



cuc **ai**
2022

Logistics Coordinator Application

CUCAI 2021-2022



Applying for CUCAI Logistics Coordinator

Thank you for your interest in the CUCAI Logistics coordinator position. Below you will find information about the position you are applying for. The application consists of general information, a written question, and a live interview component. Please prepare a PDF of your resume geared towards CUCAI. All applicants must be prepared to schedule an interview after the written application has been submitted.

About CUCAI

The Canadian Undergraduate Conference on AI (CUCAI) is QMIND's largest undertaking. In 2020, its second year as a conference, the in-person event hosted 300-delegates with a \$140,000+ budget. Sponsors included TD, RBC, KPMG, Canvass Analytics, Suncor and Accenture. In 2021, the conference was transitioned to a fully online format due to COVID-19 restrictions, with 450 attendees, and sponsors including the National Bank of Canada, Google, Telus and the Vector Institute. Organizing CUCAI is an opportunity that requires commitment and a drive to always step up as a leader.

Initiated as a one-day event to showcase the various projects of QMIND design teams, the event has grown to be the largest undergraduate conference on AI in Canada and attracted industry professionals, delegations from other universities, and hundreds of students with an interest in artificial intelligence and its applications. The goal of the conference is to connect passionate students to the greater world of AI beyond the academic bubble. This is done through engaging speakers, panels, workshops, and multiple networking and multiple networking and showcase events.

Position Description

The logistics Coordinators for CUCAI 2022 will work side by side to plan the whole event under the guidance of the Co-Chairs. Some responsibilities include organizing the event regardless of what form it takes in 2022. In-Person event logistics includes buses to Toronto, setting up the events themselves, scheduling, booking socials and hotels, the taster and more. Coordinators will also be in charge of searching for contingency plans or hybrid options for the conference. Each of these coordinators will work with inQUbate teams, design teams or speakers/presenters to get everyone there and ready to go. We are seeking two hard-working and passionate students to fill the roles. Join us to plan one of Queen's largest conferences and help bring our visions to life.

Responsibilities:

Planning the conference and taster

- Research hybrid opportunities
- Setting up the conference events (speakers, workshops, showcases, meals, etc.)
- Booking and planning socials
- Work with inQUbate and design teams to get them to the conference and ensure the success of their events
- Attend weekly meetings and work with teammates accordingly

Application Process

How to Apply

1. Fill the application form & **submit**. Find the link to the application [HERE](#)
2. Due date: **Wednesday, March 31st, 2021 11:59 PM**

Interviews

You will be submitting your availability for the interview after applications have been submitted. The interview will be 15-20 minutes long and we will be asking you questions to get to know you and how you would be able to fulfill the role you applied for.

The interview will be held on the week of **April 3rd – April 7th, 2021**.