



## 2021 SASE National Convention and STEM Career Fair Volunteer Information Packet

Thank you for your interest in volunteering for the 2021 SASE National Convention and STEM Career Fair! The convention would not continue to grow and be successful each year without the dedicated and passionate volunteers that make the event possible. Volunteering is a rewarding experience. Not only do you help make the convention a success, but you also gain valuable skills and discounted access to the event. Please take a moment to review this packet to see which committees are best suited to your interests. Please be open to a few options.

This packet does not fully describe each committee or role, but is provided to serve as a guide to those interested in volunteering. Please know that as the needs of the conventions change, volunteers may be asked to adapt to suit the needs as they arise. Also, roles described are not all inclusive of the responsibilities that may be asked of volunteers. It is essential that volunteers remain flexible and have a positive attitude.

**SASE National Convention Volunteer Application:** [conference.saseconnect.org/nc-callout](https://conference.saseconnect.org/nc-callout)

### 1. About the SASE National Convention and STEM Career Fair

The Society of Asian Scientists and Engineers (SASE) is a 501(c)(3) nonprofit organization. Since the first SASE National Conference and STEM Career Fair in 2011, the event has grown to over 3,200 registrations in 2020. 2021 will be the inaugural year for the 1<sup>st</sup> annual SASE National Convention. The National Convention will host the SASE Pro Conference, SASE Collegiate Conferences and STEM Career Fairs both in person and virtual.

*SASE's mission is to prepare Asian heritage scientists and engineers for success in the global business world, celebrate diversity on campuses and in the workplace, and to provide opportunities for members to make contributions to their local communities. SASE membership is open to men and women of all ethnic backgrounds.*

The SASE National Convention and STEM Career Fair is the largest conference and career fair for Asian Americans in the United States. The 4-day in-person event begins on Wednesday with training sessions for professionals and ends on Saturday with a career fair with 90+ companies recruiting top talent. Workshops focus on personal and professional development, leadership skill-building, and cultural awareness. Interactive booths and professional networking opportunities are also part of the agenda along with the continuation of several special events. The award events, showcase Asian American leaders across the nation both at collegiate and professional levels.

2021 - 2023 Location: [Georgia World Congress Center](#)

### 2. How to Apply

- Review the General Expectations and Committee Descriptions outlined below to gain a greater understanding of the positions available and the type of duties required.
- Complete the <https://conference.saseconnect.org/nc-callout>.
  - **Friday, January 29, 2021 11:59 PM PST** is the deadline for positions other than on-site volunteers.
  - **Friday, June 5, 2021, 11:59 PM PST** is the deadline to apply to be an on-site volunteer.
- Additional volunteers will be accepted as needed.

### 3. Positions

Collegiate National Convention Chair, In-Person		
	Requirements	<ul style="list-style-type: none"> <li>• Attendance of a minimum of two SASE National Conferences</li> <li>• Successful participation as a volunteer at a SASE conference</li> <li>• Submission of application and resume</li> <li>• Submission of 3 references</li> <li>• Completion of an interview process which will consider attributes such as ability to think about the convention on a strategic scale, ability to manage a large team, and demonstration of knowledge of the conference as a whole</li> <li>• Availability to travel and attend National Convention</li> </ul>
	Review & Appointment	<ul style="list-style-type: none"> <li>• The selecting board will review interested applicants, conduct interviews and announce positions by late January</li> </ul>
	Expectations	<ul style="list-style-type: none"> <li>• Communication – work with the Director of Conferences to create effective communication and updates between committees</li> <li>• Return messages within 24 hours</li> <li>• Coordinate and lead bi-weekly to weekly conference calls with committees</li> <li>• Follow-up with Managers on their responsibilities</li> <li>• Follow-up with Director of Conferences</li> </ul>
	Management	<ul style="list-style-type: none"> <li>• Select the Committee Managers with approval of the Director of Conferences</li> <li>• Address question issues as they arise from the committees</li> <li>• Approve committee timelines and ensure that they are adhering to them</li> <li>• Manage the milestone planner to keep workflows on pace</li> <li>• Make sure committees are using Trello and the milestone planner</li> <li>• Ensure all meetings are documented with meeting notes</li> <li>• Commit to availability 60 days post conference to complete reports, transition documents and performance evaluations</li> </ul>
	Leadership	<ul style="list-style-type: none"> <li>• Resolve conflicts with effective communication</li> <li>• Seek out help from others</li> <li>• Motivate sub-committees through positive reinforcement</li> <li>• Increase leadership capacity of committee managers</li> </ul>
	Reimbursement	100% registration to SASE 2021 conference of choice plus shared hotel room

