



International Conference Attendee and Partnership Recruitment Committee

Purpose: To assist the AEE staff in reaching out to the EE Community (members and prospects) regarding attending and/or partnering (sponsoring) the AEE International Conference.

Volunteer Commitment: Approximately 5 hours a month starting in May and ending in October.

Volunteer Location: AEE is looking for a personal reach in all EE communities so volunteers can be located anywhere.

Volunteer Committee Positions: The lead on this committee will be a designated AEE staff contact. Ideally AEE is looking for approximately 20 - 30 volunteers.

Volunteer Experience/Skills: Individuals interested in this position should have the following experience/skills.

- Have attended at least one international conference so that they can speak to the experience.
- Comfortable with making phone calls and speaking with individuals about attending the international conference.
 - Designated AEE staff contact will provide volunteers with a quick fact sheet outlining conference specifics that the volunteer can use.
 - Designated AEE staff contact will provide a list of members and prospects within your region/area.
- Individual must have follow-through in these area:
 - Return contact list to designated AEE staff contact with status/comment field completed.
 - Provide designated AEE staff contact with any follow-through that may be required re: questions that volunteer may not know.

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

- Opportunity to connect and expand their personal network within the EE community.
- Develop personal communication skills.
- Assist AEE in expanding and building the EE Community
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception.
- Opportunity to earn complimentary access to AEE offerings such as webinars, regional conferences, the international conference or membership. (See section titled: Earning Points below).

Volunteer Outline (Tasks and Deadlines)

- Designated AEE staff contact will provide volunteer a list of approximately 30 members and prospect members within in their region or close to. (Lists will be provided as volunteers come on board). Designated AEE staff contact will also provide the “Quick Fact

Conference Sheet” that the volunteer can use as reference during their calls. Volunteer is encouraged to reach out to others in their network that are not on the list provided by AEE. Yes, if a volunteer would like additional names all they need to do is ask.

- Volunteer will begin the recruitment campaign as he/she join the committee.
- Volunteer will be asked to update their assigned call lists and return to the designated AEE staff contact per the designated times listed on their call list. Approximately every 2-3 weeks.
- Designated AEE staff contact will provide a copy of the International Conference Partnership Opportunities (sponsorship) brochure to volunteer. This brochure outlines partnership/sponsor opportunities should the volunteer have contacts at organizations/companies that might benefit from being in front of the AEE International Conference audience.

Earning Points: As mentioned above, volunteers on this committee are eligible to earn points towards AEE offerings such as webinars, regional conferences, the international conference or membership. How to Earn Points:

- During the registration process registrants are asked on “How did they hear about the AEE International Conference?” Volunteers need to inform individuals they connect to that they need to select the option “Referral from a colleague or friend” which will trigger a place for them to list the name of the volunteer that called them. This is how AEE will track points.
- AEE relies on companies and organizations to partner with them at the International Conference. Should a volunteer connect (personal introduction – i.e. an email introducing your contact at a potential partnering organization/company to the designated AEE staff contact and that organization/company ends up partnering with AEE at the International Conference, the volunteer will earn points.

Point System

- Attendee recruitment: for each registrant that lists a volunteer’s name 1 point will be rewarded to the volunteer.
- Partnership recruitment: for any organization/company that a volunteer introduces to AEE and that organization/company agrees to partner at the International Conference, the following point will be rewarded to the volunteer. Points will be rewarded based on the amount of the partnership.
 - \$5,000 - \$3,000 = 5 points
 - \$2999 - \$1,000 = 3 points
 - \$495 - \$999 = 1 point

Rewards

- Ticket to the Saturday Dinner at the International Conference = 2 points
- Webinar = 3 points
- AEE Membership = 5 points
- Regional Conference Registration = 8 points
- 2018 International Conference Registration = 12 points

AEE Staff Contact: If you are interested in volunteering in this committee please contact: **Devon** at Devon@aee.org or 303-946-2522.