



Take the opportunity to **network** with senior leaders in the federal government and public sector, **gain insights** into trends for the future of the field, and **serve an integral role** in the premier conference on executive leadership.

LOCATION: The Mayflower Hotel, Autograph Collection - 1127 Connecticut Ave NW, Washington, DC 20036

Ambassadors are responsible for travel and/or lodging costs. Breakfast and lunch will be provided on site.

RESPONSIBILITIES:

Events - ensure logistical and tactical tasks are implemented to make the attendee experience memorable and productive.

- Be available to welcome attendees and help direct to rooms, seats, and restrooms throughout the conference and Roger W. Jones Awards Reception.

Sessions - ensure each of the rooms for each session is properly set and ready for presenters and attendees.

- Audiovisual equipment is in place and working.
- Sufficient number of seats for expected attendees.
- Correct signage outside room.

REQUIREMENTS:

- Must be 18 years old or older
- Must be able to commit to at least two shifts of 3-4 hours

The Annual Key Executive Leadership Conference

is a 200-person conference provided by the School of Public Affairs Key Executive Leadership Programs at American University.

This event provides participants with the opportunity to explore principles, industry trends, and best leadership practices through key plenary and concurrent session presentations given by exceptional leaders in the field.

Set in the heart of Washington, D.C., Key conference participants are from the federal government and public sector as well as non-governmental and non-profit organizations.

The 2020 conference theme is *Future of Excellence - Service, Leadership & the Federal Executive.*

#FutureOfExcellence

APPLY BY FRIDAY APRIL 17

bit.ly/keyvolunteer