

CMG Conference Registration Chair Job Description

Time Requirements:

Pre-conference:

Become familiar with registration forms, policies, and procedures.

At the Conference:

- You will need to arrive in time to attend the Temp training session right after lunch on Saturday. You should be ready to assist at registration during Registration hours:
- Saturday evening
- Sunday
- Monday

If there is an Assistant Registration Chair, which is strongly recommended, you can split the time up on call. If you sign up for Sunday Workshops, or Monday vendor meetings, you should be prepared to get called out at any time. This is unlikely but it is possible.

You should be reachable any time that Registration is open. Bring a cell phone or at least a pager and know how to put it on vibrate while you are attending sessions!

Responsibilities for Registration:

- Temps are employed to handle Registration. They will hand out materials to those who are pre-registered and do on-site registrations. The Temps are supervised by the CMG Headquarters staff.
- The Headquarters staff handles Registration problems.
- The Registration Chair is responsible for handling **problem people**. There will probably only be 1 or 2 during the conference, but your job is to keep them from disrupting things for the people doing the work. If necessary, the Admin Chair, or GC may be brought in.