

THE 22ND ANNUAL NATIONAL BLACK PRE-LAW CONFERENCE & LAW FAIR 2026

Volunteer Team Member Training

Thursday, November 12 – Saturday, November 14, 2026 • Cambridge and Boston, Massachusetts

Welcome to the Team!

Welcome to the official volunteer training for the 22nd Annual National Black Pre-Law Conference and Law Fair.

For more than two decades, this conference has connected aspiring Black lawyers and allies with practical information, inspiration, and a supportive community.

Your service makes this event possible. From the moment our guests arrive, you are the face and spirit of the conference.



WE'RE ALMOST THERE
Today is about execution: where to be, who to contact, and what to do when things change.

Our Hour Together

01	Welcome & Who We Are	5 min
02	Conference Weekend at a Glance	8 min
03	Your Role & the Standard	10 min
04	How It Works: Shifts, Logistics & Teams	12 min
05	Communication & Escalation	5 min
06	When Things Don't Go as Planned	10 min
07	Breaks, Rewards & Recognition	5 min
08	Final Check & Q&A	5 min

Who We Are

The **largest and longest-running** pre-law event in the United States dedicated to centering the stories, perspectives, and lived experiences of aspiring and current Black lawyers. Founded in 2005 by **Evangeline M. Mitchell, Esq., Ed.M.**

WHY WE EXIST

- Expand access to legal education
- Give candid, practical guidance on navigating the legal pipeline
- Build a supportive, empowering community for future lawyers

HOW WE SHOW UP

- Treat everyone as valued and seen
- Foster warmth, professionalism, and a welcoming atmosphere
- Send attendees home supported, informed, and inspired
- Model excellence and respect in every interaction



Meet Your Co-Managers

Co-managers supervise their assigned teams. Your Team Lead is your first call; your co-manager is right behind them.



Akheena Farrior-Parcak

CO-MANAGER

- Registration & Hospitality



Caleb Martin

CO-MANAGER

- Speaker Support & VIP Hospitality



Shania Roseborough, MCJ

CO-MANAGER

- Emcee & Program Support
- Law Fair



Obianuju "Obi" Onyegu

CO-MANAGER

- Setup & Breakdown
- Pop-Up Shop
- Logistics / Floaters

Conference Weekend at a Glance

12 NOV THURSDAY

See It: Exposure + Inspiration

- **Law school tours**
  Suffolk Law, New England Law, Northeastern Law, Boston College Law
- **Welcome Meet & Greet, 5–7 PM**
  BC Law, Newton Campus

13 NOV FRIDAY

Understand It: Law School Strategy Intensive

- **Main sessions**
  Harvard Graduate School of Education, Askwith Lecture Hall
- **Law Fair, 5:30–7:30 PM**
  Lesley University, Washburn Auditorium & Lounge
- **Film Screening & Reception, 8 PM**
  Location to be announced

14 NOV SATURDAY

Prepare for It: Your Path Into the Profession

- **Sessions & Pinning Ceremony**
  Boston University School of Law
- **Closing Reception, 7:15 PM**
  BU Law (VIP & Platinum)
- **Slices, S'mores & Social Circles**
  9 PM, Harvard Epworth Church (VIP & Platinum)

Arrive at least 30 minutes before your shift and report to the Logistics Command Center at your assigned venue. Room assignments and schedule updates are on the Volunteer Hub: **nbplcvolunteerhub.app**

Your Volunteer Hub

The official home base for every NBPLC 2026 volunteer. Browse without signing in; sign in to claim shifts, log hours, chat with your team, and download your certificate.

My Volunteer Area

My Status (forms, hours, tier, check-in QR code) · Shifts · Hours & Awards · Leaderboard · Feedback & Certificate

Team & Communication

Pinned Announcements · Team Chat · Direct Messages · Team Directory · Notifications

