Role: Greeter
As the greeter, you welcome and check-in attendees as well as provide them with their event badge*. In this interactive role, Greeters engage with all attendees by assisting them with answering conference questions while also ensuring lines move smoothly.

1. Grab a purple lei and put it around your neck
   - The purple lei is your volunteer identifier
   - Please return the lei at the end of your shift

2. Checking in WE Local Attendees
   - Ask the attendee for their first and last name
   - Grab the badge with their name on it – all badges are set by last name
   - Verify the name on the badge with the attendee’s identification card and hand them the badge
   - Show the attendee where they can locate a lanyard for use

   If you are unsure how to answer a question, please ask the Volunteer Coordinator or HQ Staff for assistance.

3. Familiarize yourself with the Following Information for FAQ*
   - Registration Badge coloring
     - Teal: Premier (Attendees have access to all meals, breakout sessions, WE Local Celebration and Career Fair)
     - Purple: Career Fair Only (Attendees only have access to the Career Fair, and no access to meals, breakout sessions or special events)
Familiarize yourself with the Following Information for FAQ, continued

- **Orange**: Speaker Only (Attendees only have access to their session they are speaking at with no access to meals, breakout sessions, WE Local Celebration and/or Career Fair)

- **WE Achieve Awards Ceremony | Friday Evening Event**
  - This is a pre-paid admission item; there is no available on-site registration for the Awards dinner
  - More details to come!

- **Agenda**
  - WE Local is a green conference. Therefore, WE Local does not provide any printed agendas. Please ask attendees to use the “SWE Events” mobile app for all breakout session information
  - Each room will have a copy of the agenda with the rooms on each door

- **Mother’s Room**
  - WE Local is proud to offer a nursing mother’s lounge to all WE Local attendees. To locate the Mother’s Room head to the WE Local Volunteer desk where Mother’s will be given a key and directions to the Mother’s Room. There will also be a sign to guide you. The room is equipped with comfortable furniture and a private area for nursing mothers (no more than two at a time) with power outlets available.
Familiarize yourself with the Following Information for FAQ, continued

- **On-site Registration**
  - Attendees who wish to register on-site for the career fair, may do so – direct them to the Help Table where an HQ team member will be prepared to take payment and create a badge for the Attendee.
  - There is no on-site registration available for Premier Registration.

- **Locations**
  The WE Local Mobile App has a map for attendees to utilize while on-site. WE Local also has the map on display in the registration area.

4. **Do you have extra time? Here some ideas!** *
  - Wipe down badges with cleaning wipes
  - Stack badges in piles of 25 and wrap a rubber band around it.
  - Start condensing badges, however, do not throw away badges – we need them!

*Note: Tasks are subject to change in result of the global pandemic.*