

Registration Attendant

- Greet delegates and presenters upon arrival at the Hockey for All Centre .
- Provide directions and assistance as needed.
- Confirm delegate registrations.
- Distribute name tags and delegate packages.
- Assist speakers/presenters with their requirements.
- Provide information on the conference and hotel logistics at the registration table.
- Input data from evaluation forms into a computer.
- Run errands as required by the Conference committee.

Tradeshow Attendant

Lead: Brenna Philp

- Assist with the setup of the tradeshow.
- Attend to the needs of tradeshow booth participants.

Tradeshow Games

Lead: Brenna Philp

- Assist with games to distribute extra tickets for tradeshow prizes.
- Engage with all attendees in an outgoing manner.

Session Monitors

For sessions at the Hockey for All Centre:

- Pick up the script and speaker thank you at the registration desk.
- Check in to the room 15 minutes before the session starts.
- Introduce yourself to the speaker and offer assistance with setup.
- Ensure presentation visuals and microphones are working.
- Provide welcome remarks and introduce the speaker using the provided script.

For off-site sessions:

Pick up the script and speaker thank you at the registration desk.

Meet delegates near the front entrance of the Hockey for All Centre.

Announce the session title and inform delegates to board the bus when it arrives.

Travel to the venue with the delegates.

Check in with the speaker and assist with setup/preparation.

Provide welcome remarks and introduce the speaker using the provided script.

Thank the speaker and provide closing remarks after the presentation.

Give the speaker a gift/card, if applicable.

Instruct delegates to board the bus to return to the Hockey for All Centre