Collegiate National Convention Chair, Virtual		
	Requirements	<ul style="list-style-type: none"> <li>▪ Attendance of a minimum of two SASE National Conferences</li> <li>▪ Successful participation as a volunteer at a SASE conference</li> <li>▪ Previous experience as technical coordinator or handler for a virtual conference is preferred</li> <li>▪ Submission of application and resume</li> <li>▪ Submission of 3 references</li> <li>▪ Completion of an interview process which will consider attributes such as ability to think about the convention on a strategic scale, ability to manage a large team, and demonstration of knowledge of the conference as a whole</li> <li>▪ Commitment to attend all days of the virtual conference</li> </ul>
	Review & Appointment	<ul style="list-style-type: none"> <li>▪ The selecting board will review interested applicants, conduct interviews and announce positions by mid-January</li> </ul>
	Expectations	<ul style="list-style-type: none"> <li>▪ Communication – work with the Director of Conferences to create effective communication and updates between committees</li> <li>▪ Return messages within 24 hours</li> <li>▪ Coordinate and lead bi-weekly to weekly conference calls with committees</li> <li>▪ Follow-up with Managers on their responsibilities</li> <li>▪ Follow-up with Director of Conferences</li> </ul>
	Management	<ul style="list-style-type: none"> <li>▪ Select the Committee Managers with approval of the Director of Conferences</li> <li>▪ Address question issues as they arise from the committees</li> <li>▪ Approve committee timelines and ensure that they are adhering to them</li> <li>▪ Manage the milestone planner to keep workflows on pace</li> <li>▪ Make sure committees are using Trello and the milestone planner</li> <li>▪ Ensure all meetings are documented with meeting notes</li> <li>▪ Commit to availability 60 days post conference to complete reports, transition documents and performance evaluations</li> </ul>
	Leadership	<ul style="list-style-type: none"> <li>▪ Resolve conflicts with effective communication</li> <li>▪ Seek out help from others</li> <li>▪ Motivate sub-committees through positive reinforcement</li> <li>▪ Increase leadership capacity of committee managers</li> </ul>
	Reimbursement	100% registration to conference of choice plus shared hotel room, if helping with some onsite duties.

Committee Managers		
	Requirements	<ul style="list-style-type: none"> <li>▪ Attendance of a minimum of one Conference</li> <li>▪ Submission of application and resume</li> <li>▪ Submission of 3 references</li> <li>▪ Completion of an interview with the Director of Conferences and a National Conference Chair</li> <li>▪ Meet and exceed all expectations of Committee Members with additional time commitments each week</li> <li>▪ Past experience as a volunteer on a National or Regional Conference is preferred</li> </ul>
	Review & Appointment	<ul style="list-style-type: none"> <li>▪ After the completion of interviews, applicants will be notified of the selections by the National Convention Chair in late February.</li> </ul>
	Expectations	<ul style="list-style-type: none"> <li>▪ Communication – work with the Chair and the Director of Conferences to create effective communication and updates between committees (regular meetings)</li> <li>▪ Coordinate and lead bi-weekly to weekly conference calls with your committee members</li> <li>▪ Follow-up with committee members on their responsibilities</li> <li>▪ Return messages within 24 hours</li> <li>▪ Set-up/attend meetings with IT and other groups to express needs of your committee and to work collaboratively to ensure the overall success of the National Convention</li> </ul>
	Management	<ul style="list-style-type: none"> <li>▪ Select the Committee members with approval of the Chair</li> <li>▪ Address question issues as they arise from the committee members</li> <li>▪ Set up goals and objectives with the input of the committee members</li> <li>▪ Organize and distribute tasks in alignment with the goals and objectives of your committee and others within the National Convention</li> <li>▪ Submit committee timelines to the Chair and ensure that they are adhering to them</li> <li>▪ Manage the milestone planner to keep workflows on pace</li> <li>▪ Make sure committee managers are using Trello and the milestone planner</li> <li>▪ Ensure all meetings are documented with meeting notes</li> <li>▪ Commit to availability 60 days post conference to complete reports, transition documents and performance evaluations</li> </ul>
	Leadership	
	Reimbursement	100% registration to conference of choice plus shared hotel room (for onsite roles only)

Committee Members		
	Requirements	<ul style="list-style-type: none"> <li>▪ Submission of Application</li> <li>▪ Submission of 3 references</li> <li>▪ Completion of interview with Committee Manager and/or Chair</li> <li>▪ Variable time commitment depending on sub-committee and month:               <ul style="list-style-type: none"> <li>○ 1-2 hours per week in the earliest stages of planning (January-March)</li> <li>○ 2-4 hours per week in the middle stages of planning (April - June)</li> <li>○ 3-5 hours per week in the later stages of planning (July - September)</li> <li>○ 5+ hours per week during the remaining 3 weeks prior to conference</li> </ul> </li> <li>▪ Commitment to be on-site by the first day of the conference and available throughout</li> <li>▪ Commitment to being a handler for one of the presenters as requested by the programming committee. This includes participating in the mandatory trainings.</li> <li>▪ Commitment to be available for follow-up at least one month post conference</li> </ul>
	Review & Appointment	<ul style="list-style-type: none"> <li>▪ After the completion of interviews, applicants will be notified of the selections by late February</li> </ul>
	Expectations	<ul style="list-style-type: none"> <li>● Communication           <ul style="list-style-type: none"> <li>○ Attend bi-weekly to weekly conference calls with your committee, communicate absences in advance</li> <li>○ Email, Text, and Phone response turn-around               <ul style="list-style-type: none"> <li>■ 48 hour turn-around in earlier stages of planning (January-July)</li> <li>■ 24 hour turn-around in middle/later stages (August-October)</li> </ul> </li> <li>○ Willingness to communicate personal workload or concerns with your manager/chair               <ul style="list-style-type: none"> <li>■ Responsibilities which are not completed or communicated in a timely manner will result in those tasks being reassigned to another team member</li> <li>■ If communication and/or responsibility problems persist, then you may be asked to step down as a volunteer and lose any privileges associated with the position</li> <li>■ Ask for help when needed</li> </ul> </li> </ul> </li> <li>● Professionalism</li> </ul>

