



Thank you for signing up to support NPSI 2025! Support Staff are an essential ingredient in the success of NPSI and all assignments are vital. Please read the important information below in preparation for your role(s) during the event.

Support Staff Expectations

- Please note that all positions will involve contact with the students.
- Be kind, courteous and helpful at all times. If you are asked a question and do not know the answer, please contact a member of the NRAEF staff, all of whom will be wearing staff badges or identifiable clothing for easier recognition.
- The use of cell phones (unless they are being used as stopwatches), headphones, laptops, tablets etc. is not permitted on the competition floor or at any other NPSI events while on duty.
- NPSI volunteers should **not** discipline students. If you observe questionable behavior from any student, contact the NRAEF staff member in charge.
- Refer guests to the NPSI 2025 APP to find locations, competition information & activity schedules.
- Review the hotel map and event locations to orient yourself and be prepared to direct guests to particular events when asked.
- Check in by printing your badge at the 3rd floor Registration Desk (Staff Support Lane)

CONTACTS:		
NRAEF Staff		Linder Volunteer Manager
Amy Saltzman	Kahlee Yeldell	Kelly Shurgot
(202) 487-3495	(414) 688-0308	(808) 628-8483
HOTEL EMERGENCY INFORMATION:		
In case of a medical emergency, call 1811 from any hotel house phone even if 911 has already been contacted to inform the hotel about the emergency.		
LOCATIONS:		
Registration desk – Built-in Registration Desk, Third Floor		

Role Description and Responsibilities for Registration

- Distribute team packets, competition schedules, event schedules and other NPSI-related materials
- NOTE: All team name badges will be in packets; general attendees will have individual badges that they will print themselves at kiosks
- Direct guests to the solutions desk to reprint badges or assist with onsite registration issues or concerns
- Answer attendee questions and provide directions when necessary

