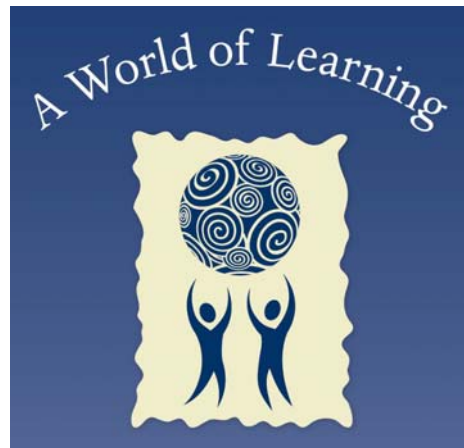


This manual belongs to: _____

STLHE 2008

Conference Volunteer Manual



June 18-21

Your Conference Coordinators' Contact Information:

Danielle Handsor (519)-981-8049

Brooke White (519)-564-8338

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Welcome Letter

Hello everyone!

Thank you very much for volunteering at the 28th Annual Society for Teaching and Learning in Higher Education Conference. This year's conference, entitled *A World of Learning*, explores the assumptions, practices, challenges and possibilities of internationalization, broadened world views, and the impact of globalization trends in post-secondary settings. It promises to be an exciting gathering of people and ideas. We are glad that you want to be part of it, and confident that our volunteers will contribute much to its success.

From June 18-21, over 450 people will be traveling to Windsor from all over the world to attend this conference, and the conference team, including over 100 volunteers, are charged with the task of welcoming, orienting, and assisting participants in whatever ways we can. Volunteers are a vital element of this team. During the conference, volunteers will do everything from hosting rooms, to gathering data on the ecological footprint of the conference, to managing registration, to driving golf carts: the conference as a whole could never function without you. We are confident that together we will operate as a welcoming and competent team eager to make the conference a very special and memorable event. We'd especially like to thank Danielle Handsor and Brooke White for their hard work in organizing and coordinating the volunteers for the conference.

Your willingness to contribute to this endeavour communicates your commitment to teaching and learning in Canada. At the STLHE conference, you will see the fruits of your labour making a difference to student experience in Canada, creating a forum for discussion, innovation, and exploration of teaching and learning. We are looking forward to working with you: we hope you will find the experience of the conference rewarding.

