



Volunteer Requirements:

Task	Responsibilities	When	Number
Registration and Information Desk	<ul style="list-style-type: none"> ➤ Greet Registrants ➤ Determine paid/unpaid status <ul style="list-style-type: none"> ○ If paid, give them name badge and kit, special requirements tickets, dance ticket, etc. ○ If not paid, direct them to Zoë ➤ Answer general questions and give directions ➤ Be knowledgeable about Calgary and hotels 	Tuesday, 12 pm – 5 pm	2
		Tuesday, 5 pm – 9 pm	5
		Wednesday, 7 am – 11 am	5
		Wednesday, 11 am – 7 pm	1 – 2
		Thursday, all day	1-2
		Friday, 7 am – 12 pm	1-2
SI Attendants	<ul style="list-style-type: none"> ➤ Exchange valid identification for simultaneous interpretation receivers and return ID upon receipt of receivers ➤ Answer questions about language channels and operation of receivers, etc. 	Wednesday, 7 am – 11 am	2
		Wednesday, 11 am – 7 pm	1
		Thursday, all day	1
		Friday, 7 am – 12 pm	2
Access Control	<ul style="list-style-type: none"> ➤ Stand at doors to main plenary room and ask to see badges if not visible ➤ If someone does not have a badge, direct to registration desk 	Tuesday, Wednesday, Thursday, Friday hours dependent on program	4
Microphone wranglers	<ul style="list-style-type: none"> ➤ Be available to take wireless microphones to audience members who want to comment during the table talks (note: must hold onto the microphone and not give it to the intervenor) <p>Note: Can be the same people who do access control</p>	Wednesday, Thursday, Friday hours dependent on program	2-3
Speakers' Corner	<ul style="list-style-type: none"> ➤ Oversee operation of speakers' corner including control of timing for presentations\ ➤ Record name and contact information of speakers 	during breaks on Tuesday, Wednesday, Thursday, Friday hours dependent on program	1

Room Monitors	<ul style="list-style-type: none"> ➤ Keep an eye on the workshop / seminar rooms and advise Forum staff of any aspects that need adjusting ➤ hand out workshop materials and evaluation forms ➤ collect excess materials and evaluation forms ➤ generally assist workshop presenters as required ➤ advise attendees of locations of other workshops 	Tuesday, Wednesday, Thursday, Friday hours dependent on program	one per workshop room
Speakers' Ready Room	<ul style="list-style-type: none"> ➤ answer questions ➤ assist speakers with their presentations ➤ ensure the equipment (computer & printer) is only used by speakers 	8:00 am till the start of the last program session each day	2

...and more!