		<ul style="list-style-type: none"> <li>○ Behave professionally and with integrity within your team and as a SASE representative</li> <li>○ Respect everyone on the team</li> <li>○ Seek to resolve conflict amiably</li> <li>○ Learn and apply new skills</li> <li>○ Work in a dynamic team environment</li> <li>○ Unite under a single convention vision</li> </ul>
	Reimbursement	100% registration for the conference corresponding with your committee – upon successful participation as a committee member

<b>On-Site Volunteers</b>		
	Requirements	
		<ul style="list-style-type: none"> <li>▪ Submission of application</li> <li>▪ 1 letter of reference or reference submitted</li> <li>▪ Completion of interview with committee chair</li> <li>▪ Commitment to be onsite for day/time assigned in 2-3 hour slots</li> </ul>
	Review & Appointment	
		<ul style="list-style-type: none"> <li>▪ The deadline to apply to be an on-site volunteer is <b>on Friday, June 5 2021, 11:59PM PST.</b></li> <li>▪ Committee Manager with the National Conference Chair will make selections of on-site volunteers based on applicant experience and preference.</li> <li>▪ Volunteers will be notified of their selection by the end of June.</li> <li>▪ The appointment of on-site volunteers will continue on an as needed basis determined by committee managers. Should a manager need more volunteers, we will continue to accept applications.</li> </ul>
	Expectations	
		<ul style="list-style-type: none"> <li>▪ Duties might include the following but not limited to: <ul style="list-style-type: none"> <li>● Setting out signs</li> <li>● Providing information to attendees</li> <li>● Staffing tables</li> <li>● Communicating with presenters</li> <li>● Setting up rooms with materials prior to sessions</li> <li>● Counting and checking badges for events</li> <li>● Preparing conference materials such as conference bags and name badges</li> </ul> </li> </ul>
	Reimbursement	25% Off Registration, upon successful completion of duties

#### **4. Committee Descriptions (unless specified committees will work on both Pro and Collegiate Conferences)**

**Logistics (in person)** works to make sure that all of the logistics are coordinated with the other committees. Includes, but not limited to, mobile app (content, agenda, maps, games), transportation/tour(s), ambassadors, greeters, supply room, and on-site logistics.

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**Logistics (virtual)** works to make sure that the schedule/agenda is built in the conference platform and/or mobile app. This committee includes tech coordinators who are responsible for confirming the meeting link for the session, opening the meeting and admitting attendees, creating breakout rooms if requested, and bringing up any polls.

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**Programming (in person, collegiate)** is responsible for coordinating the Collegiate networking events and entertainment, communication with the presenters/ROC, and attendee experience including gamification on the app of the in-person Collegiate Conference. This committee will also coordinate community service aspects of the convention and SASEbowl.

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**Programming (virtual, collegiate)** sub-committee is responsible for coordinating the Collegiate networking events and entertainment, communication with the presenters, and user experience. This committee will also coordinate community service aspects of conferences.

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**Gamification (virtual)** creates and executes games that increase attendee engagement for the Collegiate Virtual Conference and the Virtual Career Fair using the conference platform/mobile app. Coordinates with Director of Organizational Relationships or directly with Sponsor to capture and ensure their expectations are met.

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**SASEhack (virtual, collegiate)** works with a sponsor to design and implement a hack prior to National Convention. This includes the posting of the event, coordinating registration, managing prizes and distribution, securing mentors and judges and integrating a minimum of one workshop.

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**National Convention Marketing** is a committee reporting to the SASE Marketing Director to communicate, energize, and increase attendance for both in person and virtual conferences. They also work closely with the Director of Organizational Relationships as responsibilities may include the execution of social media posts on behalf of sponsors. They will work on campaigns such as the role model competition. It is important for volunteers in this committee to keep in contact with other committees as there is some overlap with social media, mobile app, and promotional outlets. Lead the media team prior, during, and post conference to have photos and video footage appropriate for promotion of the following years' conference.

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**Attendance (in person, collegiate)** is a committee reporting to the Collegiate Program Coordinator and works closely with NC Marketing to reach out, engage, and advertise to increase local attendance. These volunteers will consist of those from the hosting chapter and local area.