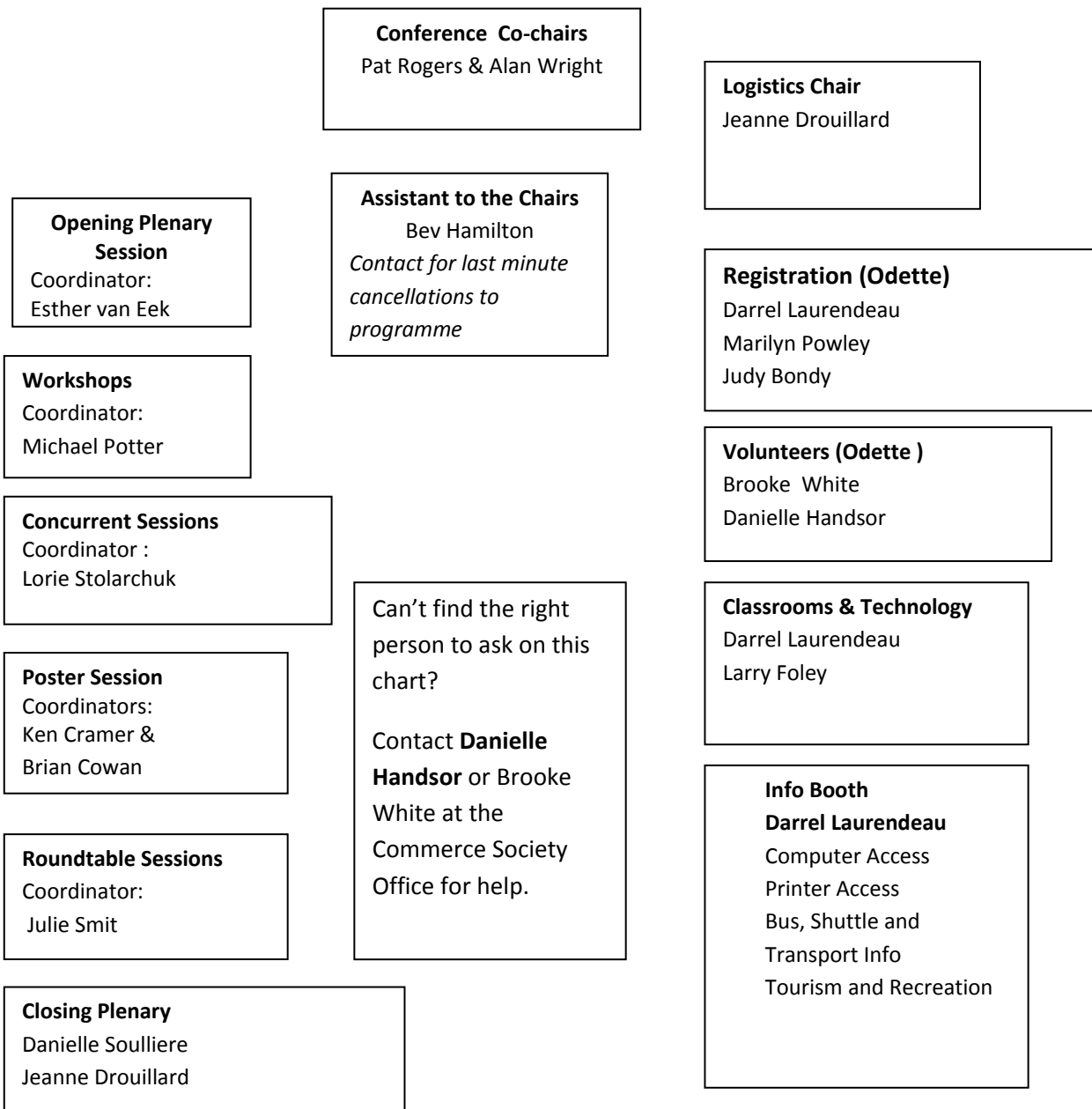
Yours,

Pat Rogers
Dean, Faculty of Education
Conference Co-Chair

Alan Wright
Vice-Provost, Teaching and Learning
STLHE Conference Co-Chair

Who's Who

Conference Team



Organizations

STLHE:

The Society for Teaching and Learning in Higher Education is a national association of academics interested in the improvement of teaching and learning in higher education. Its members include faculty, administrators, students, and teaching and learning professionals from institutions of post-secondary education across Canada and beyond.

The Society sponsors an annual conference, an electronic bulletin board, a national teaching and learning award program, and publishes a tri-annual newsletter, a membership directory and the green guides. **STLHE GREEN GUIDES** are on sale in the registration area in Odette during the conference and at the poster session on Friday evening.

Names to Know:

- Joy Mighty (President)
- Julia Christenson Hughes (Past President)
- Sylvia Riselay (STLHE Executive Secretary)

STLHE Board Members:

Arshad Ahmad
Julia Christensen Hughes
Teresa Dawson
Alex Fancy
Richard Gale
Aline Germain-Rutherford
Anne-Marie Grandtner

Debra Dawson
Dianne Bateman
Joy Mighty
Shannon Murray
Sylvia Riselay
Kathy Schwarz
Nicola Simmons

Bob Sproule
Lynn Taylor
Julie Weible
Margaret Wilson
Peter Wolf
Alan Wright

EDC:

The Educational Developer's Caucus

EDC members are members-in-good-standing of STLHE who have current, former, or imminent responsibility for the planning, organization, or delivery of educational development programmes or activities within a post-secondary institution and who support the aims of the caucus.

Names to Know:

Caucus Chair [Teresa Dawson](#)

Vice-Chair, Communications [Jeanette McDonald](#)

Vice-Chair, Professional Development [Alice Cassidy](#)

Past Chair [Joy Mighty](#)

Treasurer [Janice MacMillan](#)

Secretary [Ruth Rodgers](#)

3M Teaching Fellows

3M Canada Inc. began collaborating with the STLHE in 1986 with the creation of the 3M National Teaching Fellowships. These awards recognize teaching excellence as well as educational leadership. There are now 218 3M National Teaching Fellows scattered throughout Canada representing a broad range of academic disciplines. They work individually and collaboratively to enhance teaching and learning at their own institutions and through larger collaborative initiatives supported by the Society. **All 3M Teaching Fellows are lifetime members of STLHE.** This year's 3M Fellows will be introduced at the STLHE Gala Banquet, Thursday, June 19

Guide to the Centre for Teaching and Learning Staff

<p>Dr. Alan Wright Vice-Provost, Teaching and Learning ext. 4835, awright@uwindsor.ca (519)-819-4830</p>	<p>Jeanne Drouillard Associate Director ext. 4830, jeanned@uwindsor.ca (519)-791-1220 (Walkie-Talkie also)</p>
<p>Beverley Hamilton Assistant to the Vice-Provost, Teaching and Learning ext. 4835, beverley@uwindsor.ca (519)-890-2625</p>	<p>Darrel Laurendeau Manager, Teaching and Learning Technologies ext. 3054, dlaurend@uwindsor.ca (519)-890-4473 (Walkie-Talkie, also)</p>
<p>Foley, Larry Manager, Media Production ext. 3047, lfoley@uwindsor.ca (519)-890-3551 (Walkie-Talkie also)</p>	<p>Marilyn Powley Administrative Assistant ext. 3090, mpowley@uwindsor.ca</p>
<p>Lorie Stolarchuk Program Coordinator ext. 3050, lorie@uwindsor.ca</p>	<p>Michael K. Potter Program Coordinator ext. 4831, pottermk@uwindsor.ca</p>
<p>Brian Cowan Instructional Designer ext. 4834, bcowan@uwindsor.ca</p>	<p>Julie Smit Ancillary Academic Staff ext. 2703, jsmit@uwindsor.ca</p>
<p>Srabanti Chitte Lab Technical/Assistant Applications Developer Ext. 3422 srabanti@uwindsor.ca</p>	<p>Maria Roy Media Coordinator Ext. 3044, ctl@uwindsor.ca</p>
<p>Stephanie Parent Audio-Visual Technician (Days) Ext. 3051, stephp@uwindsor.ca</p>	

Your Conference Coordinators' Contact Information:

Danielle Handsor (519)-981-8049

Brooke White (519)-564-8338

Speakers

Opening Plenary

The First Lecture: This play will be performed by the Center for Research on Learning and Teaching (CRLT) Players, University of Michigan at the opening plenary on Thursday. Takes place in 1120 Erie Hall at 10:30 am.

Closing Plenary

The UBC Mech 2 Team, winners of the 2007 Alan Blizzard Award for collaboration in teaching, will present on their program. Takes place in Essex Hall Theatre.

