



表達藝術·其道大光

A Drop of Golden Sun
Illuminating Creativity

2023.7.14-16

第十五屆國際表達藝術治療協會研討會
The 15th IEATA International Conference

What's a Concierge and How Can I Become One?

A Conference Concierge is a person who **supports presenters and speakers during their online session**. The Concierge opens and closes the Zoom room for the presenters, introduces the speakers and the workshops, maintains Zoom security, and provides tech support like admissions, chat monitoring, screensharing, creating breakout rooms or polls, sharing links, and more.

The Concierge also **closes out the sessions**, thanking the presenters and providing conference announcements and links to social gatherings and other conference-wide events.

As a Concierge, you **commit to moderating at least three sessions** to be eligible for the Volunteer Discount and have full access to all workshop recording for up to two weeks after the conference. Please note: if you register for a One-Day Pass, you will only have access to the recording from your selected day

There will be **two online Concierge Orientations** that go over the processes and scripts involved in being a Conference Concierge. A recording of the training will be available to those who are unable to attend one of the meetings.

You will also **receive a custom-designed background filter for Zoom** identifying you as a Concierge and some special surprises sent straight to your door!

If you are comfortable with Zoom tech, have a stable internet connection, and would like to volunteer, being an IEATA Conference Concierge just might be the right fit for you!

[Register today as a Volunteer and commit to being a Conference Concierge!](#)

[Select your Concierge Orientation date after registering as a Volunteer!](#)

Breaking it down further:

- Each session will have a Concierge that moderates the room. The Concierge is the "host" of the Zoom room and opens it up 15-minutes before the start time to admit the presenter(s) and make them co-host(s)
- The Concierge provides technical support according to the presenters' needs, and may include admissions, muting, chat monitoring, collecting questions, screen sharing, link sharing, creating and launching polls, creating breakout rooms, and more
- The Concierge also acts as a Zoom security measure, dealing with uninvited guests and other unexpected security events
- The Concierge introduces the presenters at the start of the session, closes out the session with a thank you to the presenters and information on conference-wide events and links, and ends the meeting for all at the appropriate time
- The Concierge will have a unique IEATA Virtual Background to establish them as a Concierge during the session

The Concierge Orientations:

- There will be two online orientations for Conference Concierges to get familiar with the process, receive the full Concierge Guide and Suggested Script, and gain access to the sign up sheet and virtual background. The training will be recorded so if you cannot make one of the two sessions, you will be able to watch a recording
- Once you fill out the Concierge Orientation Selection Form, you will receive a Zoom link to your selected orientation date and access to the Concierge sign up sheet once it is ready
- You will be able to self select workshops to moderate (on a first come, first serve basis). We encourage you to sign up for as many as possible beyond the required three sessions
- Most sessions will be recorded and as a Full Conference attendee you will have access to the recordings of the workshops for up to 2- weeks after the conference
- Please be aware that many workshops may occur outside your time zone. We ask that you try to moderate at least one that is not in your time zone. Who knows, it could even be a special experience, right...?

[Register as a Volunteer](#) **[Select Orientation Date](#)**