

**MOCA-09
JULY 19-29, 2009 MONTRÉAL**

VOLUNTEER REQUIREMENTS

| FUNCTION | PRIORITY | NO. OF VOLUNTEERS DAYS | DATES REQUIRED |
|---|------------------|-------------------------------|---|
| Assembly Set Up | | | |
| Briefing/Orientation, Stuff Delegate's Bags | high | All | July 17, 1300-1700 |
| Assembly | | | |
| Logistical Support (runners) | med | 14 | 1/day July 19, 27, 28, 29 2/day July 20-24 |
| Volunteer Control Centre (2 way radio/phone/scheduling - Adelina, Melanie and Alissa) | high | 0 | July 17-24, 27-29 |
| On-Site Pre-Registration | high | 38 | 8 July 19, 20; 4 July 21-24, 2 July 27-29 |
| Exhibitor Registration | med | 9 | 1/day July 19-24, 27-29 |
| Media Accreditation/Greet | med | 9 | 1/day July 19-24, 27-29 |
| Speaker Preview Room | med | 18 | 2/day July 19-24, 27-29 |
| Poster Area Support | high | 15 | 1/day + 2 during set-up and teardown |
| Meeting Room Monitors | med | 31 | 5/day July 20-24; 2/day July 27-29 |
| Floater - (relief) Support | med | 18 | 2/day July 19-24, 27-29 |
| Welcome Reception | | | |
| Access, Handout programs, ushers | high | 4 | July 20 |
| Opening Ceremony | | | |
| Access, Handout programs, ushers | high | 4 | July 20 |
| Thursday Social | | | |
| Ticket sales | high | 5 | July 19-23 |
| Thursday evening (on site) | high | 4 | July 23 |
| Media Centre | | | |
| Assist Coordinator: Press Kits, Review newspapers clippings, Registering Media | med (if req.) | 9 | 1/day July 19-24, 27-29 |
| Other Related Meetings | | | |
| General assistance: room monitor, table signs, documents distribution | med | 2/meeting | as required |
| Pack up/Shipping | | | |
| | med | 0 | |
| | | 178 | |
| Each person volunteering 4 days: | | 44.5 | |