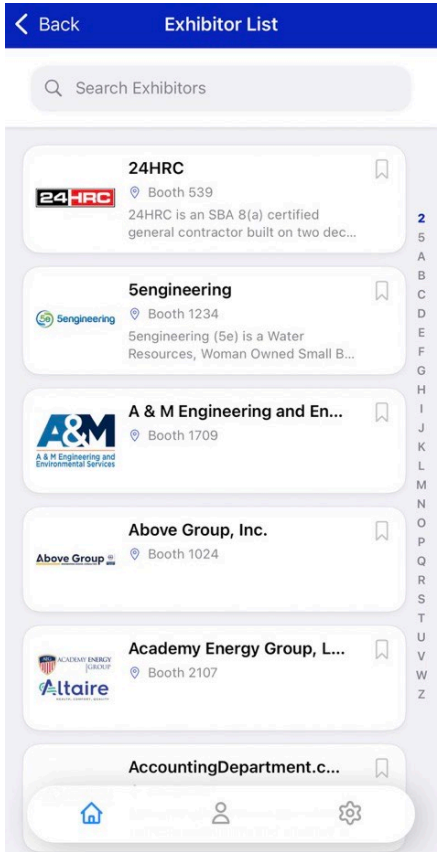



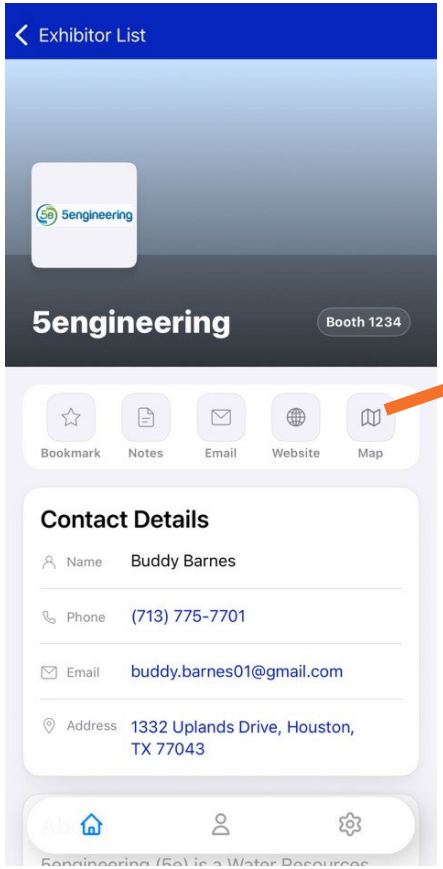

**Search Using: Track**



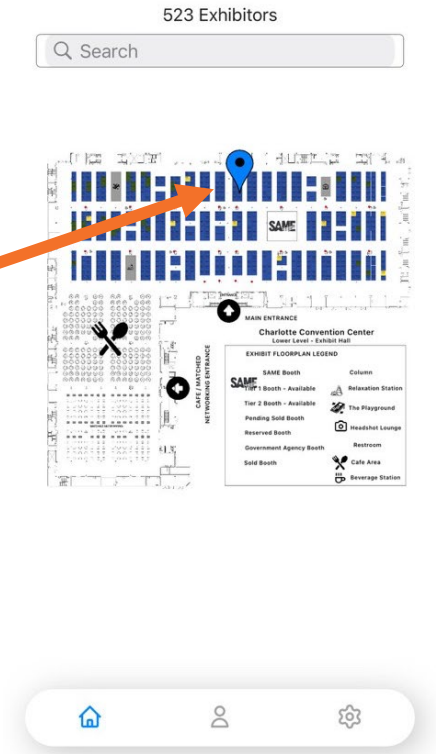
# Search for Exhibitors



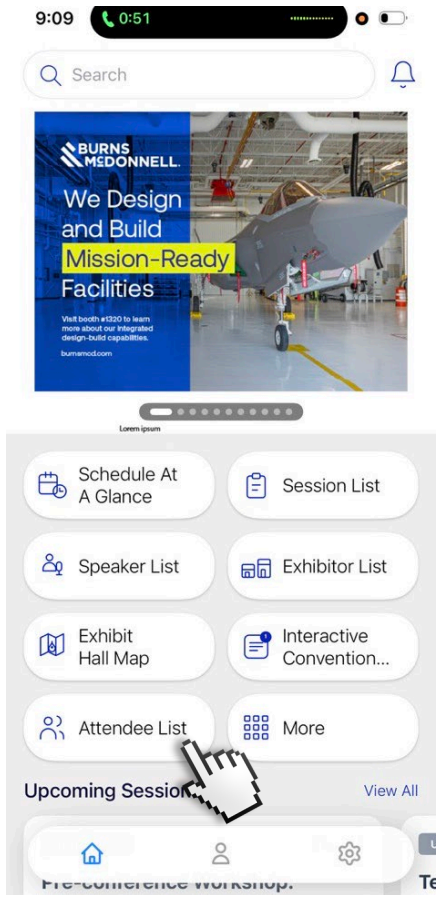



