



## TRACCS Rail Day 2024

The International Centre, Mississauga, Hall 5. (6900 Airport Rd.)  
June 17-20, 2024

### Staffing Role Descriptions

1. Welcome coordinator (on Move-In Day):  
Providing instruction and direction to volunteer(s) in area  
Set up the registration booth (badges are organized, information ready on table, etc.)  
Registration (guiding registration staff and volunteers regarding badge and lanyards categories)  
Direct vendors on where they are going information printed and app (needs to be knowledgeable)  
Has Radio to communicate with Andrea and all Coordinators
2. Welcome Volunteer (on Move-In Day):  
Registration (badge/lanyard support)  
Direct vendors on where they are going  
Information printed and app (needs to be knowledgeable)  
information printed and app, direct vendors to where they are going
3. Outdoors Move-In Coordinator:  
Marking spaces before exhibitors arrive  
Providing instruction to volunteers in area  
Assign Spotters  
Has Radio to communicate with Andrea and other Coordinators inside
4. Outdoor Volunteer:  
Help coordinator with set up (allocate/move/install canopies and outdoor furnishings if needed)
5. Move-In Flagging/spotting for outdoors:  
Support the safe installation and move-in of outdoor exhibitors by guiding large vehicles away from obstacles and in their allocated spaces.

6. Indoor coordinator (Hall 5):
  - Ensure Freeman has what they need to continue moving in Exhibitors' deliveries to the correct booths
  - Has Radio to communicate with Andrea and other Coordinators
  - Do a walk through and ensure signs and stickers on booths are correct
  
7. Indoor Floor Exhibitor Support (Hall 5):
  - Help exhibitors find what they need, and who they need for a smooth move-in.
  
8. Move-In TRACCS set-up:
  - Lobby, Booth and 3 Meeting Booths
  - place banners in corresponding areas
  - place flags by the sponsors
  - set up games areas (trivia, cornhole, golf)/
  - set up photo booth op: Map "Where's your station?"
  
9. Room Host & M/C moderator: (Only Tue and Wed)
  - Welcome attendees to the sessions.
  - Thank speakers for their time and expertise
  - Ensure schedule is followed by speakers
  - Manage question period if the speaker requires it, to point out the next person for the mic runner.
  - Contact floating technician if needed
  
10. Conference Mic runner (Only Tue and Wed):
  - The moderator/host/speaker will point to the selected person, you bring the mic and give it turned on to the person asking the question. Then turn it off to avoid interference/noise during speakers' answers.
  
11. TRACCS Booth & Information Coordinator:
  - Public engagement and registrations
  - Will be accompanied by a Board member at all times
  
12. TRACCS Information Booth:
  - Public engagement and registrations
  - Wayfinding support
  - Schedule support
  - App support
  - Monitoring Meeting Booths regularly
  
13. TRACCS Support:
  - Social Areas monitoring
  - Public engagement in the social areas (photo booth, games)
  
14. Tech Showcase assistant:

Encouraging people to come to the talks and visit exhibitors  
Support to presenters  
Aid Jim Charboneau is leading this area  
monitoring chairs and calling for the floating technician if needed

15. BBO Coordinator: (Thu 20, 9 to 1:30)

Coordinate with TICC, supervise assistants, engage people in conversation, help photographer to document the best parts, move-out at the end.

16. BBO Assistant (Thu 20, 9 to 1:30):

Setup sponsor banners, managing the crowd, music, monitor food availability, move-out at the end.

17. Cocktail Support:

Setup, music, coordinate with TICC, monitor food availability

18. Outdoors engagement:

Helps inciting the crowd to go outside to look at the equipment and see the demos outside.

19. Indoors Move-Out Supervisor:

Pack up and organize materials and coordinate the other volunteers to prepare items for transport in an organized manner. Keep inventory updated.

20. Indoors Move-Out Support:

Pack up and organize materials for transport to the warehouse.

Must verify that materials have not broken in the duration of the event, and make sure they are packed with the proper description.

If anything is not in working order, must notify the supervisor and make a note in the inventory file.

21. Outdoors Move-Out Supervisor:

vendors/forklift/information

Providing instruction to volunteers in area

Assign Spotters

Has Radio to communicate with Andrea and other Coordinators inside

22. Outdoors Move-Out Support:

Providing support to exhibitors as they move out

23. Move-Out Flagging/spotting for outdoors:

Support the safe move-out process of outdoor exhibitors by guiding large vehicles away from obstacles and in their allocated spaces.