



Delegates & Partnerships Coordinator Application

CUCAI 2021-2022



Applying for CUCAI Delegates & Partnerships Coordinator

Thank you for your interest in the CUCAI Delegates & Partnerships 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 Delegates & Partnerships coordinators will be responsible for all things attendee experience. We're looking for coordinators to be passionate about the conference and getting delegates excited for the amazing ride they are about to embark on. The Delegates & Partnerships coordinator coordinators should be meticulous, organized and accommodating for our attendees. They will spearhead the ambassador program that will hopefully serve as an effective manner of increasing awareness of the conference at other schools across Canada. They will work hand in hand with logistics to create the best experience for all and make the event the best it can be.

Responsibilities:

Planning the conference and taster

- In charge of ticket sales
- Accommodate delegates with dietary needs, scheduling, travel, etc.
- Work with the logistics team to sell tickets to those outside the Queen's community
- Act as a point of contact for ambassadors and Queen's students
- Spearhead the ambassador program to raise interest in the conference across Canada
- 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**.