All Hart House staff will be at the ready all through the conference to help out. They are readily identifiable by their staff shirts and they all communicate through walkie-talkies so they can reach the appropriate person at all times and minimize rushing around. In many imaginable instances, they would be able to help more readily than any of us.

ARON MOHR is our lead HH contact. Michol Hoffman will be in radio contact w/ HH staff and should be the first person to contact for help. Additionally, committee members are on call and textable in half-day shifts as follows:

|  |  |
| --- | --- |
| Thurs pm | Aaron |
| Fri am | Michol |
| Fri pm (after lunch) | Naomi |
| Sat am | Sali |
| Sat pm | James |
| Sun am (til 2) | Anne-José |
| no particular shift | Philipp |

The bright red volunteer toques (coming Wed.) are a sign of a friendly person full of knowledge to share! All of us should make extra efforts, as hosts, to be friendly, outgoing, helpful. Chat with lonely-looking people, esp. students. Invite them to walk/eat w/ you, etc. Try to go to a few “less popular” talks & provide positive feedback in the Q&A.

Schedule: <http://linguistics.utoronto.ca/nwav44/NWAV44_Schedule.pdf>  
Local info and maps: <http://linguistics.utoronto.ca/nwav44/NWAV44_Local_orientation.pdf>

Conference Wifi **Network**: UofT | **Username**: hhwireless | **Password**: est1919

Greeters

* Know where entrances, rooms, bathrooms are [see Hart House info p. 3-4]
* Be familiar with schedule
* Have campus maps [They will also be at reg. desk.]

Registration desk

* Know how to find packets (alphabetical order)
* Know how to register people on-site
  + Have laptop, register through Eventbrite
  + Put together packet on the spot
* Know what to do if someone says they’ve registered but we don’t have their packet, or wants a refund, or can’t pay by credit card…
* Be familiar with schedule
* Know who is an invited speaker, sponsor, publisher (it will be on your list)
* Know where entrances, rooms, bathrooms are
* Be familiar with all the other stuff we have available that is not in a packet (maps, cups, flyers?)

Merchandise desk

* We will we set up a webpage & PayPal for selling hats and toques
* Know how much things cost: T-shirts: $CAD 18 Toques: $CAD 12
* Know how to take payment: cheques to “NWAV44”, cash, PayPal for credit/debit

Escort

* Know where the relevant buildings are, and best way to get there, where accessible entrances are
* Know where the room(s) is/are

Tweeters

* Know the hashtag: #nwav44
* Know how to get help in case of tech problems (i.e., find Hart House AV person)

Livestream question askers

* Monitor the YouTube & Google+ sites (“*YouTube: Linguistics on the Air*”, https://www.youtube.com/channel/UCSCFdavEk0TmrKBd9qk0rkg) during the 5 Q&A sessions and read out any questions that come in from remote viewers. (These may or may not exist.)
* Paul DeDecker is the contact for this for more info. This volunteer needs a Google account.

Poster session

* Have / be familiar with map of room (it’s in Booklet)
* Put Velcro tape by each poster spot, put numbers on poster boards and direct authors to their boards
* Have tape, etc.

Student prize tabulation

* Have login to collect online votes
* Have ballot box (from CUP table), count quickly!
* Count any early ballots early (Sunday during Business Meeting)
* Aaron is the faculty member contact for this
* know about the Student Travel Prize (a different thing that will also be announced)

Canadian Language Museum

* Elaine to contact students separately

Publisher’s table

* Sali to contact students separately

Proceedings

* If anyone asks, info will be made available soon after the conference.

**Hart House Information Sheet**

**General information:**

* **Bathrooms** are located in the main corridors of the basement and the second floor. There is an **accessible bathroom** (that can also be used by everyone) off the Upper Gallery, opposite the Great Hall, not far from the Registration Table
* The **elevator**is located in the main hall and has brass doors
* NWAV participants are free to use any of the public spaces and rooms in the building.
* ***LSA* NWAVLounge and Canadian Language Museum display: South Dining Room**
* **Outdoor NWAV space**: **covered** **patio** in the quadrangle adjacent to **Lower Gallery**
* Our **Hart House crossroads speakers and plenaries** (all except Saturday evening) are all located in the **Great Hall**
* **Break out/parallel sessions** are held in the following rooms: **Great Hall** (main floor, East side of building), **East Common Room** (main floor, centre of building), **Debates Room** (second floor, centre of building), **Music Room** (second floor, West side of building), **South Dining Room** (second floor, West side of building) ***Friday afternoon only***, and in **University College 140** (to the West of HH) ***Saturday afternoon only)***
* **Breakfast**  is served in the **Lower Gallery and Great Hall (**one table in each)
* **Refreshment breaks** for the ***East Common Room*** and ***Great Hall*** will be held/served in the **Lower Gallery**or in the **East Common Room** (*Friday and Saturday afternoons)*
* **Refreshment breaks** for the **Debates Room** and the **East Common Room** will be held/served **in those rooms.** The **South Dining Room** will go across the hall to the **East Common Room**
  + - All disposable cups are compostable. Encourage people to hydrate, take drinks on their way to and from talks for energy : )
  + **Timing is of the essence. The program is tight**
  + Food and drink are available for purchase in the basement, except for Sunday

**Hart House Trouble Shooting**

* + **Hart House staff members** are available to help. They are readily identifiable by their staff shirts and they all communicate through **radios** so they can reach the appropriate person at all times. **Faculty Committee members** are also on hand for support.
  + **Use your judgement.**  In the first instance, ask if HH help is at hand, ask them to contact the techs, clean up etc.
    - Or, text me, Michol**.** I will have a radio at all times unless indicated. I will call for whatever is needed immediately.
    - **Please indicate *what you need/what the issue is* and *where***
  + We have an AV tech on call for NWAV and HH has a second tech available
    - Because of timing, for minor AV issues (missing VGA adaptors, etc.) **ask in the room** to see if someone can share. **Session chairs** will be aware of this as well, and will encourage next talk set up during question period of previous talk to avoid last-second panic
  + **Generally,** **please approach/call/text/email/ me (Michol)** or **other faculty Committee Members** with any general or anticipated concerns re: Hart House. The HH staff and NWAV Cttee members (including you : ) ) will do everything in our power to ensure the best experience for all.

**Thank you for all your hard work!**