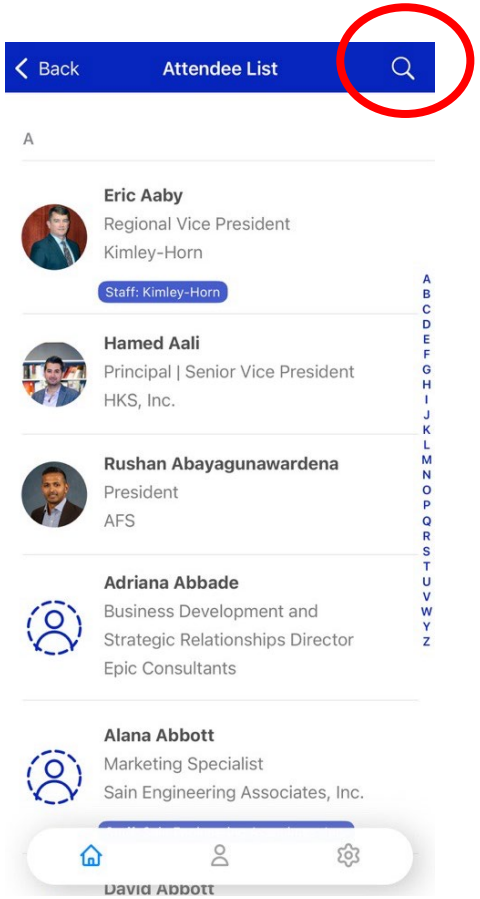



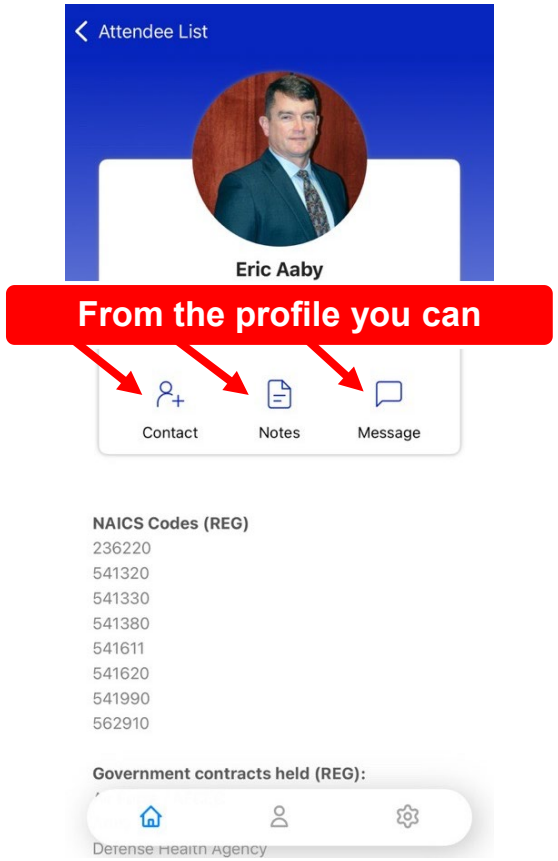

Under "***Map It***"
The blue arrow will show where on the exhibit hall floor the booth is located