What's What

Conference Events

Types of sessions

Workshops: Wednesday, June 18, 9:00am – 4:30pm

Location: Different venues on campus (please check the conference booklet)

Workshops are longer sessions sometimes involving excursions or more extended activities. There are quarter, half, and full day workshops on Wednesday.

Roundtable Discussions 1& 2: Thursday, June 19, and Friday, June 20; 12:15pm-1:15pm; 12:15pm – 1:15p.

Roundtables are sessions where presenters briefly explore a concept or study, and then facilitate a discussion with a group around a table for an hour. Multiple roundtables go on in different rooms at the same time.

Concurrent Sessions: Thursday, Friday, and Saturday

Location: Odette, Erie, Lambton Tower, and Toldo Health Centre

Concurrent sessions are 50 minutes long. On each day, up to fourteen run at any one time.

Posters, Resource Session, and Reception: Friday, June 20, 5:00pm – 7:00pm

Location: Ambassador Auditorium, CAW Student Centre

The poster session provides multiple presenters an opportunity to share information via posters, which they stand next to and discuss with participants. There is a poster prize competition associated with this event.

Plenaries:

Opening Plenary: "The First Lecture", Thursday, June 19, 10:30am – 12:00pm

Location: Erie Hall, Rm. 1120

Closing Plenary: Alan Blizzard Award, Saturday, June 21, 11:00am – 12:45pm

Location: Essex Hall Theatre

Plenaries are sessions scheduled so that everyone can attend (ie no other events are scheduled). Sometimes the opening plenary is also called "the keynote."

Conference Schedules

Schedule at a Glance

Wednesday, June 18		
Time	Activity	Venue
8:30 am	Continental Breakfast	Odette School of Business
9:00 am to 4:30 pm	Conference Workshops 90 min., 3hr., or full day	Odette School of Business, McPherson Lounge, and Vanier Hall
10:30 to 10:45 am	Nutrition Break	Odette School of Business, Vanier Hall
12:15 to 1:15 pm	Lunch	Odette School of Business, Vanier Hall
1:15 to 4:00 pm	AGM for Special Interest Group (SIG). Canadian Writing Centres and Student Writing	Toldo Health Education Centre 203
2:45 to 3:00 pm	Nutrition Break	Odette School of Business, Vanier Hall
4:30 to 6:00 pm	EDC AGM	Toldo Health Education Centre 203
5:00 to 7:00 pm	Welcome Reception	CAW Centre

Thursday, June 19		
Time	Activity	Venue
7:30 am	Continental Breakfast	Odette School of Business
9:00 to 9:50 am	Concurrent Sessions 1	Odette School of Business & Erie Hall
10:00 to 10:30 am	Nutrition Break	Odette School of Business
10:30 to 12:00 pm	Opening Plenary	Erie Hall
12:00 to 1:30 pm 12:15 to 1:15 pm	Lunch Roundtable Discussions	University Club Vanier Hall
1:30 to 2:20 pm	Concurrent Sessions 2	Odette School of Business, Erie Hall, and Toldo Health Centre
2:30 to 3:20 pm	Concurrent Sessions 3	Odette School of Business & Erie Hall
3:30 to 4:00 pm	Nutrition Break	Odette School of Business
4:00 to 4:50 pm	Concurrent Sessions 4	Odette School of Business & Erie Hall
6:00 to 11:00 pm	STLHE Gala Banquet	St. Clair Centre for the Arts, Riverside Drive

Friday, June 20		
Time	Activity	Venue
7:45 am	Continental Breakfast	Odette School of Business
8:30 to 9:20 am	Concurrent Sessions 5	Odette School of Business & Erie Hall
9:30 to 10:20 am	Concurrent Sessions 6	Odette School of Business & Erie Hall
10:30 to 11:00 am	Nutrition Break	Odette School of Business
11:00 to 11:50 pm	Concurrent Sessions 7	Odette School of Business & Erie Hall
12:00 – 1:30 pm 12:15 – 1:15 pm	Lunch Roundtable Discussions	University Club Vanier Hall
1:30 – 2:20 pm	Concurrent Sessions 8	Odette School of Business & Erie Hall
2:30 – 3:20 pm	Concurrent Sessions 9	Odette School of Business & Erie Hall
3:30 – 3:45 pm	Nutrition Break	Odette School of Business
3:45 – 4:45 pm	STLHE AGM	Odette School of Business
5:00 – 7:00 pm	Posters, Resource Session, and Reception	Ambassador Auditorium, CAW Centre

Saturday, June 21		
Time	Activity	Venue
8:00 am	Continental Breakfast	Erie Hall
8:30 to 9:20 am	Concurrent Sessions 10	Erie Hall
9:30 to 10:20 am	Concurrent Sessions 11	Erie Hall
10:30 to 11:00 am	Nutrition Break	Essex Hall Lobby
11:00 am – 12:45 pm	Alan Blizzard / Closing Plenary	Essex Hall Theatre

