

VOLUNTEER SIGN UP

Volunteer: Market YOURSELF at Marketplace. Volunteering...it is like having a 3-hour appointment!

Registration

Volunteers are needed to welcome delegates and extend our Marketplace hospitality – perfect for the first-time attendee. The Registration volunteer position is:

- **Registrar**

E-Mail Center

Volunteers are needed to deliver messages to Buyers on the floor and type in responses – perfect for any Marketplace experience level. The E-Mail Center volunteer position is:

- **Messenger**

Education Seminars

Volunteers are needed to monitor the seminars, distribute seminar materials, and collect evaluations – perfect for any attendee. The Education Seminars volunteer positions are:

- **Moderator**
- **Greeter**
- **Captain:** Subcommittee Member Position.

Orientation Center

The “How-to of Marketplace” for STAR (first-time) delegates. Volunteers are needed to help guide our STAR delegates to a productive, fun, and profitable Marketplace. The Orientation Center volunteer positions are:

- **Greeter:** Welcome STAR delegates and distributes Official Programs.
- **Photos:** take pictures of STAR delegates to display.
- **Registration Liaison:** Greet and guide first-time delegates from registration to the Orientation Center.
- **Ambassador:** One-on-one with STAR delegates to review profile sheet & other Marketplace information.
- **Floor Tours:** Conduct Floor Tour through the Networking Floor, Business Floor and education seminars.
- **Floater:** Help maintain the flow of the Orientation Center by assisting with whatever is needed.
- **Workshop:** Escort STAR delegates from the Orientation Center to the seminar room and assist with audience questions during the workshop.
- **Captain:** Subcommittee Member Position.

Resource Central

Our state of the art Resource Central contains information about Marketplace Buyers and Sellers. Volunteers are needed to help delegates locate the information they are looking for, and navigate their way through ABA's exclusive database program. The Resource Central volunteer positions are:

- **Library:** Check in and out the Buyer and DMO Reference Binders.
- **Computers:** Provide assistance to delegate with on-line Research Databases - perfect for the computer wiz.
- **Copiers:** Help make copies of resources when requested.
- **Greeters:** Welcome delegates to Resource Central.
- **Floater:** Help maintain flow and supplies of Resource Central.
- **Captain:** Subcommittee Member Position

CTIS Booth

CTIS enrollees and graduates are invited to volunteer at the booth to promote the importance of continuing education within the tour and travel industry through first hand testimonials. The CTIS volunteer position is:

- **Promoter**

VOLUNTEER SIGN UP

Delegate Name _____ Company Name _____
Delegate Number _____

1. Download the 2010 Volunteer Sign Up Fax Back Form.
2. Review the volunteer shifts available to determine when you would like to volunteer. For Up-To-Date Volunteer Master Schedule and Descriptions of Volunteer Areas: www.buses.org/marketplace (Volunteer Link on left hand menu). Compare volunteer shift times to other Marketplace events so there is no conflicts for your schedule.
3. Review the volunteer area descriptions to determine where you would like to volunteer.
4. Check the box(es) which correspond to the date(s)/time(s)/area(s) which you would like to volunteer.
5. Fax the completed form back to 202-898-1575.
6. ABA will place you on the 2010 Volunteer Master Schedule and send you a confirmation.
7. To view your schedule, click on the 2010 Volunteer Master Schedule in the volunteer area of www.buses.org/marketplace and select the corresponding tab to the volunteer area on your fax back form (i.e. Registration).
8. Scroll down to the date and time under the specific volunteer area for your name.
9. Plan on arriving 15 minutes prior to the start of your shift.
10. If you need to change or cancel any fo your volunteer commitment, contact ABA at meetingsdept@buses.org.

FRIDAY, JAN. 15

9:00 AM – 12:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

12:00 PM – 3:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

12:30 PM – 2:30 PM

- EDUCATION SEMINARS

2:00 PM – 5:30 PM

- EDUCATION SEMINARS

3:00 PM – 6:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

4:00 PM – 6:00 PM

- EDUCATION SEMINARS

**Thank you in
advance for your
hard work and
dedication to ABA's
Marketplace.**

SATURDAY, JAN. 16

7:00 AM – 10:00 AM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

7:30 AM – 10:00 AM

- EDUCATION SEMINARS

10:00 AM – 1:00 PM

- CTIS BOOTH
- EMAIL CENTER
- EDUCATION SEMINARS
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

12:45 PM – 2:45 PM

- EDUCATION SEMINARS

1:00 PM – 3:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

2:00 PM – 4:00 PM

- EDUCATION SEMINARS

3:00 PM – 5:30 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

3:15 PM – 5:15 PM

- EDUCATION SEMINARS

VOLUNTEER SIGN UP

Delegate Name _____ Company Name _____
Delegate Number _____

SUNDAY, JAN. 17

7:00 AM – 10:00 AM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

9:00 AM – 11:00 AM

- EDUCATION SEMINARS

10:00 AM – 12:30 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

10:30 AM – 12:30 PM

- EDUCATION SEMINARS

12:30 PM – 3:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

2:00 PM – 4:00 PM

- EDUCATION SEMINARS

3:00 PM – 6:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

3:30 PM – 5:30 PM

- EDUCATION SEMINARS

MONDAY, JAN. 18

7:00 AM – 10:00 AM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

9:00 AM – 11:00 AM

- EDUCATION SEMINARS

10:00 AM – 12:30 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

10:30 AM – 12:30 PM

- EDUCATION SEMINARS

12:30 PM – 3:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

2:00 PM – 4:00 PM

- EDUCATION SEMINARS

3:00 PM – 6:00 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

3:30 PM – 5:30 PM

- EDUCATION SEMINARS

TUESDAY, JAN. 19

7:00 AM – 10:00 AM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

9:00 AM – 11:00 AM

- EDUCATION SEMINARS

10:00 AM – 12:30 PM

- CTIS BOOTH
- EMAIL CENTER
- ORIENTATION CENTER
- REGISTRATION
- RESOURCE CENTRAL

10:30 AM – 12:30 PM

- EDUCATION SEMINARS

12:30 PM – 3:00 PM

- CTIS BOOTH
- EMAIL CENTER
- REGISTRATION

2:00 PM – 4:00 PM

- EDUCATION SEMINARS

3:00 PM – 6:00 PM

- CTIS BOOTH
- EMAIL CENTER
- REGISTRATION

**FAX BACK THIS
FORM TO
202-898-1575**