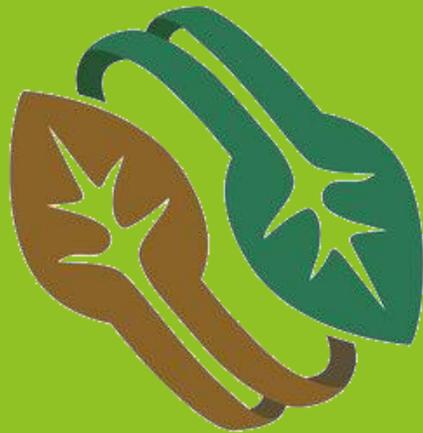


# LCA XIX VOLUNTEER STUDENTS HANDBOOK



**ACLCA**

American Center for  
Life Cycle Assessment

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ACLCA 2018®

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## ACLCA in brief

### What is ACLCA?

The American Center for Life Cycle Assessment (ACLCA) is a non-profit membership organization that brings together diverse organizations with a stake in the implementation and application of LCA. ACLCA also produces the LCA annual conference-the largest LCA meeting in North America-along with monthly webinars, member newsletter, certification programs, and active Industry, Education, Policy, Product Category Rule (PCR) and Certification Committees.

### LCA Certification exams

The ACLCA offers several certification exams to advance to the career of the LCA practitioners. People can pass some of the exams during the LCA annual conference. These certifications include:

- Life Cycle Assessment Certified Professional (LCACP)
- Certified Lifecycle Assessment Reviewer (CLAR)
- Certified Lifecycle Executive (CLE)

For more information about the certification and their pre-requisites, please refer to the ACLCA website.

### LCA Webinars

ACLCA hosts webinars that spotlight innovative approaches to accelerating the implementation, and building capacity and knowledge in environmental LCA. ACLCA members have access to webinars and unlimited access to the archives and handouts for continued learning at their own pace. Non-members have to pay a fee of 75 USD for each webinar.

For the complete list and to register for the webinars, please check [Webinars page](#).

## ACLCA Membership

### Reasons to join the ACLCA Community

- Opportunities to network with peers and faculty
- Meet professionals from industry, academics, consulting, government and NGO's who were once where you are now
- Increased visibility in the LCA community
- Access to state of the art research, case studies, tools and resources in the application of LCA
- Resources for identifying and developing career options LCA
- If you apply for a volunteer opportunity to attend the LCA conference free of charge, your membership might tip the balance in your favor if all other qualifications among candidates are equal.

### Student Membership benefits

- Student discounts for publications, conferences, and workshops
- Participation in ACLCA Committee's
  - Education Committee
  - Policy Committee
  - Industry Committee
  - Product Category Rule Committee (PCR)
- Free access to four ACLCA webinars per year
- ACLCA Newsletter Member Newsletter
- Networking in the LCA community
- Access to members only resources

### ACLCA Student Membership

For an individual to qualify for the student membership, he/she must be at least a half-time student and a proof is requested upon registration.

The annual student membership cost is 35 USD and you can become a member by going to the [ACLCA Store](#) page.

## LCA Conference

### Overview

This is the 19<sup>th</sup> Edition of the conference. Annually, during the conference people from the government, industry and academia gather to discuss their progress, new rules and findings and reflect on worldwide issues. In general the presentations are classified into two categories: The regular presentations (designated for the experts in the field and people who have been applying LCA for a while) and the LCA Institute (dedicated for new LCA practitioners who aren't very familiar with this environmental assessment tool).

### Schedule

The conference schedule will be available online on the ACLCA website shortly before the conference date. It will also be available as a printed copy at the registration desk during the conference. Since this is an environmentally responsible event, the attendees are encouraged to download the conference application on their smartphones in order to avoid paper waste. The barcode for the application will be available at the registration desk as well and the attendees will be informed about it in the “know before you go” document sent prior to the conference.

### Why volunteer during the conference?

ACLCA is pleased to offer the student volunteer program for the LCA XIX Conference. Eligible students will be able to apply to volunteer during the conference and at conference events in exchange for **free entry** into the LCA XVIII Conference. This is a great opportunity for the students to exchange with experts, grow their network and identify potential collaborations with colleagues working on similar topics. Furthermore, due to the remarkable presence of governmental agencies and industrial partners, students get a better insight about the LCA at the governmental and industrial levels, how it is applied and even spot job opportunities.

In addition to all these opportunities, volunteer students benefit from a free admission to the Introductory LCA Student workshop where undergraduates or post-graduates new to LCA are provided with an introduction to life-cycle assessment (LCA). In this course the attendees learn the basics of the LCA method and its application to real-life situations.

## Prerequisites for student volunteers

Volunteering during the LCA conference is a great opportunity. Volunteer students will be able to wave their registration fees and will get the chance to get in contact with the most reputable people in the field. Hence, there are several requirements which they need to satisfy in order to be qualified as volunteers.

### Volunteering prerequisites

- You must be currently enrolled as a student (be at least a part-time student).
- You must submit a letter of recommendation from one of your professors. (Electronic copy accepted, must include contact details of professor)
- You must submit a letter of motivation (of 250 words)
- You must be available for a pre-conference Volunteer call in August/ early September (a one hour conference call)
- You must be available for an in-person pre-conference meeting (in the conference venue during the pre-conference)
- You must be available to volunteer during the conference and conference events (for about at least 5 hours a day)

### Documents needed

Here is the documents list needed to apply for the volunteering positions

- Fill the [form](#)
- A proof of registration at the university
- A motivation letter of 250 words explaining what motivates you to volunteer
- A recommendation letter from one of your professors

## Volunteers tasks during LCA XIX

There are numerous tasks to be filled by our beloved volunteers. We completely understand that the conference is a chance for the students to network and learn from experts, this is why we ask the team members to fill their preferences for some of the tasks according to their schedule and the sessions they are interested in attending the most. If a certain block of presentations is of great interest to you, you can fill the task of student assistant to the chair session during that block. This way you are attending it and doing your volunteer task at the same time.