Room Schedule

Slot	AHML	CSCAA	EH1114	EH1115	EH2125	EH2126	EH2127	EH2130	EH2137	EH2139	JDAC
Jun 18 09:00	W04								W13		W03
Jun 18 09:30	W04								W13		W03
Jun 18 10:00	W04								W13		W03
Jun 18 10:30	W04								W13		W03
Jun 18 11:00	W04								W13		W03
Jun 18 11:30	W04								W13		W03
Jun 18 12:00	W04								W13		W03
Jun 18 12:30	W04										W03
Jun 18 13:00	W04										W03
Jun 18 13:30	W04										W03
Jun 18 14:00	W04										W03
Jun 18 14:30	W04										W03
Jun 18 15:00	W04										W03
Jun 18 15:30	W04										W03
Jun 18 16:00	W04										W03
Jun 18 16:30											
Jun 18 17:00											
Jun 18 17:30											
Jun 19 09:00					C1.02			C1.08			
Jun 19 09:30					C1.02			C1.08			
Jun 19 10:00											
Jun 19 10:30											
Jun 19 11:00											
Jun 19 11:30											
Jun 19 12:00											
Jun 19 12:30											
Jun 19 13:00											
Jun 19 13:30					C2.02	C2.13	C2.08	C2.03			
Jun 19 14:00					C2.02	C2.13	C2.08	C2.03			
Jun 19 14:30						C3.10	C3.01	C3.02			
Jun 19 15:00						C3.10	C3.01	C3.02			
Jun 19 15:30											
Jun 19 16:00					C4.10	C4.01	C4.02	C4.04			
Jun 19 16:30					C4.10	C4.01	C4.02	C4.04			
Jun 19 17:00											
Jun 19 17:30											
Jun 20 08:00											
Jun 20 08:30					C5.02	C5.01		C5.12			
Jun 20 09:00					C5.02	C5.01		C5.12			
Jun 20 09:30					C6.08	C6.02		C6.05			
Jun 20 10:00					C6.08	C6.02		C6.05			
Jun 20 10:30											
Jun 20 11:00								C7.07			
Jun 20 11:30								C7.07			
Jun 20 12:00											
Jun 20 12:30											
Jun 20 13:00											
Jun 20 13:30					C8.01			C8.11			
Jun 20 14:00					C8.01			C8.11			

Slot	LTG120	LTG135C	LTG137A	LTG137B	LLG101A	O108	O110	O112	O210	O212	OB02
Jun 18 09:00	W22		W23	W14	W05	W09	W11		W10		W08
Jun 18 09:30	W22		W23	W14	W05	W09	W11		W10		W08
Jun 18 10:00	W22		W23	W14	W05	W09	W11		W10		W08
Jun 18 10:30				W14	W05	W09	W11		W10		W08
Jun 18 11:00	W25		W24	W14	W05	W09	W11	W26	W10		W08
Jun 18 11:30	W25		W24	W14	W05	W09	W11	W26	W10		W08
Jun 18 12:00	W25		W24	W14	W05	W09	W11	W26	W10		W08
Jun 18 12:30					W05						
Jun 18 13:00					W05						
Jun 18 13:30	W29	W17	W27		W05	W21	W20	W28	W19		W15
Jun 18 14:00	W29	W17	W27		W05	W21	W20	W28	W19		W15
Jun 18 14:30	W29	W17	W27		W05	W21	W20	W28	W19		W15
Jun 18 15:00	W30	W17	W31		W05	W21	W20	W32	W19		W15
Jun 18 15:30	W30	W17	W31		W05	W21	W20	W32	W19		W15
Jun 18 16:00	W30	W17	W31		W05	W21	W20	W32	W19		W15
Jun 18 16:30											
Jun 18 17:00											
Jun 18 17:30											
Jun 19 09:00		C1.10				C1.01	C1.05	C1.07	C1.11		C1.09
Jun 19 09:30		C1.10				C1.01	C1.05	C1.07	C1.11		C1.09
Jun 19 10:00											
Jun 19 10:30											
Jun 19 11:00											
Jun 19 11:30											
Jun 19 12:00											
Jun 19 12:30											
Jun 19 13:00											
Jun 19 13:30						C2.05	C2.12	C2.07	C2.11	C2.06	C2.01
Jun 19 14:00						C2.05	C2.12	C2.07	C2.11	C2.06	C2.01
Jun 19 14:30						C3.09	C3.08	C3.07	C3.03	C3.06	C3.11
Jun 19 15:00						C3.09	C3.08	C3.07	C3.03	C3.06	C3.11
Jun 19 15:30											
Jun 19 16:00						C4.12	C4.05	C4.03	C4.07	C4.08	C4.13
Jun 19 16:30						C4.12	C4.05	C4.03	C4.07	C4.08	C4.13
Jun 19 17:00											
Jun 19 17:30											
Jun 20 08:00											
Jun 20 08:30						C5.08	C5.05	C5.10	C5.04	C5.07	C5.09
Jun 20 09:00						C5.08	C5.05	C5.10	C5.04	C5.07	C5.09
Jun 20 09:30						C6.03	C6.12	C6.07	C6.06	C6.11	C6.09
Jun 20 10:00						C6.03	C6.12	C6.07	C6.06	C6.11	C6.09
Jun 20 10:30											
Jun 20 11:00						C7.08	C7.02	C7.01	C7.06	C7.03	C7.04
Jun 20 11:30						C7.08	C7.02	C7.01	C7.06	C7.03	C7.04
Jun 20 12:00											
Jun 20 12:30											
Jun 20 13:00											
Jun 20 13:30						C8.06	C8.07	C8.02	C8.04	C8.05	C8.09
Jun 20 14:00						C8.06	C8.07	C8.02	C8.04	C8.05	C8.09

