DELTAHACKSIII

VOLUNTEERS & STAFF PACKAGE

Please refer to the Main Deltahacks III Package for the schedule and logistical details of the event.

Pre-setup

We will be doing pre-setup on Friday, January 27, 2017 at 5pm in ETB. We will meet at the main entrance of ETB and split up all duties. Facilities will be setting up tables with chairs so volunteers will ensure these are placed in the right locations. Refer to the table locations listed in section below. Extension cords will be linked to every sponsor table and taped to the ground with duct tape to prevent anyone from tripping over them. Also, power cords will be distributed in all hacker classrooms. Signs will be taped to all rooms for clarity purposes. Please refer to floor plans on pages 19-21 in the main package for all the rooms. Lastly, we will be moving snacks and drinks from ITB storage room 138 to the snack room, ETB 122. As specified above, those volunteers who have opted for a Friday shift shall assemble in front of ETB at 5 PM on Friday, January 27, 2017. This group of volunteers will be split into 4 teams.

1) Team 1 is responsible for posting directional signs on all floors of ETB.
2) Team 2 is responsible for shifting and arranging tables for sponsors and food.
3) Team 3 is responsible for supplying all the sponsor tables with power cords and taping loose cables to the ground.
4) Team 4 is responsible for moving food from the storage room in ITB 138 to ETB 122.

Tables Legend

Listed on the next page are the arrangement for tables. Please refer to the legend below for the colour coding of the tables and locations of the power outlets for extension cord setup.

KEY

- Sponsor Tables
- Registration Tables
- MLH Tables
- Snacks/Drinks Tables
- Meal Tables
- Special Diet Tables
- Extra/Misc. Tables
- Power Outlet Locations

Tables Layout

TABLES BASEMENT

Labels on basement floor plan:
- 13
- MLH Hardware Lab
- Snack/Drink
- Special Diets
- Meal Area
- 10
- 1 2 3 4 5 6 7 8 9
- 12
- 11