# Search for Attendees



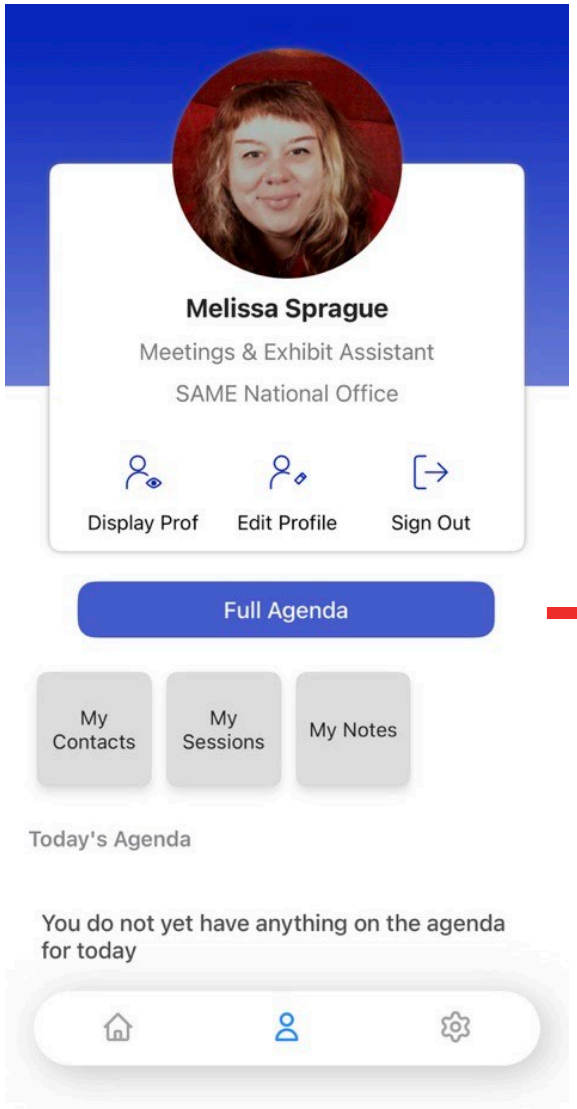



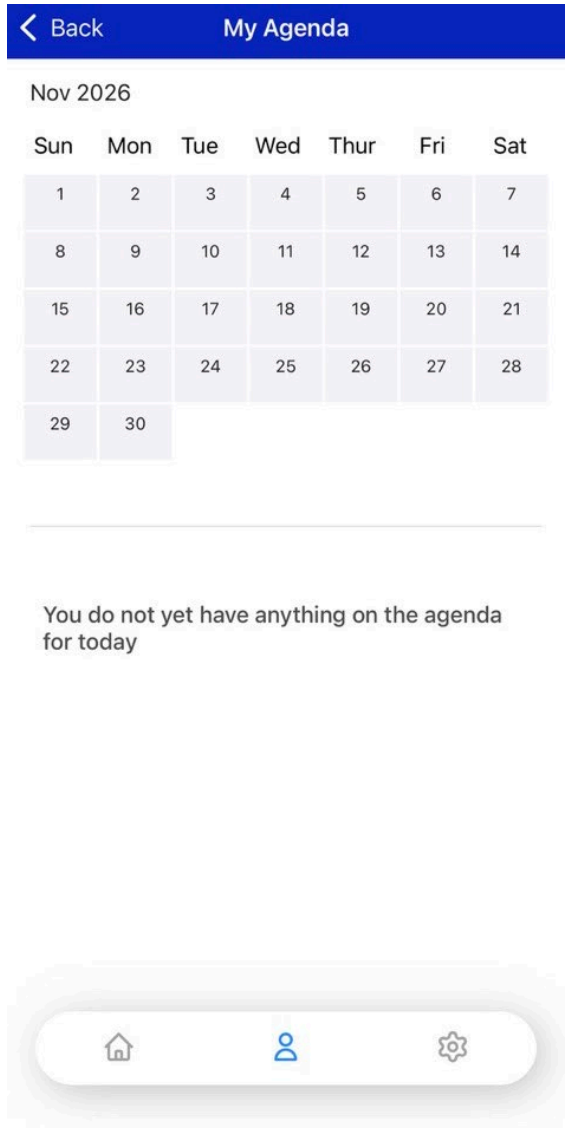
# The Profile is where you find everything you've saved!

## Bookmark

*Anything you bookmark will live here, in your personal profile. This includes company's, people, even sessions.*

**Keep an eye out for the Bookmark icon**




## Full Agenda

*Here you can see everything you have added to your calendar!*

**This creates a shortcut and makes it easier to grab the information you need!**