Slot	OB03	OB04	OB06	T203	VHCR	VHKL	VHOR	VHRR	VHWH
Jun 18 09:00		W07	W12			W06	W02	W01	
Jun 18 09:30		W07	W12			W06	W02	W01	
Jun 18 10:00		W07	W12			W06	W02	W01	
Jun 18 10:30		W07	W12			W06	W02	W01	
Jun 18 11:00		W07	W12			W06	W02	W01	
Jun 18 11:30		W07	W12			W06	W02	W01	
Jun 18 12:00		W07	W12			W06	W02	W01	
Jun 18 12:30							W02	W01	
Jun 18 13:00							W02	W01	
Jun 18 13:30		W18	W16				W02	W01	
Jun 18 14:00		W18	W16				W02	W01	
Jun 18 14:30		W18	W16				W02	W01	
Jun 18 15:00		W18	W16				W02	W01	
Jun 18 15:30		W18	W16				W02	W01	
Jun 18 16:00		W18	W16				W02	W01	
Jun 18 16:30									
Jun 18 17:00									
Jun 18 17:30									
Jun 19 09:00	C1.06	C1.03	C1.04						
Jun 19 09:30	C1.06	C1.03	C1.04						
Jun 19 10:00									
Jun 19 10:30									
Jun 19 11:00									
Jun 19 11:30									
Jun 19 12:00									
Jun 19 12:30					R1.03	R1.04	R1.06	R1.02	R1.07
Jun 19 13:00					R1.03	R1.04	R1.06	R1.02	R1.07
Jun 19 13:30	C2.10	C2.09	C2.14	C2.04					
Jun 19 14:00	C2.10	C2.09	C2.14	C2.04					
Jun 19 14:30	C3.04		C3.05						
Jun 19 15:00	C3.04		C3.05						
Jun 19 15:30									
Jun 19 16:00	C4.11	C4.09	C4.06						
Jun 19 16:30	C4.11	C4.09	C4.06						
Jun 19 17:00									
Jun 19 17:30									
Jun 20 08:00									
Jun 20 08:30	C5.03	C5.06	C5.11						
Jun 20 09:00	C5.03	C5.06	C5.11						
Jun 20 09:30	C6.01	C6.10	C6.04						
Jun 20 10:00	C6.01	C6.10	C6.04						
Jun 20 10:30									
Jun 20 11:00	C7.05	C7.10	C7.09						
Jun 20 11:30	C7.05	C7.10	C7.09						
Jun 20 12:00									
Jun 20 12:30					R2.11	R2.13	R2.04	R2.02	R2.06
Jun 20 13:00					R2.11	R2.13	R2.04	R2.02	R2.06
Jun 20 13:30	C8.10	C8.03	C8.08						
Jun 20 14:00	C8.10	C8.03	C8.08						

Slot	AHML	CSCAA	EH1114	EH1115	EH2125	EH2126	EH2127	EH2130	EH2137	EH2139	JDAC
Jun 20 14:30					C9.08	C9.04		C9.10			
Jun 20 15:00					C9.08	C9.04		C9.10			
Jun 20 15:30											
Jun 20 16:00											
Jun 20 16:30											
Jun 21 08:00											
Jun 21 08:30			C10.05	C10.03			C10.06	C10.04	C10.01	C10.02	
Jun 21 09:00			C10.05	C10.03			C10.06	C10.04	C10.01	C10.02	
Jun 21 09:30			C11.02	C11.03	C11.05	C11.07	C11.04	C11.01		C11.06	
Jun 21 10:00			C11.02	C11.03	C11.05	C11.07	C11.04	C11.01		C11.06	
Jun 21 10:30											
Jun 21 11:00											
Jun 21 11:30											

Slot	LTG120	LTG135C	LTG137A	LTG137B	LLG101A	O108	O110	O112	O210	O212	OB02
Jun 20 14:30						C9.11	C9.07	C9.01	C9.03	C9.09	C9.05
Jun 20 15:00						C9.11	C9.07	C9.01	C9.03	C9.09	C9.05
Jun 20 15:30											
Jun 20 16:00											
Jun 20 16:30											
Jun 21 08:00											
Jun 21 08:30											
Jun 21 09:00											
Jun 21 09:30											
Jun 21 10:00											
Jun 21 10:30											
Jun 21 11:00											
Jun 21 11:30											

Slot	OB03	OB04	OB06	T203	VHCR	VHKL	VHOR	VHRR	VHWH
Jun 20 14:30	C9.12	C9.02	C9.06						
Jun 20 15:00	C9.12	C9.02	C9.06						
Jun 20 15:30									
Jun 20 16:00									
Jun 20 16:30									
Jun 21 08:00									
Jun 21 08:30									
Jun 21 09:00									
Jun 21 09:30									
Jun 21 10:00									
Jun 21 10:30									
Jun 21 11:00									
Jun 21 11:30									