TABLES FIRST FLOOR

Labels on first floor plan:
- Registration
- 18
- MLH
- 19
- Misc Tables
- 14 15 16
- 17
- 20
- 21
- 22
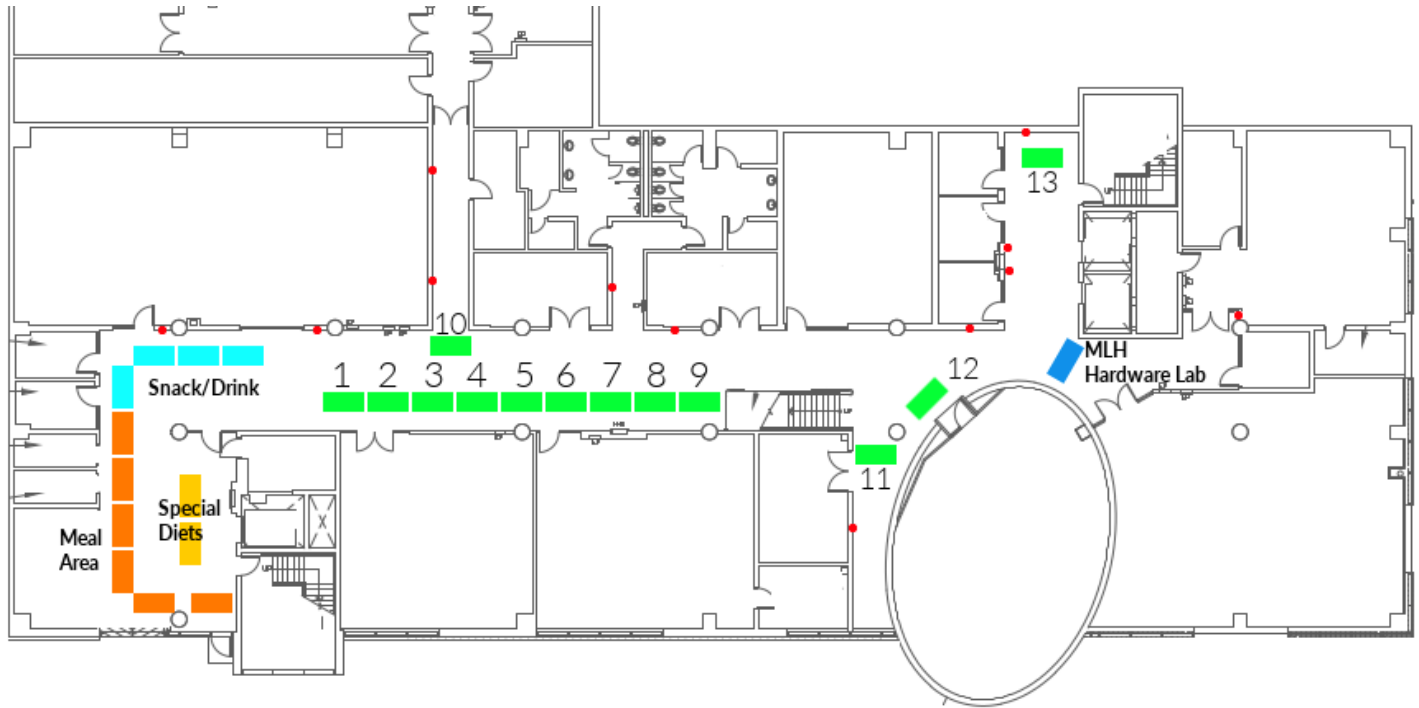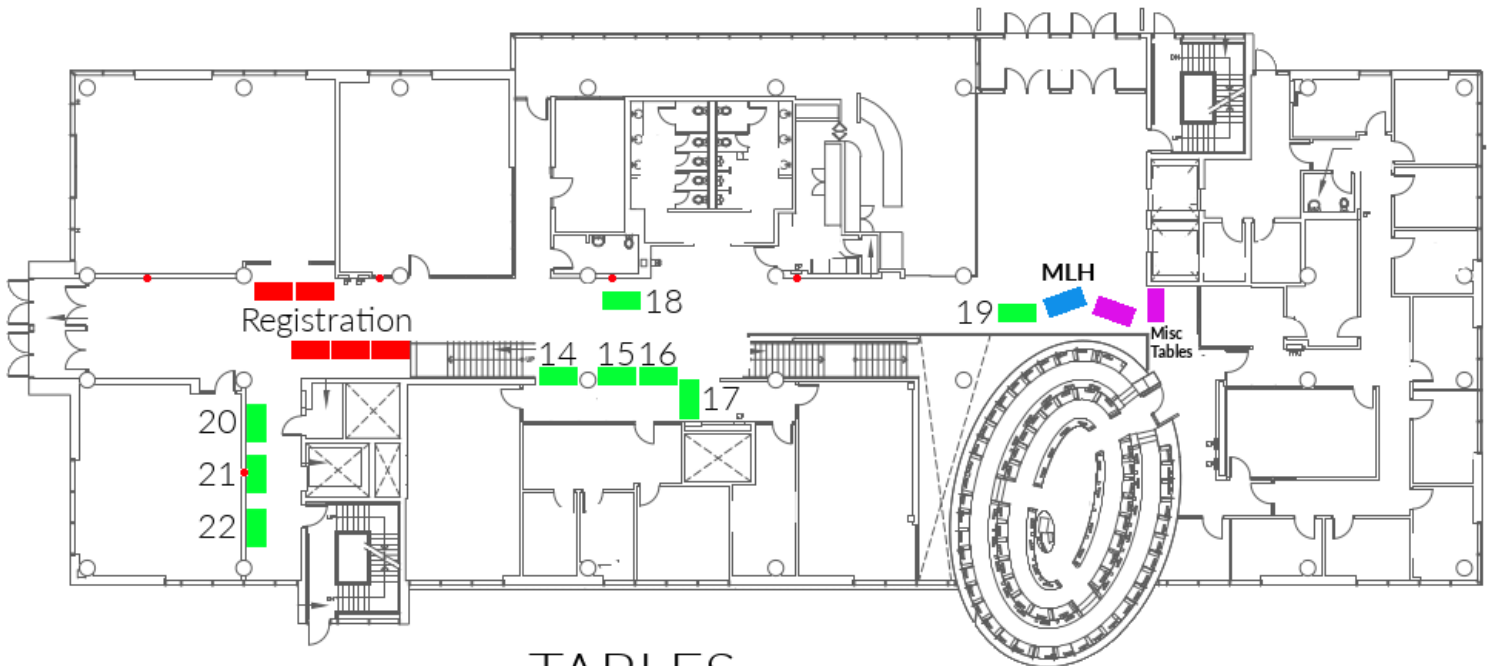
⚠️ Event Arrival

