

### **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.
- Thank the speaker and provide closing remarks after the presentation.
- Give the speaker a gift/card, if applicable.

**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