



HELISSET TFE SKÁL – ‘Let the Languages Live’ – 2019 International Conference on
Indigenous Languages
Conference Volunteer Role Descriptions

Volunteer Role	Description
Airport Greeter	The Airport Greeter will receive conference guests upon arrival and help with any questions or directional assistance they may need. This volunteer will also inform those arriving about the Sunday evening reception at the Royal BC Museum.
Closing Gala Event Set-Up	Closing Gala Event Set-Up volunteers will work with the conference staff to place signage, set up of décor, and help the entertainers as needed.
Closing Gala Greeter	Meet & Greet attendees as they arrive at the Closing Gala evening event on Tuesday, June 25. This volunteer is the first point of contact for guests arriving at the venue and will assist with any wayfinding and questions as guests arrive.
General Conference Assistant	Assist the conference staff with coordination of the conference events as needed. This role will be responsible for a variety of tasks that arise on site, you will be working closely with the conference staff to ensure the overall event runs smoothly.
Hotel Greeter / Directional Support	Meet & Greet conference attendees at one of the hotel reception areas. You will be responsible for providing conference attendees with a welcome gift and assist with the downloading of the conference app for those who need assistance. This position will also be informing attendees of the Royal BC Museum event taking place that evening.
Lounge Assistant	Lounges will be available to Elders, speakers and conference attendees to use throughout the conference. As a lounge assistant, you will be responsible for attending to any requests from lounge guests and ensure the room is kept clean and quiet for all to enjoy.
Photo Booth Assistant	A photo booth will be set-up throughout the duration of the event. The Photo Booth Assistant's role will be to take pictures of attendees who visit the booth and ensure the backdrops and other equipment are set correctly. Previous photography experience is preferred for this role.
Registration Desk Set-Up	The Registration Desk Set-Up volunteer will assist in preparing the registration area in the morning before attendees arrive. This position is responsible for bringing the equipment and material needed from the conference office to the registration desk. The volunteers will coordinate with the registration staff to ensure everything is properly set-up.



Registration Desk Tear-Down	The Registration Desk Tear-Down volunteer will be responsible for packing up the registration equipment and material and placing it in the conference office for overnight storage.
Room Monitor	Room Monitors will be assigned to specific session throughout the conference and should be present as attendees arrive to help them find open seats, ensure the room does not exceed capacity, redirect attendees when the session is full, and provide microphone running assistance when needed in question and answer periods.
Social Media Assistant	The Social Media Assistant will help the conference staff take photos and videos in break out rooms, take note of key quotes and ideas from different presenters and keynotes and help identify opportunities to set up video interviews from some of the delegates and presenters. In addition, this role will assist with monitoring the Social Media feeds, on conference hashtags and interacting with attendees over the platforms. It is preferred that you have your own phone or camera, however not required.
Speaker Coordination Assistant	Assist the conference staff in checking in speakers, collecting presentations, bringing speakers to their session rooms, and assisting with any requests from speakers.
Sunday Reception Tear-Down	The Reception Tear-Down volunteer will be responsible for packing up all materials from the reception registration area and exhibit spaces and returning it to the conference office at the Victoria Conference Centre. Please note that this evening event takes place at the Royal BC Museum.
Vendor Fair Coordinator	The Vendor Fair Coordinator will place signage on the assigned tables throughout the pavilions. This position is also responsible for assisting the vendors in locating their assigned table and provide guidance with any questions from vendors.
Directional Support	Way Finders will be assigned a specific location during peak conference hours to assist attendees in finding their next session or event.