Below is a list of the tasks:

- Prior to the conference
  - Assemble badges
  - Load presentations into the laptops
  - Prepare the rooms by making sure the projectors and microphones work and placing laser pointers
  - Organize the registration desk
  - If you have a poster, hang it in place and put the numbers on the boards to help the students know where to place theirs
  - During the *pre-conference*, help with the set-up and optionally attend the **free students workshop**
  - Make sure to follow ACLCA on facebook and twitter
  
- During the conference
  - At the *registration desk*: Register the attendees and provide them with all the information needed
  - *During the sessions*: Assist the sessions chairs, monitor the time and make sure the presentations are running properly
  - Tweet about the conference and the sessions
  - Help with the award ceremony by making sure everything is in place
  - Assist when needed any person passing by the ACLCA table
  - Encourage people to pass by the exhibitors booths, get their “*conference passports*” stamped and increase their chances to win numerous prizes.
  - When tweeting or sharing on social media, do not forget to tag the ACLCA
  - Encourage people to share on their social media accounts

Last but not least, do not forget to keep your smile 😊

**NOTE: All areas of the volunteer agenda must be covered. If for some reason you cannot cover your assignment, you need to find a replacement among the other volunteers.**

## Communication & key contacts

### Before we start

All the volunteers are requested to fill a google document with their phone numbers and email addresses which will be shared with the other volunteers and ACLCA staff. This way we make sure we have the contact information of all the team members and ensure a better a better communication between us all.

Kindly fill the following [Google Sheet](#).

### Communication

The most amazing thing about LCA conferences is the team spirit. Everyone works together in order to make the event a huge success.

The main communication between the volunteers is going to be through **slack**. If you are not familiar with this application, it is a great communication platform similar to Skype. It can be easily accessible either on your laptop or on your smartphone (make sure to download it for a better and more rapid communication). Once you have it, join the following workspace:

Lcaxix.slack.com

You will have automatically access to the #general channel. If you go there, you can either call the entire channel by writing “@channel” before your message, or “@name” to call a specific person within that channel. Otherwise just write down what you would like to say and everyone can read it. If you want to have a private conversation with that person, start a thread with them by clicking on their name to your left under the tab (Direct messages).

Last but not least, we might need sometimes to make sure everyone read our messages, so we might ask you to react to the sentence we sent by using any emoji.

If you are unable to join the workspace, please send an email to Hassana at [Hassana.elzein@gmail.com](mailto:Hassana.elzein@gmail.com)

### Key contacts

Since this might be the first time for many of the students to attend and volunteer during this conference, here is a list of the main call/ text/ refer to contacts in case of any incident, question or special request.

Name	Email	Phone number
Hassana Elzein	<a href="mailto:Hassana.elzein@gmail.com">Hassana.elzein@gmail.com</a>	+1-(514)-967-8007
Beth Shafer	<a href="mailto:Beth.shafer@currenteventsco.com">Beth.shafer@currenteventsco.com</a>	+1-(613)-557-1749
Debbie Steckel	<a href="mailto:dsteckel@aclca.org">dsteckel@aclca.org</a>	+1-(202)-557-0449

## Frequently Asked Questions

During the conference, the student volunteers will be the reference for all of the attendees. Below is a short list of the most common requests/questions the students are asked and how to answer them.

### **I am not registered what should I do?**

Either you ask the person to go on their own into the conference webpage and register or on one of the laptops available at the registration desk you open the page for them and ask them to fill their registration information and pay for it. Do not take cash and in case a person would like to pay by cash and credit card, please contact Debbie.

### **Conference tours and restaurants**

At the registration desk, there is a sheet summarizing the restaurant and activity recommendations in the town of the conference. This information is available as will in the “know before you go” document.

### **LCA Exam**

The certification exams take place during the pre-conference. Results usually take three weeks from the date of the exam. They are multiple choice questions, the answer sheets and pencils to answer are provided.

### **LCA Book**

Several copies of the LCA book are available in the storage room. Upon showing a receipt the person can retrieve his/her copy of the book. If they want to order, let them go to the ACLCA store page.

### **Am I a member?**

A members list will be shared with the volunteers. Check if the name of the person asking is on the list. If the person is interested in becoming a member, let them go on the ACLCA store page.

### **Pre-conference workshops**

A list of the attendees of the every pre-conference workshop is available at the registration desk along with a copy in every assigned room for the workshop. Please refer to this paper.

### **I am not sure if I am a part of the Student poster competition**

By default, all student posters accepted for the conference are qualified for the students' poster competition. Every student is assigned a number for his/her poster, so please make sure he/she hangs it in the correct spot and provide him/her with pins. Inform the students that these numbers do not reflect any order of importance and they will only serve the jury for the evaluation.

### **Floor plan**

You will be frequently asked about the rooms of the sessions as well as the washrooms. In order for you to familiarize with location, you will have the floor plan sent to you prior to the conference and during the pre-conference in person meeting you will have a tour in the venue.

### **WIFI Code**

At the registration desk there will be the wifi name and code as well as in every conference room. In the "know before you go document" this information will also be shared with the attendees.