Please arrive at least 15 min before the start of your first shift and contact **Shivaansh Prasann, our volunteer coordinator, at 289 659 7974, or on slack: shivaansh** so he can confirm your shift roles and duties. You will be given a lanyard with a light blue ID badge and a black deltahacks t-shirt. Please wear this during all your shifts at the event as we don't want to mistake you for a hacker.

⚠️ Roles and Responsibilities

Below are all the roles and responsibilities that volunteers will be responsible for:

<u>Registration Desk</u>
1. Verify all attendees' names with their Photo ID and student card and mark them as present.
2. Pack swag bags with various items (according to guidelines) and hand them to attendees.
3. Those volunteers who have been in contact with sponsors/ mentors/ judges shall be responsible for handing over the dark blue IDs to the mentors and the pink IDs to the judges at the time of registration.

<u>Opening and Closing Ceremonies</u>

During registration time, all volunteers except those at the registration desk will be required to tape signs from ETB to BSB, and will be required to help sponsors and mentors carry their luggage. Volunteers will also be required to set up tables for snacks and sponsors. Volunteers shall be split up into teams for this purpose.

During opening/closing ceremony, volunteers will be responsible for:
1. Escorting attendees to and from the auditorium (BSB 147)
2. Setting up the stage for various speakers and hackers
3. Timing the various sections to ensure that they do not cross the alotted time limit
4. Assisting sponsors with setting up their presentations
5. Coordinate with the judges to distribute prizes to the winning teams

Volunteers shall be responsible for leading sponsors and hackers up to the stage as and when necessary. It is very important for volunteers to be courteous towards sponsors, mentors and participants during the opening ceremony.
Transportation and guidance

<u>Fire Wardens</u>
Volunteers who have attended the Fire Warden training session will be required to perform periodic fire patrols every hour throughout the entirety of their shifts. Volunteers will be assigned to a specific floor for this purpose. Fire Wardens will be required throughout the event and will be split into teams.

<u>Sleeping room monitors</u>
Volunteers assigned to guard the sleeping rooms shall be responsible to ensure that the number of people in the sleeping rooms does not exceed the specified safety limit, and to ensure that there is no mischief in the sleeping rooms. **IT IS VERY IMPORTANT THAT THOSE GUARDING THE SLEEPING ROOMS DO NOT FALL ASLEEP THEMSELVES.** If you feel sleepy, please contact (to be added) to ask for a replacement volunteer. Please refer to the Guidelines for Sleeping Room Monitors for more information.

Food and Drink Tables

Volunteers assigned to food tables shall be responsible for serving food and drinks to the attendees. Please refer to Food Serving Guidelines for more details.

Midnight Events

Volunteers assigned to midnight events shall be responsible for ensuring that the event runs smoothly.

Workshops

Volunteers assigned to workshops will be required to help sponsors connect their laptops to the projectors and assist sponsors and mentors with anything they need assistance with. Please contact the workshop coordinator, **Troy Kuang, 647 542 6689, slack: troykuang** for more information.