Shuttle Schedule – Date	Morning	Evening
Wednesday, June 18	<p>Departure times 8:00am, 8:20am and 8:40am.</p> <p>Leaving the Radisson hotel to drop off on Sunset Ave., just north of Wyandotte, east side of the street, in front of the Odette School of Business.</p>	<p>Departure times 6:40pm, 7:00pm and 7:20pm.</p> <p>Leaving from the University of Windsor parking lot at Assumption Church on University Avenue.</p>
Thursday, June 19	<p>Departure times 8:00am, 8:20am and 8:40am.</p> <p>Leaving the Radisson hotel, same drop off point at the University.</p>	<p>Departure times 5:00pm, 5:20pm and 5:40pm.</p> <p>Leaving the University of Windsor, in front of Odette School of Business to the hotel.</p>
Shuttle to the STLHE Gala Banquet	<p>Departure from Alumni Hall at 6:00pm.</p>	<p>Return to Alumni Hall beginning at 9:30pm.</p>
Friday, June 20	<p>Departure times 7:30am, 7:50am and 8:10am.</p> <p>Leaving the Radisson hotel, same drop off point at the University.</p>	<p>Departure times 6:50pm, 7:10pm and 7:30pm.</p> <p>Leaving the University of Windsor, in front of Odette School of Business to the hotel.</p>
Saturday, June 21	<p>Departure times 7:40am, 8:00am and 8:20am.</p> <p>Leaving the hotel to Sunset Ave., just north of Wyandotte on the west side of the street at Erie Hall.</p>	<p>Departure times 1:00pm and 1:20pm.</p> <p>Leaving the University of Windsor, in front of Erie Hall to the hotel.</p>

Special Events

Meetings open to all conference participants are identified by an asterisk (*). All other meetings and special events are by invitation.

STLHE Board of Directors Meeting

Tuesday, June 17
McPherson Lounge in Alumni Hall
University of Windsor
8:30-5:30 pm

2008 3M National Teaching Fellows Cohort

Wednesday, June 18
Odette 207
9:00am – 11:00am

Educational Developers Caucus Executive Meeting

Wednesday, June 18
Odette 415
University of Windsor
12:15 - 1:15pm

3M National Teaching Fellows Annual Assembly & MNF Scholars

Wednesday, June 18
Katzman Lounge in Vanier Hall
University of Windsor
12:15 - 5:00pm

Canadian Writing Centres and Student Writing Special Interest Group (SIG) Annual General Meeting

Wednesday, June 18
Toldo Health Education Centre 203
University of Windsor
1:15pm – 4:00 pm

Educational Developers Caucus Annual General Meeting*

Wednesday, June 18
Toldo Health Education Centre 203
University of Windsor
4:30 – 6:00pm

Welcome Reception*

Wednesday, June 18
Commons Area in the CAW Student Centre
University of Windsor
5:00 - 7:00pm

Opening Plenary with the CRLT Players*

Thursday, June 19
Erie Hall 1120
10:30am -12:00 pm

Conference Greening Initiative

In addition to your main duties, please be aware that the conference has put a number of greening initiatives in place to reduce the ecological impact of the event. In keeping with this initiative, please be aware that:

General Greening Information

1. Participants can take part in the carbon offset program at the STLHE table in Odette.
2. There are composting bins in food service areas and recycling in all session rooms. Please explain any information on the recycling and composting signs and encourage people to use the bins.
3. Conference bags, name badges, pens and notebooks can be returned by departing participants for re-use: Wed-Fri in Odette at the Information Desk. Wed-Saturday in Alumni Hall, Saturday morning outside Essex Hall Theatre.
4. If people ask about bottled water, direct them to water coolers where they can fill the bottles supplied in their conference bags.

Room Host Greening Duties

We are calculating the environmental impact of the conference and we need your help!

1. Count the number of handouts distributed and write the number on the chart provided (on the wall in your room). Also write the number of pages in the handout.
2. Collect unused handouts.
3. Dim or turn off the lights when participants leave the room, if possible, and if the room will not be used immediately thereafter.
4. Encourage participants to recycle and compost in a positive and tactful way.
5. When you are tidying the room, use the recycling bins provided as appropriate.

Tech Support

Starting Odette Classroom Consoles

1. Tap the touch screen to wake-up the touch panel if the screen is blank
2. Select *access/login* and enter the 4 digit code for the room followed by the enter key. You will now be on the Main Menu.
3. On the **wooden** consoles, select *unlock* from the Main Menu and then press doors on console picture to unlock doors to equipment.

4. On the **black metal consoles**, the computer keyboard is top right. Pull out and flip up LCD screen. There is a pullout laptop shelf top left side.
5. Press projector power *on*, turn on computer power on CPU or plug laptop in to side or front VGA connection.
6. Select *image source to projector* along left side of Main Menu.

Odette Console Codes:

B02 2823	104 6338	212 3622
B03 2879	108 5825	
B04 7327	110 9473	
B06 6732	112 9262	

Starting Erie Hall Smartboards with a Laptop

1. Launch the on screen menu and power up projector by pressing the *power button* left of the volume control on the marker ledge.
2. If using a laptop connect with the cables provided.
3. Menu asks "*What would you like to do ?* "
4. Select *Computer 1* if using a laptop
5. Select *Scratchpad* if you're just going to use markers for notes.

Volunteer Responsibilities

Your Day as a Volunteer

1. Please arrive 15-30 minutes before your shift begins.
2. Check in with **Danielle Handsor or Brooke White at the Volunteer Registration Desk** at the Commerce Society Office in the lobby of Odette School of Business.
3. If you have any questions about your responsibilities please check them with the volunteer coordinator when you sign in.
4. Complete all of your duties, and try to help anyone who looks like they need help!
5. At the end of your shift, please return any materials (paper, markers, masking tape, e.g.) and bring back anything you have been given to take with you to your room.

Room Hosts' Responsibilities

What Your Job is NOT:

1. Chairing the session
2. Introducing the presenter
3. Directing the session in any way.

What your Job IS:

Arrive 15-30 minutes BEFORE sessions begin in the morning. Make sure to bring your Volunteer Handbook. If you have forgotten it, please borrow one from the **Volunteer Centre (Commerce Society Office, Odette)**

1. Sign in
2. Pick up your handout count sheet
3. Make sure to check if there's a conference expert in the rooms in your area, in case you need any help at any point.

