

FULL VOLUNTEER AECT 2020 VIRTUAL CONVENTION

Suzhen Duan, 10 hours, 4 sessions.



RICH MATERIALS

Build a volunteer webpage

All the related materials were displayed on the webpage for volunteers to learn and download. The materials are so rich that the volunteer could follow the procedure and even use the PPT with script directly.

ESSENTIAL TRAINING

Provide a big picture and build a connection!

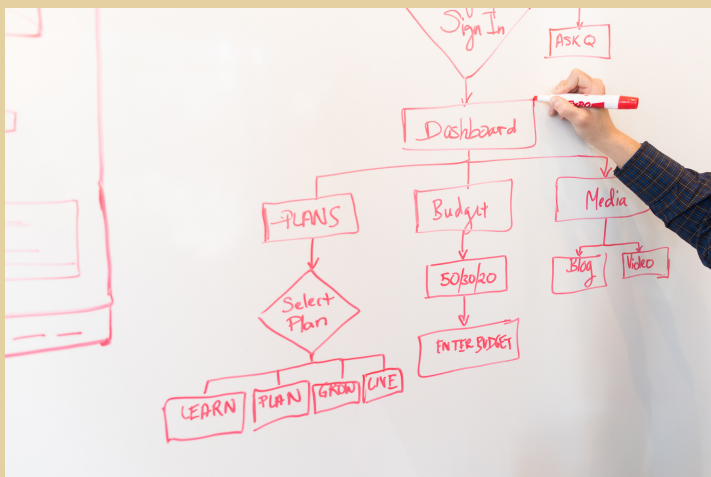
Two same training sessions were provided and everyone could choose one of them to attend. Details about volunteer procedure and materials were clarified and everyone was invited to join in the Slack volunteer group.



ROBUST PROCEDURE

Well prepared for each session

One hour before the session, go to the Volunteer Room to take a mini training. **Half an hour** before the session, open the Zoom room waiting for the presenters and helping them prepare for the presentation. Get help **synchronously** through Slack small group for that day!

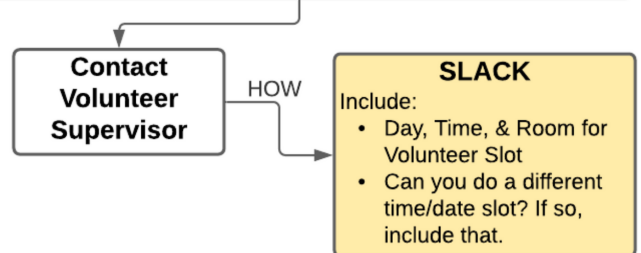


REDUNDANT ORGANIZATION

Prepare more volunteers to help

Supervisor takes care of everything including the mini training and Slack group synchronous supporting. **Float Volunteer** jumps in different sessions to check in with each volunteer moderator to see if everything is going well. **Experienced volunteer** accomplishes with novice volunteer for the first session. **More than one volunteer** in the same session preparing to help!

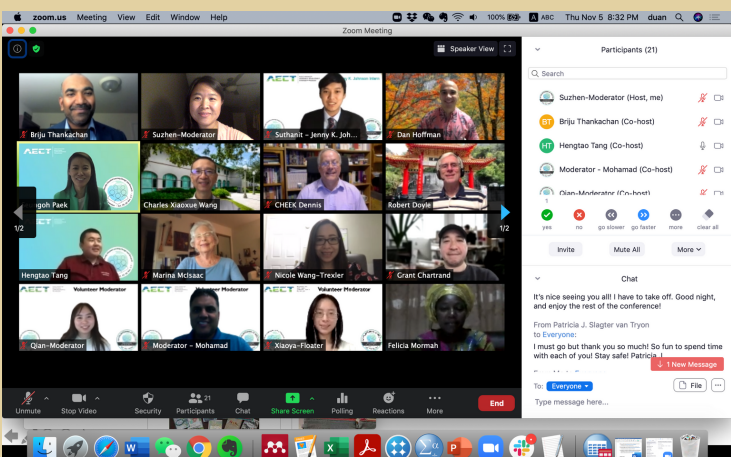
Volunteer Moderator - Can't Show Up for Volunteer Time



ENJOY EACH SESSION!

Be a moderator also an audience!

- **Open the video** to support the presenters when all the other audience closed their videos.
- **Prepare the questions** in case the silence.
- **Keep the time** for everyone to make the process smoothly.
- **Engage the audience** to have a good time together!



MORE INFORMATION:
[HTTPS://AECT.ORG/VOLRESOURCES.PHP](https://aect.org/volresources.php)