Event & Travel

Event Info & Schedule · Hotels · Travel · Roommates & Rideshares · Eat Local

Training & Resources

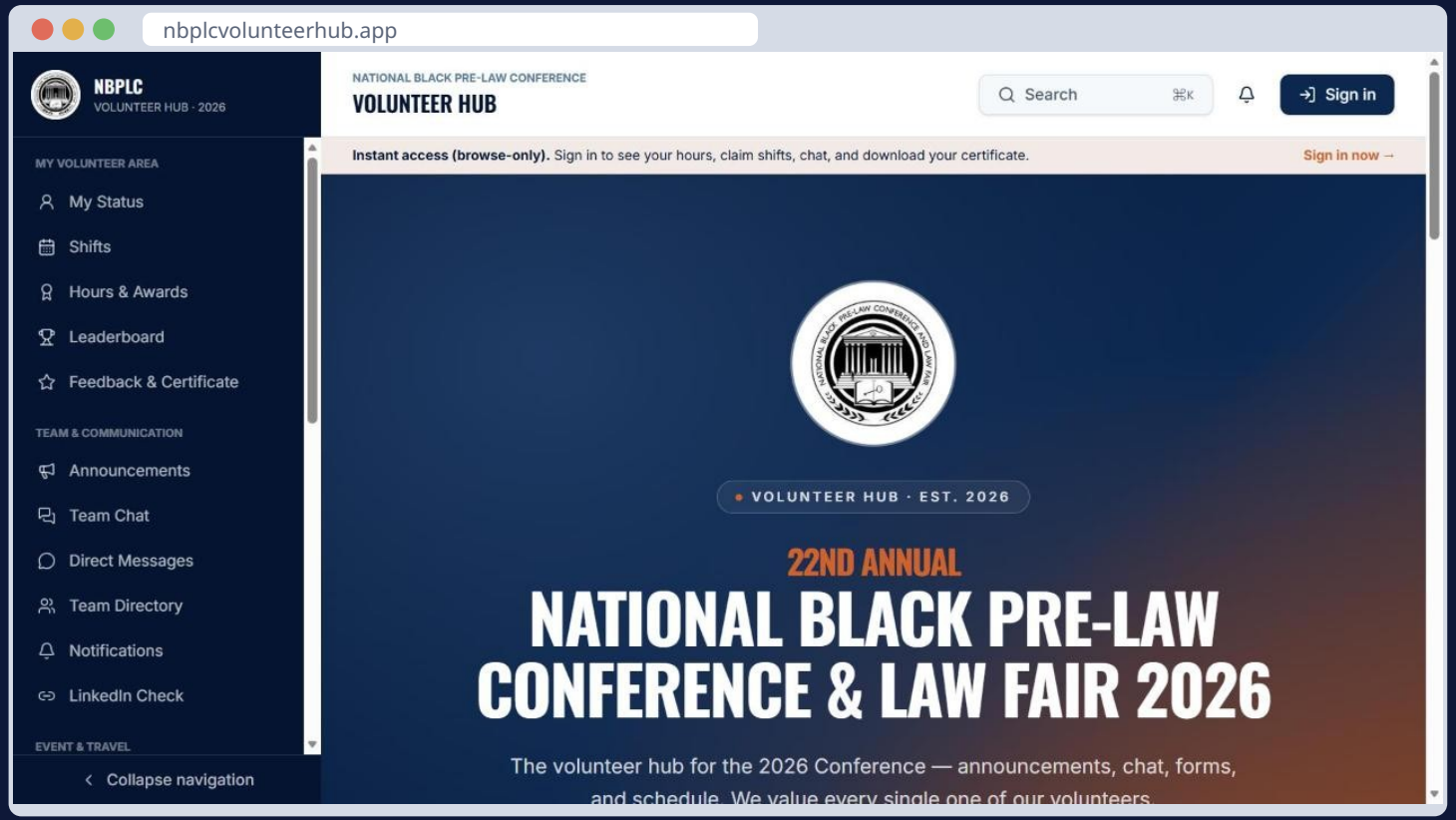
Training · How-To Guide · Forms & Resources (waivers, agreements, excuse letters) · FAQs · Volunteer Flyers

Before you arrive: sign in, confirm your shift, and sign your forms. Check the Hub before and during every shift — it has the latest updates.

TAKE A LOOK

Inside the Volunteer Hub

nbplcvolunteerhub.app



Key Moments to Know

FRIDAY · HARVARD GRADUATE SCHOOL OF EDUCATION	
9:30 AM	General registration opens (runs until 10:40)
10:40 AM	Welcoming Ceremony & Opening Plenary, Askwith Lecture Hall
12:45 PM	Conference group photo
2:05 PM	Lunch on own · One-on-one advising, Eliot Lyman Room
5:15 PM	Walk to Law Fair — volunteers guide attendees to Lesley (~5 min)
5:30 PM	Law Fair: VIP & Platinum early entry; everyone else from 5:45

SATURDAY · BU SCHOOL OF LAW	
8:30 AM	Registration, check-in & continental breakfast
10:00 AM	Opening Plenary, Auditorium
11:30 AM	Conference group photo
12:55 PM	Box lunches provided · One-on-one advising, Rooms 416–419
5:30 PM	Closing Plenary & Aspiring Lawyers Pinning Ceremony
7:15 PM	Closing Reception (VIP & Platinum)

Tentative schedule, revised November 2 — all times Eastern. Check the Hub for changes.