You are responsible for your room for the duration of your shift. This means that, you must stay in your room unless it has been locked. Presenters and participants may have questions, equipment needs supervision, and so on, so expect to be there or in the hallway by your room between sessions, as well. You are an extra professional resource to make sure the delegates feel comfortable.

For each session:

Ensure that the presenter has the equipment requested in advance and provide assistance with their set up if they need it. Help set up their A/V equipment. A/V help will be available in the hallways.

Arrive early to make sure the presenters have everything they need. Offer to fill their water bottles and ensure they have any pens, tape, or other supplies they need. Emergency supplies

of markers, paper, masking tape, etc. are available at **Odette Commerce Society Office** and in **the A/V office (Erie Hall 1112)**

If the room becomes full, you will need to let participants know that the session is full: we cannot add chairs to rooms owing to fire regulations. Remember that we want to assist with the flow of people into, and out of, the room, as much as possible.

Assist with distribution of handouts, **record number of handouts distributed** and **number of pages in one set of handouts** on the handout count sheet.

Collect unused handouts, count, and record on handout count sheet.

Tidy the room between sessions as best you can. Encourage participants to properly dispose of garbage, using the supplied recycling baskets, and remind them that compost bins are available in food service areas for any compostable waste.

Dim or turn off the lights after participants leave the room if possible, if another session does not take place immediately after.

If your room has free standing equipment, please do not leave room unless it is locked. If your room has an A/V console, ensure it is locked before you leave.

Between sessions:

Help direct traffic in the hallway by your door. Make sure to carry your room map and session listings with you.

You may be responsible for directing people to lunch, plenaries and other large group events from your room. Make sure you know where these events are being held BEFORE people start getting up to go to them, and announce that you will be going to that location if anyone would like to follow you.

At the end of your day:

When you are done for the day, return to the volunteer desk. Return handout count sheet to the volunteer coordinator who will pass this information on to the environmental coordinator.

Please return any supplies to the volunteer centre as you leave.

If you have any feedback with regard to the conference from participants, please let the volunteer coordinator know following your shift.

Room Host Trouble Shooting

If there are technical problems:

Find an A/V representative in the hallway. If you cannot locate one, call extension 3051.

If your presenter needs supplies that have not been supplied:

Extra materials are available at the **Odette Commerce Society Office** and in **the A/V office (Erie Hall 1112)**

If there is a building/facilities related problem (power outage, heat problem, lighting, etc.)

Call Danielle Zielke (519)-919-7313.

FAQ's

Where can I fill my water bottle?

Odette School of Business: 3 water coolers in Dividends sitting area on ground floor, 3 near elevators 2nd floor, 3 in basement near elevators

Erie Hall: 1 in basement. On Saturday there will be 2-3 in Erie Hall near concurrent sessions

Vanier Hall: Water in all rooms

Where can I print my schedule or my handouts?

Lambton Tower 2103 will be available for printing from 8:30 am to 4:30 pm Wednesday-Friday.

The Document Imaging Centre located at the basement of Chrysler Hall South provides many copying services.

Printing and photocopy machines are also available in the main floor of the Leddy Library. Printing cards necessary for printing at the library are available at the information desk.

Where can I check my email?

Computers are available in Lambton Tower 2103 from 8:30-4:30 Wednesday – Friday and at the Leddy Library Main Computer Lab open from 8:00am – 10:00pm. Terminals are available in Alumni Hall. To get wireless access code please visit the conference information desk in Odette.

I have a physical disability and need transport assistance. Whom do I contact?

We have two electric golf carts to assist people with walking / mobility issues for transfer to various buildings throughout the campus. These will typically be stationed outside venues in heavy use during the conference. For further assistance in this area, please visit the information booth at Odette.

Where and when can I get a shuttle to the hotels?

Please check the shuttle schedule on page 12 of the handbook.

Do you have a taxi number?

