

### IAEM 2022 ANNUAL CONFERENCE & EMEX Ambassador Program Orientation

## PURPOSE OF THE AMBASSADOR PROGRAM ORIENTATION

2022

Savannah, GA

Annual Conference & EMEX

Give an overview of the role, expectations, and benefits of being an Ambassador.

At the end of this orientation is a link to a contact information form. If you wish internation to be an Ambassador, you must fill out this form.

### **Ambassador Program**

### **Ambassador Role**

- Making everyone at the conference feel comfortable and welcome
- Give guidance to all attendees
- Facilitate networking and create opportunities for connection
- Professionally represent IAEM you are the face of the conference and IAEM
- Proactively engage conference attendees (not everyone will come to you)



# Defining the Job

### **Ambassador Responsibilities**

- Sign up to be stationed in key locations during conference via SignUp Genius
- Wear Ambassador Button
- Proactively approach and introduce yourself to attendees
- Be helpful, friendly, and know where additional info is available
- Attend the Sunday, Nov. 13<sup>th</sup>
  Orientation meeting at 1:30pm.



# Defining the Job

### **Ambassador Requirements**

- Be flexible schedules change and Ambassadors need to go with the flow
- Be an IAEM member in good standing
- Must have attended at least one IAEM conference previously
- Must be familiar with conference facilities



# WIN-WIN SITUATION

#### **Improve THEIR Experience:**

- Be Open and Energetic
- Be Honest and Genuine
- Be Engaging and Attentive

#### **Improve YOUR Experience:**

- Knowing THEM Helps you BOTH Network
- Exploring THEIR Interests Helps Find Common Ground



# TALKING THE TALK

#### What to Know about IAEM:

- Elected Officers
- <u>Member Benefits</u>
- <u>Committees and Caucuses</u>
- <u>CEM<sup>®</sup> & AEM<sup>®</sup> Certification</u>
  <u>and Requirements</u>

#### What to Know about the Event:

- Conference and Venue Layout
  - Download the App
  - Keep a Map Handy
- Schedule of Breakout and General Sessions

If you do not know all of this or where to find it, we will help you.



# **TOOLS PROVIDED**

- Map of facilities
- IAEM leadership identification and contact information sheet
- Mobile App for conference schedule
- Daily email from Ambassador Lead on important conference information updates and changes
- Google Group access with other Ambassadors for ease of addressing concerns and questions



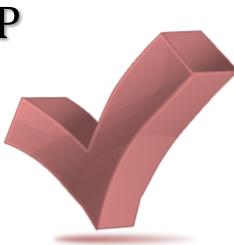
## Next Steps – Sign Up

**<u>Step 1</u>** – Complete contact information via this form.

https://forms.gle/MPqdEVVyFkxqzhvT6

<u>Step 2</u> – Sign up to be stationed at designated locations and times during the conference.

<u>Step 3</u> – Invite-a-Friend to be an Ambassador via the contact form.



## **Ambassador Program Contacts**

Email one of us if you have any questions:

- Andrew McGuire, Ambassador Program Lead
  <u>IAEM.Ambassador@gmail.com</u>
- Julie Husk, Conference Director Julie@iaem.com