



2024

Annual Conference & EMEX

Colorado Springs, CO

IAEM 2024 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 and comfortable.
- 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).



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. 17th Orientation meeting at 1:30pm.
- 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.
- 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
 - 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 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/775RSbREhRLkWzPY9>

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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- **Julie Husk**, Conference Director
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