Why You Matter

Your presence shapes the conference's first impression. Your professionalism, warmth, and reliability make it memorable.

YOU REPRESENT

Yourself and your personal brand

The organization

The broader Black legal pipeline movement

IN EVERY INTERACTION, BE

- Warm and welcoming
- Professional and respectful
- Helpful without overpromising
- Calm when it gets busy
- Focused on getting people to the right resource

Every attendee is wanted, valued, and seen. Our goal: a professional, exceptional experience.

The Golden Rules

01
Be early — not on time
Check in 30 minutes before your shift begins.

02
Stay off your phone
No texting, streaming, or personal calls. Use it only for assigned tasks and Hub updates.

03
Carry yourself professionally
At all times. In volunteer attire, you are the conference.

04
Stay with your assignment
Never leave a post unless you're released or redirected.

05
See a problem? Say so
Alert your Team Lead right away. No silence.

06
Unsure? Ask before acting
Solve it alone only if it's minor and easily fixed.

Also: take initiative · stay engaged · bring energy · stay flexible — things move quickly

Your Conference-Day Checklist

Official team sweatshirt (provided)
With a white button-down shirt underneath

Slacks or a pencil skirt
Black or navy

Comfortable closed-toe shoes
Black, brown, or navy. Tennis shoes are OK — expect long days and lots of walking

Event-team lanyard and badge
Visible at all times

Neat, polished grooming
No gum, minimal fragrance, tasteful accessories

A fully charged phone
For required work communication only — use it discreetly

Code of Conduct

- Be respectful and courteous at all times.
- Abstain from alcohol or drugs during volunteer shifts.
- Follow safety protocols and venue rules.
- Refrain from harassment or disrespectful behavior of any kind.



Violations may result in immediate removal from volunteer service.

Your Shift, Start to Finish



1. Check the Hub

Confirm your shift, room, and any updates before you leave.



2. Arrive & check in

30 minutes early, at the Logistics Command Center.



3. Report to your Team Lead

Get your day-of instructions.



4. Stay engaged

For your full assigned shift. Breaks are scheduled.



5. Check out

At Logistics, when your shift is complete.

4 HRS

Minimum service: one 4-hour shift.

WHY IT MATTERS

Check-in and check-out are your official record — they drive your service verification letter and award level.

CONFLICT?

Anticipate a scheduling conflict? Notify your Team Lead immediately.

Logistics Command Center

The operational backbone of the conference and the central communication hub for every team.

- Volunteer check-in, check-out, and shift tracking
- Badges, sweatshirts, and supplies
- Runners and urgent requests
- Volunteer meals and your behind-the-scenes home base

THE VOLUNTEER HUB **nbplcvolunteerhub.app**
Team updates, room locations, and the latest schedule. Check it before and during your shift.
When something changes: communicate — don't guess.



Our Seven Volunteer Teams

Registration & Hospitality

Akheena Farrior-Parcak

Welcome and check in guests; manage lines, badges, and materials; give directions; support refreshments.

Speaker Support & VIP Hospitality

Caleb Martin

Escort and assist speakers and VIPs; coordinate needs, verify access, and track speaker gifts.

Emcee & Program Support

Shania Roseborough, MCJ

Support emcees, timing, seating, and session transitions; coordinate with authorized AV staff.

Setup & Breakdown

Obianuju "Obi" Onyegu

Set out signs, tables, and materials; pack supplies and restore spaces as directed.

Law Fair

Shania Roseborough, MCJ

Help exhibitors set up and check in; manage attendee flow; follow approved entry procedures.

Pop-Up Shop

Obianuju "Obi" Onyegu

Support apparel sales, inventory, approved payments, and gift distribution as assigned.

Logistics / Floaters

Obianuju "Obi" Onyegu

Handle supplies, runner requests, coverage, and last-minute support; report completion to your lead.

ALSO ASSIGNED WITHIN TEAMS

Advising check-in, films, pinning, networking, and media support.

