



# IAEM 2025 ANNUAL CONFERENCE & EMEX

## Ambassador Program Orientation

# PURPOSE OF THE AMBASSADOR PROGRAM ORIENTATION

- Provide an overview of the role, expectations, and benefits of being an IAEM Ambassador.
- At the end of this orientation is a link to a contact information form. If you want to be an Ambassador, **please fill out this form.**



# AMBASSADOR PROGRAM

## Ambassador Role

- Making attendees at the conference feel **welcome**.
- Provide **guidance** to 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).
- ***WEAR THE BUTTON!***



# DEFINING THE JOB

## Ambassador Responsibilities

- **Wear the Ambassador Button!**
- Proactively approach and introduce yourself to attendees
- Be helpful, friendly, and know where additional info is available
- Attend the Sunday, Nov. 16<sup>th</sup> Orientation meeting at 1:30pm.
- Volunteer to be stationed in key locations during conference via SignUp Genius.



# DEFINING THE JOB

## Ambassador Requirements

- Be flexible! Schedules change and Ambassadors need to go with the flow (improvise, adapt and overcome).
- Be an IAEM member in good standing.
- Must have attended at least **one** IAEM conference previously.
- Should be familiar with conference facilities (via onsite tour provided on Sunday).



# 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<sup>®</sup> & AEM<sup>®</sup> Certification and Requirements](#)

## 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 conference venue / 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,
- Group chat (WhatsApp) with other Ambassadors for ease of addressing concerns and questions.





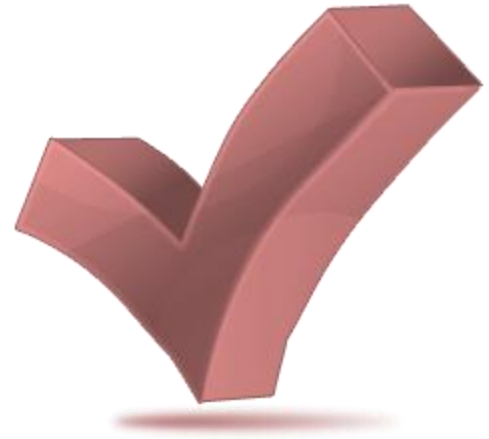
# NEXT STEPS – SIGN UP

**Step 1** – Complete contact information via the following link:

<https://forms.gle/g6Mi2PUFZGvgvGvf7>

**Step 2** – Sign up to be stationed at designated locations and times during the conference. Sign-Up Genius link to be provided at a later date.

**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:

- **Andy McGuire**, Ambassador Program Lead  
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