Garbage Cleaning

Volunteers assigned to garbage cleaning shall be handed garbage bags and gloves to dispose of wrappers, used cans and bottles during the time of the project expo. Volunteers will also be responsible for re-arranging chairs and tables after hacking ends. In case of unexpected messes (like throw-ups or food on the floor), cleaning supplies shall be available to clean up the mess. It is requested that before using the garbage bags purchased from Costco, volunteers use the garbage bags available in the Janitorial closet.

Project Expo

During the project expo, volunteers will be required to lead the participants, judges, and other attendees to the auditorium (BSB 147). Volunteers will also be responsible to time the presentations to ensure that no demonstration exceeds the specified time limit.

Please refer to the volunteer shifts email regarding which roles you have been assigned. If you didn't attend the volunteer orientation, please contact Shivaansh Prasann, 289-659-7974, prasanns@mcmaster.ca, slack: shivaansh and he will explain what your roles encompass. If you have minor questions, please also contact Shivaansh and he will answer asap.

Guidelines for Roles

Opening Ceremony

The schedule for the opening ceremonies is listed here. The closing ceremony schedule will be sent to all volunteers assigned for that role later this week.

Please do not walk across the front stage during the ceremony. Rather, walk around the outside of building entering through the auditorium's side entrances if necessary.

Time Slots	Section	Approximate Timings and Important Details
10:00 - 10:15	Introductory Remarks	Opening Statements (10:00 - 10:10)
10:15 - 10:30	Partner Keynote	Presentation (10:10 - 10:25)
		Given by Musa Al-Hassy
10:30 - 10:45	Hack Expo	Introductory Remarks
		City of Hamilton (10:30 - 10:35)
		Environment Hamilton (10:35 - 10:40)
		Healthcare Mentors (10:40 - 10:50)
10:45 - 11:00		RL Solutions (10:50 - 10:55)
		ArcelorMittal Dofasco (10:55 - 11:00)
11:00 - 11:15		RBC (11:00 - 11:05)
		Konrad Group (11:05 - 11:10)
		TD (11:10 - 11:15)
11:15 - 11:30		Concluding Remarks/Extra time for speakers if required
11:30 - 11:45	Logistics Information & Countdown to Hacking	Attendees will be informed of the logistical details
		Will be delivered by the Logistics Team (11:30 - 11:55)
		Duration can be extended/shortened if required
11:45 - 12:00		Countdown to the start of the Hackathon (11:55-12:00)

Closing Ceremony

The schedule for the closing ceremony is posted here.

Ensure top 6 demos know exactly how long they have to present because they tend to go over time and the timer will need to cut them off if they do.

Time Slots	Section	Approximate Timings and Important Details
4:00 - 4:15	Introductory Remarks	RL Solutions (4:00 - 4:05)
		General remarks about the DeltaHacks III (4:05 - 4:15)
4:15 - 4:30	Top 6 Demos	The top 6 groups (decided by the judges) will give a demo to the attendees (4:15 - 4:45)
4:30 - 4:45		
4:45 - 5:00	Prizes	Prizes will be handed out (4:45 - 5:05)
5:00 - 5:15	Closing Remarks	The Forge (5:05 - 5:10)
		Final statements by organizers (5:10 - 5:30)
5:15 - 5:30		DeltaHacks III is finished!

Nightshift Duties

If you are assigned a night shift and are unable to make it, please inform **Prithvi Jethwa, volunteer head for Saturday 10 AM to 10 PM, at 819 230 6087 or on slack: pj_568 by 8pm** or we will assume you are good to go. Please do not sleep during your night shift unless you absolutely cannot stay awake, and if this is about to happen, please contact **Steph Haak, nighttime volunteer head, at 289-440-0828 or on slack: haakeroni**, and she will find some-one to replace you for an hour for you to take a nap.

Sleeping Room Monitors

If you have a sleeping room shift and notice any concerns or emergency in the sleeping rooms, please contact **Steph Haak, head of nighttime volunteers, 289-440-0828, slack: haakeroni**, ASAP to deal with the situation. If you need to go to the restroom or to get snacks/drinks, please tell your partner to cover both classrooms while you are gone as it is important the sleeping rooms are monitored at all times during the night. It is advised to allow 15 people to sleep in each room, however, if a considerable amount of space is still available, up to 25 students may be allowed. NO MORE THAN 25 PARTICIPANTS MAY OC-CUPY THE SLEEPING ROOMS AT ANY POINT OF TIME.