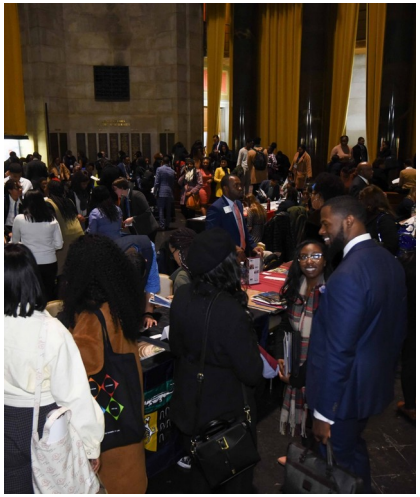
General volunteers support advising logistics — they do not give admissions advice

Our Teams in Action



Registration & Hospitality

The first face every guest sees



Law Fair

Keeping attendees moving and connected



Setup & Breakdown

Rooms ready before doors open



Emcee & Program Support

Sessions that start and end on time

Who to Call: Chain of Command

REPORT UP

Volunteer

↓

Team Lead

↓

Event Operations Leadership

SPECIAL ROUTES

Urgent operational issue?

→ Logistics Command Center

Speaker or panel issue?

→ Speaker & Panelist Relations

Assignments, coverage, questions, and urgent needs: start with your Team Lead.

REPORT CLEARLY

1. What happened?
2. Where did it happen?
3. Who is involved?
4. What has already been done?
5. What do you need?



VIPs & Speakers

SUPPORTING VIPs, SPEAKERS & LAW SCHOOLS

- Be discreet and professional
- Know where they're supposed to be
- Escort or direct them as assigned
- Anticipate needs when appropriate
- Escalate special requests to leadership

WHEN YOU DON'T KNOW THE ANSWER

- Don't invent an answer
- Contact your Team Lead or the right support team
- Keep the guest informed while you find out



06 · WHEN THINGS DON'T GO AS PLANNED

When Things Don't Go as Planned

The goal is not perfection. The goal is calm, clear communication and fast escalation.

Three Scenarios to Know

SCENARIO 01

A Volunteer Is Missing

A team member doesn't report for their shift, and your team is short-staffed.

WHAT TO DO

- Notify your Team Lead
- Report the no-show to Logistics Command
- Don't abandon your own assignment without direction
- Follow leadership's staffing adjustment

SCENARIO 02

A Room Is Not Ready

Your session space is missing materials or needs a reset — and attendees are arriving.

WHAT TO DO

- Notify your Team Lead immediately
- Contact setup/logistics support
- Help with what you're authorized to do
- Keep attendees informed and calm

SCENARIO 03

A Difficult Interaction

An attendee becomes upset or confrontational, and you're not sure how to resolve it.

WHAT TO DO

- Stay calm and respectful
- Don't argue or escalate
- Contact your Team Lead or event leadership
- Any threat or violence is an immediate removal matter

Breaks, Meals & Expenses

Coordinate your breaks

Breaks are mandatory and will be scheduled. Confirm coverage with your Team Lead before leaving your station.

Food at Harvard and BU

Food is provided Saturday at Boston University and available in Logistics at Harvard. Selections may not suit everyone's preferences.

Plan for personal expenses

Travel, lodging, transportation, parking, and any extra food or drinks are your responsibility.

Eat in designated areas

Use Logistics or a designated meal function. Never eat at your station or in front of attendees.

What's in It for You

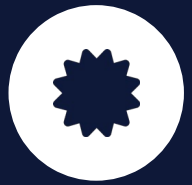
- Behind-the-scenes access to the nation's leading pre-law event
- Networking with law schools, law students, lawyers, and judges
- Exclusive access to the Logistics Room / Command Center
- Your official conference sweatshirt
- A lasting impact on future lawyers' lives

SERVICE AWARDS BY HOURS

20+ hrs	**Chief Counsel** Outstanding Contributor Award
15–19 hrs	**Partner** Excellence in Service Award
10–14 hrs	**Associate** Pillar of Support Service Award
6–9 hrs	**Clerk** Certificate of Appreciation
< 6 hrs	**Standard** Certificate of Appreciation

After the Conference

Everyone who completes their service receives:



A Certificate of Appreciation



A letter verifying your community service hours



Awards based on hours served, leadership, and performance



Access to exclusive post-conference opportunities and networking events



The chance to become a Volunteer Leader or Outreach Ambassador

Remember: your official check-in and check-out are what make your hours count.

Before You Leave Today

No surprises. No guessing. No silence.

- [x] Do you know your team?
- [x] Do you know your Team Lead?
- [x] Do you know your shift and location?
- [x] Do you know how to reach leadership?
- [x] Do you know where to go if you need help?

If the answer to any of these is no — ask now.



MOMENTS THAT MATTER

This Is What You Make Possible

















Thank You!

Your time, energy, and heart make this conference possible.
Together, we are building a legacy for the next generation of lawyers.
We are proud to have you on our team.

Be ready. Be professional. Be someone we can rely on.

CAMBRIDGE AND BOSTON | NOVEMBER 12–14, 2026

www.blackprelawconference.org

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