



Ask an Expert

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Purpose: Provide a resource center for conference participants to ask industry experts specific questions about the EE field. The Ask an Expert Booth provides younger or newer members to the EE community a resource to get specific questions answered, but at the same time allows for the opportunity for the more experienced members to give back. Conversation is meant to be informal.

Volunteer Commitment: Conference Chair - approximately 5-10 hours prior to the conference and 2-4 onsite at the International Conference. Committee members 2-4 hours onsite at the International Conference.

Volunteer Location: Volunteers can be located anywhere.

Volunteer Experience/Skills: Volunteers should be a present member of AEE and have at least 7 plus years of experience in the EE field and be identified as a subject matter expert.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, identify and recruit subject matter experts as needed and be timeline orientated.

Committee Members:

- Knowledge: Volunteers should be a subject matter expert in a designated EE area.
- Communication: Volunteers should be comfortable in speaking to conference participants in their area of expertise.
- Connected in the Community: Volunteers should be connected in the EE community so that they can provide references and possible make other connections within the EE Community.
- Details: Track any questions that could not be answered and follow process for getting those back to the AEE designated staff contact so that the appropriate AEE staff person can follow-up.

Volunteer Benefits: Volunteers in this position will receive the following benefits.

- Opportunity to connect and expand your personal network within the EE community.
- Opportunity to give back to the EE community and provide others with guidance within your area of expertise.
- Assist AEE in adding value to the conference participant's experience and strengthening their overall AEE membership.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception.

Volunteers Outline (Tasks and Deadlines)

- Chair will be confirmed by July.
- Chair and AEE designated staff contact will comprise a list of areas that conference participants may be looking for by mid-July. Based on the ideas outlined, Chair and AEE designated staff contact will brain storm on possible volunteers.
- Designated AEE staff contact will provide Chair with days and times AEE would like the Ask the Expert booth to be staffed for by the end of July.
- By the beginning of August, Chair will begin to recruit subject matter experts (committee members) in the designated areas. Chair will have confirmed committee experts by the beginning of September.
- Chair and committee will review subject matter areas and decide if any additional areas should be included by mid-September.
- Chair will coordinate the staffing of the “Ask an Expert” booth. Chair will ask committee members for ideas on additional volunteers should any be needed.
- Committee to develop a process to record questions that they can’t answer to ensure that they are presented to the AEE staff so proper follow-up can be provided.
- Topic areas and times will be provided to the AEE designated staff person by October 1st so that they may be published.

AEE Staff Contact: If you are interested in volunteering in this committee please contact: **Dan** at Dan@aee.org or 720-328-1610.