

# 2018 Conference Volunteer Assignment Schedule

Date	Event/Task	Volunteer Required/ Assigned	Details
<b>Wednesday, September 26<sup>th</sup></b>			
	Bus ride to/from White Oaks	(2) Lenna McPherson (TO/FROM) Simone MacIsaac (TO/FROM)	Be the ones who greet the delegates taking the bus to White Oaks! Once the bus departs you will distribute lunch, then sit back, relax, enjoy the ride and network with colleagues. The list of bus attendees will be provided to the volunteers on Sept. 24 <sup>th</sup> . Signage will also be delivered to one of the volunteer's offices the day before departure.
	First Time Attendee Orientation	(8) Patricia Larocque Kathy Boeking Louise McNeely Alison Janzen Patience McLeod Sandra Chung Sandra Hatcher-Maher	Here is your chance to be a mentor to first time Conference attendees! Remember what it was like your first time at Conference? Now you can share that experience and much more with 2-3 new attendees at this event on Wednesday at 6:00pm, before the Welcome Networking Event. More details to follow when we hear from you!
	Welcome Networking Event	(2) Karen Schrempf Sandra Singh	Assist game hosts at the start of the event to greet delegates and hand out the tools to play the fun networking game we have planned!
<b>Thursday, September 27<sup>th</sup></b>			
	Workshop 1A & 1B (10:45am)	(2) 1A – Sandra Hatcher-Maher 1B – Ivaylo Nikolov	Introduce and thank the speakers (a script/bio will be provided so don't worry, you won't have to ad lib!!)
	Trade Show – hand out Passports at the entrance to Exhibition Hall; as delegates leave you will check that their passports are filled in with stamps, then placed in a drum for the prize draw at the end of the show.	(8) Timeslots: 12:15-12:45pm: (2) Jo-Anne Imbrogno / Alison David 12:45-1:15pm: (2) Christl Mittendorfer / Simone MacIsaac 1:15-1:45pm: (1) Edmund Reid 1:45-2:15pm: (1) Chuck White 2:15-2:45pm: (1) Petra Paul 2:45-3:15pm: (1) Sandra Hatcher-Maher	
	Trade Show Floor Cleanup (4:00pm)	(2) Elisabeth Folk Kristen Petersen	Pick up any name tags left on the booth tables and gather up the sponsor banners. (Platinum/Gold/Silver).
	Delegate/Business Partner Networking Reception	(2) Chuck White Lonnie Wellman	Check name badges at entrance - no TLOMA badge - no entry! (6:30-7:00pm)
<b>Friday, September 28<sup>th</sup></b>			
	Workshops 2A & 2B (8:30am)	(2) 2A – Bernard Quilty 2B – Nancy Lio	Introduce and thank the speakers

Workshops 3A & 3B (10:30am)	(2) 3A – Bernard Quilty 3B – Patricia Smith	Introduce and thank the speakers
Workshops 4A, 4B & 4C (1:30pm)	(3) 4A – Alison Janzen 4B – Sandra Chung 4C – Debbie Tibbo	Introduce and thank the speakers
Workshops 5A & 5B (3:30pm)	(2) 5A – Olga Zakharova 5B – Louise McNeely	Introduce and thank the speakers
<b>Saturday, September 29<sup>th</sup></b>		
Closing Keynote (9:30am)	(2) Alison David Julia Yastreb	Pass microphones around the room for Q & A session