Taxi Services

Canadian Checker Cab
(519) 254-7777
1-866-829-4787

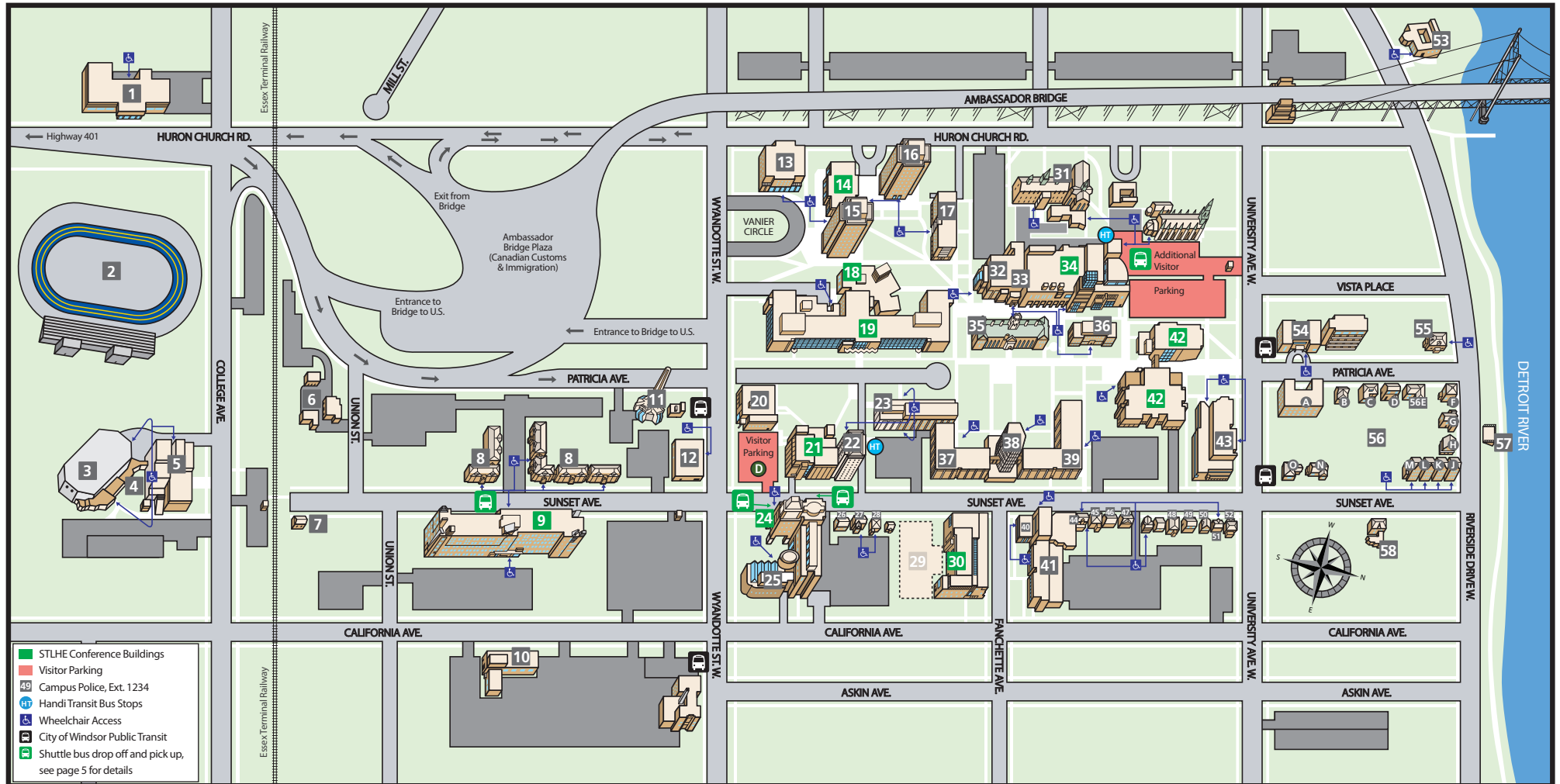
Veteran Cab
(519) 256-6261

LA Taxi
(519) 978-2000

Do you have a copy of the programme?

This handbook has a guide to sessions by session number, room and time. Hard copies of the program are available for use at the registration desk and information desk, and the day's schedule is printed and posted on the bulletin board in the main hall at Odette. The conference coordinator will always have a copy of the full programme (number on front page).

Conference Locations



Campus Map

Aboriginal Education Centre (Turtle Island).....	26
Academic Writing Centre.....	28
Alumni Hall and Conference Centre.....	9
Assumption University Riverside Campus.....	55
Assumption University Building.....	31
Biology Building.....	23
Bookstore.....	25
CAW Student Centre.....	34
Campus Police.....	49
Canterbury College (A ~ O).....	56
Canterbury College Administration.....	56E

Cartier Hall.....	13
Cashier's Office.....	39
Central Receiving.....	6
Central Refrigeration Plant.....	57
Centre for Automotive Research & Education (CARE).....	10
Chrysler Hall.....	38
Chrysler Hall North.....	39
Chrysler Hall South.....	37
Clark Residence.....	8
Cody Hall.....	17
Community Legal Aid.....	52
Computer Centre (IT Services).....	32
Dillon Hall.....	35
Dramatic Art Centre.....	18

Dramatic Art Workshops.....	20
Educational Development Centre.....	35
Education Building.....	41
Education Gym.....	33
Electa Hall.....	54
Energy Conversion Centre.....	11
Erie Hall.....	21
Essex Hall.....	19
Faculty Association (Kerr House).....	44
Forge Fitness Centre.....	4
Great Lakes Institute for Environmental Research.....	53
Grad House.....	27
Health Education and Learning Centre.....	30
Human Kinetics Building.....	5

Human Rights Office.....	51
Ianni (Ron W.) Faculty of Law Building.....	43
Iona College.....	58
Jackman Dramatic Art Centre.....	18
Lambton Tower.....	22
Laurier Hall.....	15
Law Building.....	43
LeBel Building (Visual Arts).....	1
Leddy Library.....	42
Liaison & Student Recruitment.....	50
Macdonald Hall.....	16
Maintenance Building.....	6
Memorial Hall.....	36
Medical Education Building (under construction).....	29

Music Building.....	12
Neal Education Building.....	41
Odette Building.....	24
Odette Meeting Place.....	45
Problem Gambling Research Group.....	46
Psychological Services Centre.....	48
Registrar's Office.....	39
St. Denis Athletic & Community Centre.....	3
Student Awards & Financial Aid.....	40
Sociology & Anthropology Graduate and Research Centre.....	47
Stadium.....	2
Toldo (Anthony P.) Health Education & Learning Centre.....	30
Union House.....	7
Vanier Hall.....	14

Computers are available at the Leddy Library Main Computer Lab. Printing and photocopying services also available at Leddy (42). See page 13 for details.