Volunteer Role: Info Tent Attendant

*Goal(s) of the role:*

•Help conference attendees navigate the conference (locating buildings, answer questions, etc.)

•Answer any question attendees may have

*Detailed description of duties:*

•All tents are outdoor, so be aware of the weather predictions during your shift(s).

•Be familiar with the NCUR 2019 website at <http://www.cur.org/ncur19>

* Pay close attention to scheduling, bus routes, buildings, and the FAQs

•Download and be familiar with the Mobile App for NCUR 2019.

•Additional info and details will be available for you at the Info Tents, after your check-in to the Volunteer Hub in the Kennesaw Student Center 3rd floor.

*Dress Code/Suggestions:*

•Comfortable shoes –tables will have chairs, but assume walking and standing conditions

•Your volunteer t-shirt, jeans or khakis, and your volunteer name tag

•It may be chilly so dress appropriately, but make sure you have your volunteer credentials clearly visible

*Contact Information:*

•Volunteer Hub, contact 470-578-6700

•NCUR Situation Room, contact 470-578-8187

•[ncurvolunteer@kennesaw.edu](mailto:ncurvolunteer@kennesaw.edu)

•Emergency, call 911

*In Case of Emergency:*

1. ALL injuries and/or incidents must be documented on the appropriate reporting form **at the time the injury/incident occurs** and immediately sent to EHS.

2. Forms are available at:<https://ehs.kennesaw.edu/incident_reporting.php>; You may wish to provide hard copies of these forms to your volunteers as these are not yet fillable online.

3. Make sure that you obtain a mobile phone number for the injured party and at least one additional contact number so that we may reach the party while they are attending the conference, if necessary.

4. If it appears to be an injury that may require treatment, please assure that the KSU Police are also called to the scene so they may notify appropriate emergency responders, complete a report, etc.

5. If it only requires First Aid, please escort the injured party to the closest First Aid/EMT station. Remain there to determine if first responders are notified or required so you may notify EHS of the status.

6. Please be sure to provide the KSU Police Report number on the incident report so that we may follow up.

7. Send all completed forms to EHS@kennesaw.edu as quickly as possible the same day with the subject of "New NCUR Incident Report".