IAEM 2022 Annual Conference & EMEX

Ambassador Program Orientation
PURPOSE OF THE AMBASSADOR PROGRAM ORIENTATION

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 to be an Ambassador, you must fill out this form.
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. 13th 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
• Member Benefits
• Committees and Caucuses
• CEM® & AEM® Certification and Requirements

What to Know about the Event:
• Conference and Venue Layout
  o Download the App
  o 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

**Step 1** – Complete contact information via this form.
https://forms.gle/MPqdEVVyFkxqzhvT6

**Step 2** – Sign up to be stationed at designated locations and times during the conference.

**Step 3** – 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
  – IAEM.Ambassador@gmail.com

• Julie Husk, Conference Director – Julie@iaem.com