



## **INTERN VOLUNTEER DETAILS SMA ANNUAL SEMINAR 2019 HOLLYWOOD BEACH, FL**

### **REQUIREMENTS OF POSITION**

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Attend two hour-long orientation conference calls scheduled in the months leading up to the Seminar.

*Interns must plan to arrive at the host hotel, The Margaritaville Hollywood Beach Resort, by early afternoon Saturday, February 2nd and stay until Friday, February 8<sup>th</sup>.*

Interns will be expected to work during all shifts as directed for registration, production, fundraising, and catering, beginning on Saturday, February 2<sup>nd</sup> with assembly of monitors and pre-registration. You should plan to call Intern Coordinator, Kelsey Smith, when you arrive at the hotel.

There will be some lifting and carrying involved with this position, consisting mostly of setting up and moving video monitors and boxes, up to 75 pounds. *Please notify Andrew Standley if you have concerns or questions.*

### **PROVIDED BY SMA**

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SMA will book and pay room/tax for a same-gender shared hotel room from Saturday through Thursday nights. We will provide interns with their reservation confirmation numbers in January.

SMA will cover all Seminar registration costs and meals during working hours for all volunteers. SMA will also provide transportation to the off-site evening events. *Please contact Andrew Standley if you require any special accommodations.*

### **PROVIDED BY STUDENT**

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Interns will be responsible for arranging and paying for their transportation costs to the Seminar. Kelsey Smith will keep track of your arrive/depart, and assist in shared rides if possible. Check the airport web site for shuttle services to the hotel. A taxi will be \$50+, so it is best to make an advance shuttle reservation. Uber and Lyft service is available from the Fort Lauderdale airport.

Individual interns are responsible for all incidental personal expenses. This would include ANY room charges. **The hotel will ask for a credit card from you for these.** It is best to plan not to charge anything to the room. Your meals are covered from Saturday night through Thursday lunch, and we'll always have beverages and snacks you can take to your room.

## **JOB FUNCTIONS**

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Interns will assist with set up, staffing, and tear down of attendee registration desk, and all other Seminar events and educational sessions, including an off site stadium tour. Responsibilities include handling and watching over expensive equipment that will require vigilance and care to prevent damage. Some of this equipment will require lifting and set up with SMA staff direction.

Part of the benefit for you in working the Seminar is to be able to learn from some of our great speakers and league officials. While you will be shifting on and off of the registration desk, we'd like for you to be in as many sessions as possible. Please review the agenda and let Kelsey know the top couple of sessions you'd like to attend and review, and we'll try to work around everyone's requests. You'll attend the opening session each day.

## **SEMINAR PREPARATION**

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We'd like to introduce you at our opening session on with the start of Seminar with a 30 second video (of you and by you!) that we will incorporate into our production. Kelsey will give you details and a deadline.

Review the agenda and ask questions at our conference call meetings. Review the attendee list when it is available in late January, and think specifically about who you would like to meet.

## **DRESS CODE**

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Interns are expected to dress "professional casual" both on and off shift. Long pants and collared shirts are appropriate. Jeans, shorts, t-shirts, exercise clothing, and casual tops are not acceptable. Casual and clean **comfortable** shoes are fine, but no flip-flops.

You are there to represent yourself professionally to 500 potential employers. If you have any doubt whether an item of clothing is appropriate, chances are it is not.

## **PERSONAL AND PROFESSIONAL ETHICS**

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Professional behavior is required, on and off duty. We expect you to be on time for work shifts and demonstrate positive demeanor and professional language at all times.

You are there to network professionally, not personally. Avoid cocktail conversations with members. Keep your topics brief and relevant. Don't hesitate to ask to be introduced to a member.

The Seminar includes functions where alcohol will be served. You will be given direction at an individual event if it is appropriate to have a drink. SMA will immediately terminate your volunteer services if you are intoxicated or under the influence of any illegal substance, regardless of whether you are working at that time.

After hours noise complaints or hotel violation related reports will not be tolerated. A second complaint will result in you being required to leave the hotel and the Seminar at your own expense.

## **DISMISSAL FROM PROGRAM**

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Any violation of this agreement may, within the sole discretion of the SMA, result in dismissal from the Intern Program and expulsion from the Seminar and the Seminar hotel at the intern's expense.