CMMI Institute AN ISACA ENTERPRISE **2020 Events in Crystal City, VA**

PARTNER WORKSHOP
CAPABILITY COUNTS 2020 CONFERENCE
TRAINING & TUTORIALS

20 APRIL
21 & 22 APRIL
23 APRIL

Capability Counts Conference Volunteer Opportunities

Overview

Thank you for your interest in volunteering for Capability Counts 2020. The contribution of your time and expertise make this event possible. Below, you will find descriptions of each volunteer opportunity. Please read each of the roles carefully before selecting the positions you are interested In. There are three opportunities available: Program Committee (abstract reviewer), Ambassador, and Track Chair. You may select more than one role.

The Program Committee call for volunteers will end on August 20, 2019. The call for Ambassadors and Track Chairs will end on September 13, 2019. Click here to complete the Volunteer Application.

If you have any questions, please email events@cmmiinstitute.com.

Program Committee – Call for Participation ends August 20, 2019

The essential Program Committee duties are:

- **Must be a Lead Appraiser to qualify**

- Review and rate approximately 30 abstracts (number may vary depending on number of papers
    - Each paper needs at least 4 different abstract reviewer ratings

- Adhere to all the review and rating rules and guidelines provided by the CMMI Institute

- Attend the Abstract Review training webinar in September (recording will be available)

- Complete all abstract reviews by October 15, 2019

Ambassador – Call for Participation ends September 13, 2019

The essential Ambassador duties are:

- Attend the on-site orientation meeting/networking event on Monday, April 20 (more details TBD)

- Ensure all attendees feel included

- Be knowledgeable of the Capability Counts 2020 Program tracks and staff

- Provide personalized interaction and guidance to participants such as:
    - Answer questions
    - Consider and fulfill requests to the greatest extent practical
    - Hear complaints and mitigate, if possible

- Provide assistance and guidance to new attendees

- Suggest networking opportunities and/or make introductions to inquiring attendees

- Suggest sessions that best fit the individual objectives of inquiring attendees
- Maintain a professional and confident demeanor, posture, and appearance

Track Chair – Call for Participation ends September 13, 2019

The essential Track Chair duties are:

- Manage the room and presenters on-site for one specific track
- Attend the on-site orientation meeting
- Introduce yourself to the speakers before each session and ask how they want their name to be announced/pronounced
- Introduce the presenters to the audience (usually just read the bio from the mobile app unless you know the presenter personally and can ad lib, or unless they instruct you otherwise)
- Keep time from the back of the room by holding up the time remaining cards so the presenter can see them
- Listen to the presentation and ask a question (or two) if the audience doesn't immediately ask one
- Facilitate the Q&A
- Track attendance (total count in the room at the end of the session)
- Make sure the room clears for the next session