



## **Student Volunteer Information and Job Descriptions**

### **Benefits:**

- Networking with and exposure to more than 1500 industry professionals
- Conference education sessions\*
- Exhibition hall featuring 100+ health informatics companies, Showcase Theatre and e-Poster Presentations
- One meal per shift
- Complimentary conference registration\*
- Participation in the Welcome Reception on Sunday, June 4<sup>th</sup>

\*Once the minimum 10 hours are completed, your registration will be upgraded to allow access to educational sessions and the exhibit floor only

\*\*To participate in the CHIA Awards Gala, please purchase tickets by registering for the conference.

### **Prerequisites:**

#### **To become a Student Volunteer at e-Health 2017, you must be:**

- A student member of COACH in good standing (individual or AIM student members)
- Professional, takes initiative, enthusiastic & friendly, able to adapt to rapidly changing work conditions
- Age 19 years or older

### **Your Commitment:**

- Confirmation of at least 10 volunteer hours
- Read and understand the e-Health Volunteer Manual prior to the scheduled Volunteer Conference Call
- Attend the scheduled Volunteer Conference Call with the e-Health Conference Volunteer Manager (held approximately one week prior to the start of the conference)
- Pay and arrange own transportation to/from the Metro Toronto Convention Centre
- Pay and arrange own accommodations during the conference
- Pay and arrange own incidental charges (i.e. hotel incidentals and meals outside of scheduled meals)

**Please apply online at: <http://www.etches.com/esurvey/eh17volunteers>**

Application deadline is **May 1, 2017**. Students will be notified of acceptance by May 15, 2017. If you have any questions, contact Marbie Alura, Volunteer Manager: [ehhealth2017-exhibits@icsevents.com](mailto:ehhealth2017-exhibits@icsevents.com).



## **Volunteer Role Descriptions**

### **Delegate Bag Stuffing**

**Date:** Saturday, June 3rd

**Time:** 11:00 am – 3:00 pm

**Hours Required:** 4

**# Volunteers Required:** 15+

**Responsibilities:** Assist with stuffing delegate bags for the conference

### **Fun Run Desk Aid**

**Date:** Sunday, June 4<sup>th</sup>

**Time:** 3:00 pm – 8:30 pm

**Hours Required:** 5.5

**# Volunteers Required:** 1

**Responsibilities:** Register delegates for the Fun Run, respond to any runner enquiries

### **Fun Run Assistants**

**Date:** Monday, June 5<sup>th</sup>

**Time:** 6:00 am – 8:00 am

**Hours Required:** 2

**# Volunteers Required:** 2

**Responsibilities:** Assist with set-up and take-down of Fun Run, register any same day runner participants, respond to runner enquiries, act as marshals at the start and end of run route

### **Registration Desk Aid**

**Date(s) and Time(s):**

Sunday, June 4<sup>th</sup> 3:00 pm – 8:30 pm (5.5 hours)

Monday, June 5<sup>th</sup> 7:00 am – 12:00 pm OR 12:00 pm – 5:00 pm (5 hours)

Tuesday, June 6<sup>th</sup> 7:00 am – 12:00 pm OR 12:00 pm – 5:00 pm (5 hours)

**Hours Required:** As stated above

**# Volunteers Required:** 1 per shift

**Responsibilities:** Assist Registration Staff with replenishing and handing out delegate bags

### **Pre-Conference Session Aids**

**Date(s) and Time(s):** Sunday, June 4 11:30 am – 4 pm

**Hours Required:** 4.5

**# Volunteers Required:** 2

**Responsibilities:**

- Lend support to the Pre-Conference session moderator if needed
- Collect tickets from delegates at the door (pre-registration is required before entry)
- Count how many delegates are in each room once the session has started



### **Conference Session Aid**

#### **Date(s) and Time(s):**

Sunday, June 4<sup>th</sup>

4:00 pm – 9:00 pm (5 hours)

Monday, June 5<sup>th</sup>

8:00 am – 12:30 pm (4.5 hours)

12:00 pm – 5:30 pm (5.5 hours)

6:00 pm – 10:00 pm (4 hours)

Tuesday, June 6<sup>th</sup>

8:00 am – 12:30 pm (4.5 hours)

12:00 pm – 6:30 pm (4.5 hours)

Wednesday, June 7<sup>th</sup>

8:00 am – 2:00 pm (6 hours)

**Hours Required:** As stated above

**# Volunteers Required:** 4+ per shift

#### **Responsibilities:**

- Be prepared and flexible to man several sessions simultaneously or move from one session ending to another session about to begin
- Accurately record audience counts for each session you are monitoring
- Lend support to the session moderator if needed
- Submit completed audience count sheets to Volunteer Manager by the end of your shift

### **Showcase Aid & Tradeshow Information Desk Aid**

#### **Date(s) and Time(s):**

Monday, June 6<sup>th</sup>

9:30 am – 4:00 pm (6.5 hours)

Tuesday, June 7<sup>th</sup>

9:00 am – 2:30 pm OR 1:00 pm – 6:30 pm (5.5 hours)

**Hours Required:** As stated above

**# Volunteers Required:** 3 per shift

#### **Responsibilities:**

- Answer any Showcase Theatre and Tradeshow enquires from delegates (list of exhibitors, provide directions, etc.)
- Announce the upcoming Showcase Theatre presentation on the PA system
- Accurately record the audience numbers for each Showcase Theatre Presentation
- Distribute and collect headsets from delegates at the entrance and exit points
- Direct exhibitor enquiries appropriately (supplier, manager, etc.)

**Information Desk Aid****Date(s) and Time(s):**

Sunday, June 4<sup>th</sup> 3:00 pm – 8:30 pm (5.5 hours)

Monday, June 5<sup>th</sup> 7:00 am – 12:00 pm or 12:00 pm – 5:00 pm (5 hours)

Tuesday, June 6<sup>th</sup> 7:00 am – 12:00 pm or 12:00 pm – 5:00 pm (5 hours)

**Hours Required:** As stated above

**# Volunteers Required:** 1 per shift

**Responsibilities:**

- Read Delegate FAQ's Manual prior to your shift
- Assist with any enquiries from delegates regarding the E-Health 2017 Conference
- Be comfortable working in a high traffic environment as this Information Desk is located at the Delegate Registration Area