



Volunteer Roles & Responsibilities

Specific duties will vary depending on which volunteer job you are assigned, but all volunteers will be asked to:

- _Know the key locations of conference events (Farquhar Auditorium, exhibit hall, round-table session rooms) and be able to direct attendees as needed;
- _Have the contact information of the event manager and the Victoria Forum staff handy in case any issues arise;
- _Wear a button identifying themselves as volunteers;
- _Answer attendee questions or point them to someone who can.

Specific Volunteer Roles

Role	Responsibilities
Registration Volunteer	As a registration volunteer, you will likely be attendees' first point of contact at the Victoria Forum. Your job will be to greet attendees as they approach your table, give them their name badge and any other materials, and provide directions or answers to questions as needed.
Greeter Volunteer	<p>Greeters will be positioned at the front door, near the entrance, and in other places where conference attendees may need directional help. E.g. (guide them to the restrooms)</p> <p>Greeters will need to be available in the morning as conference attendees start arriving and throughout the day between sessions.</p> <p>As a greeter you will need to be familiar with all of the conference locations and schedules so that you can answer questions and provide directions as necessary.</p>
Technology Assistant/	<p>OVERVIEW</p> <p>Tech assistants will be responsible for checking in on each breakout session room between sessions. As a tech assistant, you will ensure that projectors, microphones, and computers are working properly. Tech assistants will fix issues when possible and alert the event manager if they are not able to resolve the issue.</p> <ul style="list-style-type: none"> • Ensures Zoom settings are correct • Test video & audio prior to live event • Responds to attendee tech issues (should they arise) • Controls mute and unmute of panelists • Controls video view & recording <p>PRE EVENT BRIEFING CHECKLIST:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Launch Zoom Webinar room – pre-session room <input type="checkbox"/> Connect to the Volunteer/HQ Teams Chat (TBC) <input type="checkbox"/> Introduce your self to the Champion + others on the line <input type="checkbox"/> Ensure Zoom webinar settings are correct: <ul style="list-style-type: none"> ○ Chat disabled for the guests ○ All panelists/speakers will be able to message each other ○ Q&A enabled ○ Speakers and Panelists are set fro their sessions ○ Champion set as co-host <input type="checkbox"/> Ask that profiles are re-named <ul style="list-style-type: none"> ○ Chat Moderator – [name] (if applicable) ○ Virtual Stage Manager – [name]

	<ul style="list-style-type: none"> ○ EMCEE/Moderator – [name] <input type="checkbox"/> Test that audio is working for all speakers and presenters <input type="checkbox"/> Test that screen share is working for all presenters/speakers (where applicable) <input type="checkbox"/> Has back-up title slide ready (should it be needed) <input type="checkbox"/> Ask champion to do a quick run through of the session with panelists/speakers <input type="checkbox"/> Give panellist/speakers 2 min warning before launching the webinar <p>LIVE EVENT CHECKLIST:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Launch Broadcast (when you launch it brings briefing group into the main space along with audience who were in the waiting room) <input type="checkbox"/> Launch Recording (recording stored with Zoom) <input type="checkbox"/> Ensure your video is off <input type="checkbox"/> Ensure you are muted <input type="checkbox"/> Spotlight Speakers <input type="checkbox"/> Control mute and unmute of panelists <input type="checkbox"/> Send messages in chat to participants if experiencing technical difficulties
<p>Rapporteurs/scribes</p>	<p>The track co-chairs will assign rapporteurs to each session under the supervision of the moderator, will contribute in documenting the conversation, but more importantly, the solutions and recommendations to be included in the final report. The Rapporteur is considered to be the session liaison and expected to provide the following duties:</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scribe the conversation by documenting participants’ ideas, solutions, questions and recommendations. As much as possible, document the identity of the originator of the idea for follow up. <input type="checkbox"/> Bring her/his electronic device to take notes during the session. Note pads and pens will be available in each room. <input type="checkbox"/> Assist the moderator during the session by summing up, when asked, the direction of the conversation and the important keynotes. <input type="checkbox"/> Attend the full session to ensure all the important information has been recorded and noted. <input type="checkbox"/> Allow for 30 minutes before the session to meet with the moderator. <input type="checkbox"/> Provide an authentic evaluation and outcomes of the session.

	<ul style="list-style-type: none"><input type="checkbox"/> Produce a synthesis report to the co-chairs and moderator within an hour following the end of the session.<input type="checkbox"/> Should be available to attend part of the integration session on Friday, when asked.
Spotter	<ul style="list-style-type: none">• General back-up

