



TAC 2013 – WINNIPEG

“BETTER – FASTER – SAFER”

September 20 – 25, 2013

AMBASSADOR ROLES AND RESPONSIBILITIES

TAC CONFERENCE OFFICE AREA

1. Computer Technician

The computer technician will be required to set up and take down computer equipment in the office, media room and registration area, as well as at the delegate Internet stations. The technician is also required for troubleshooting and assisting speakers with computer-related presentations.

2. Office Assistant

This ambassador assists with office set up, staffing the office during the conference, assisting TAC staff with on-site administration requests and signage.

3. Kit Preparation Team

The kit preparation team will be required to pack the registration/participant kits on the Friday afternoon.

REGISTRATION AREA INFORMATION DESKS

1. Registration Desk – Pre-Registered Delegates

Preregistered delegates will obtain their registration packages at this desk. Accompanied delegates will be given their companions' packages at the companion program registration desk

2. Registration Desk – Unregistered Delegates

Persons working at this desk will assist registering delegates that have not pre-registered for the conference. As well, individual tickets to special events such as the Monday Night Event, luncheons and the Banquet will be for sale at this desk. A clerk, a typist and a cashier will be required during the busiest registration periods which will be Sunday, September 22 and Monday, September 23, 2013.



3. Companion Program Desk

Registered companions will be directed to this desk for answers to questions ranging from companion tour scheduling to appropriate attire for various events. Tickets for the companion program and personalized agenda will also be exchanged at this desk.

4. Conference Information Kiosk Desk - General

Delegates and companions alike will go to this desk to obtain information on the TAC conference and related matters. The range of questions and requests will probably be very broad (e.g. location of session rooms or restaurants, appropriate attire for given events and delegate arrivals). Ambassadors working at this desk must familiarize themselves with the registration centre and conference program, and have a good knowledge of downtown Winnipeg. It would be useful if the attendant was bilingual (English/French).

Duties include helping the registration coordinator set up the registration centre; restocking supplies at the registration area desks; running errands; acting as an usher (as an usher, the individual will help relieve congestion by ensuring people are in the right line-up); and carrying out other duties as requested.

Persons working at this desk will be responsible for distributing simultaneous translation receivers to delegates. When handing out the headsets, the person must leave one piece of identification behind to be picked up when the head set is returned after their session or at the end of the day.

5. Conference Information Desk - Workshops

Delegates will go to this desk to obtain information on the workshops to which they have been assigned or they may register here for workshops for which space is still available.

6. Conference Information Desk - Tours

Delegates will go to this desk to obtain information and tickets for the City tour and the technical tour program. The clerk at this desk will provide information and track the number of tour attendees.

Note: Later during the conference (Tuesday and Wednesday), some of the above desks may be combined based on how busy the area is. Full-time coverage of all positions is required on Sunday and Monday.



SESSION AREA(S)

1. Room Monitor

The various duties of a room host include:

- attend the speakers' breakfast and introduce yourself to the session/panel workshop chair.
- Ensure the room sign is prominently displayed outside the room, about one half hour before the event begins (room sign should already be outside the room).
- Speak to the audiovisual technician in your room, and familiarize yourself with light switches, AV equipment and the location of the nearest washrooms.
- greet delegates as they arrive for the event.
- Assist the speakers during the presentations by dimming the lights or changing LCD slides or overheads.
- take attendance and return the form to the TAC Conference Office.

OTHER

1. Tour Facilitators/Bus Monitors

Tour facilitators will greet persons taking the tour, assist in loading the buses, collect tour tickets as required, act as tour host and accompany the tour, and ensure that the schedule is maintained. Tours will include City tours on Sunday and technical tours Monday, Tuesday and Wednesday.

2. Directional People

Will assist persons with site direction (e.g. nearest elevators, washrooms, etc.) at various venues and workshops.

3. Rovers (Locations to be determined)

Assigned to one venue and are responsible for providing information to guests (e.g. venue layout, conference schedule, bus schedule, local tourism information, etc.) May also be called upon to fill in other roles as required.

4. Pool Vehicle Coordinator

Will be called upon to transport people and/or goods on an as required basis.

5. Photographer

Will be required to have own camera equipment and take photos at the various events, awards and presentations.