



Women In Camp Summit Tech Support Needed!

Be part of a dynamic group of camp pros working on the Women In Camp Summit! We are seeking Tech Hosts to facilitate the Zoom room technology, welcome attendees, and monitor the space for safety.

Since these awesome folks will be facilitating the Zoom controls and such, we've included a short list of requirements to participate in this role.

Needed: 6-8 Tech Hosts

Requirements & Necessities for this Role:

- A quiet space with a reliable internet connection, computer, webcam, and microphone to work from.
- Familiarity with Zoom preferred.
- Supportive and welcoming attitude. The main goal is to help speakers and attendees have a successful experience with the technology.
- Detail oriented, ability to work within a schedule and communicate clearly and professionally.
- Must be available:
 - December 2, 2020 from 9:00AM to 7:30PM CST (Will include a scheduled Lunch and Dinner Break)
 - December 3, 2020 from 8:00AM to 3:00PM CST (Will include a scheduled Lunch Break)

What You Will Be Doing:

Prior to the event:

- Participate in a short training with the Tech Lead (1 hour)
- Schedule and complete a 15-30 minutes tech rehearsal with each of your speakers (5-10) to take place the week of November 16th.
- Report to the Tech Lead about issues that came up in the tech rehearsals by Wednesday Nov 25th.

Days of the event:

- Serve as the official representative of the ACA Illinois by welcoming the attendees and speaker, and setting a welcoming tone for the event.

- Log in with the speaker before event time to test any last minute tech needs. Assist the speaker throughout the event if tech needs/questions come up and connect with additional tech resources if necessary.
- Manage the event schedule and assist the speakers to stay on time. Give prompts for when to start wrapping up or move to another space.
- Manage the waiting room, screen sharing, breakout rooms, polls, chat, participant controls and general security of the zoom space.
- Give any announcements such as prompting attendees to fill out the session survey, offering sponsor information, or announcing session changes or schedule highlights.
- Note attendance of the session and report to Tech Lead after the event.

Special Notes:

- The Tech Host's main role is to monitor chat and tech, keep the speaker on schedule, manage breakout rooms, and troubleshoot issues. **Tech Hosts should be aware that they will be unable to fully participate in the breakout sessions.** *It's like being a lifeguard at the waterfront - you get to see the impact of your work play out in front of you, but you have to keep your focus on the larger picture, pulling away when needed to address issues or concerns.*
- **We value the time commitment and focus this role requires which is why we will offer a \$350 stipend to our Tech Hosts that complete the required meetings, tasks, and facilitate their responsibilities.** Tech Hosts are also not expected to pay for conference registration.
- Can you only help us for one day, but not both? Let us know!

This event is only open to women camp professionals. Tech hosts do not have to be camp professionals.

Questions? Email Allie at allie@acail.org or call her at 312-332-0833 x4.

[APPLY HERE!](#)