Serving Food

If you are assigned to serving any meal, you must wash your hands at a washroom prior to serving food. Also, do not eat or take any portion of the meals until all the hackers have been served or the meal scheduled time has elapsed. This is for safe handling of food and to prevent any health related issues from occurring.

Project Expo

We have assigned several sets of shifts during the expo so it is crucial you stay focused during your current shift and do not wander around exploring hacks until your shift is over. The roles have been assigned based on demand and we don't want your fellow volunteers to do the work you were assigned.

The layout for the expo is listed on the next pages. Please ensure the tables in classrooms are properly arranged based on the layout and the table numbers are displayed on the ta-bles in both the basement and 2nd floor classrooms.

Project Expo Layout
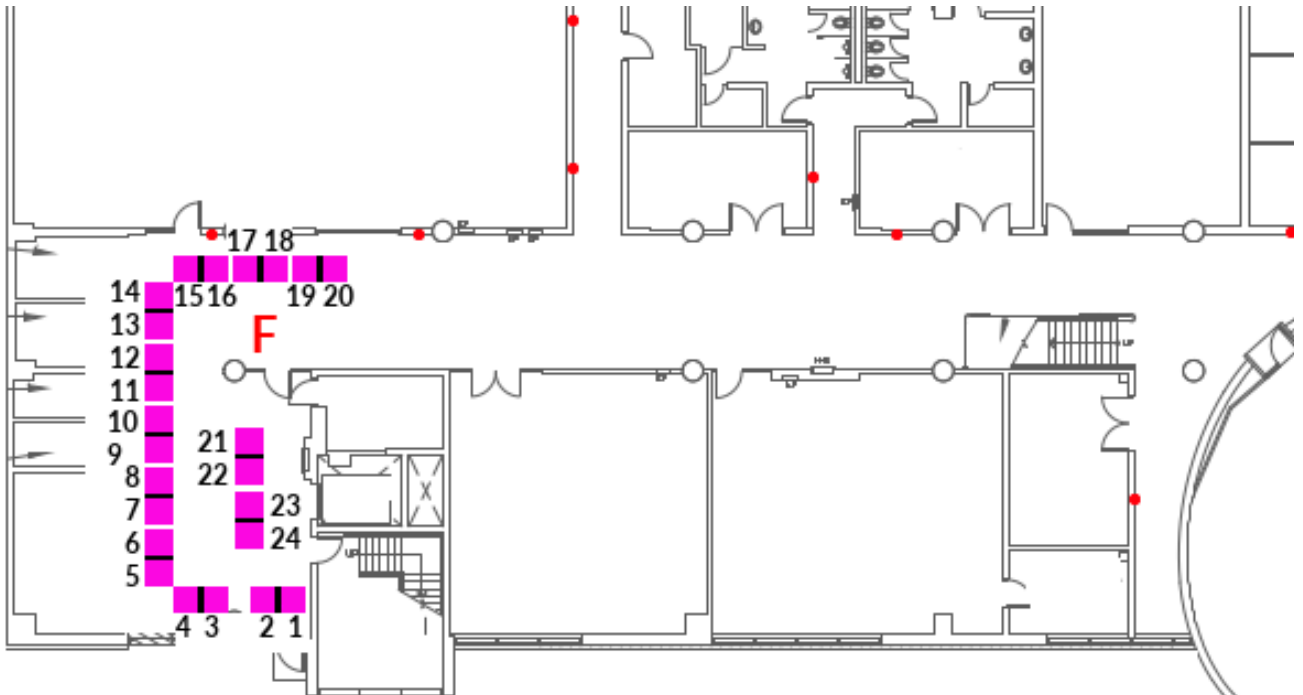
Basement Tables
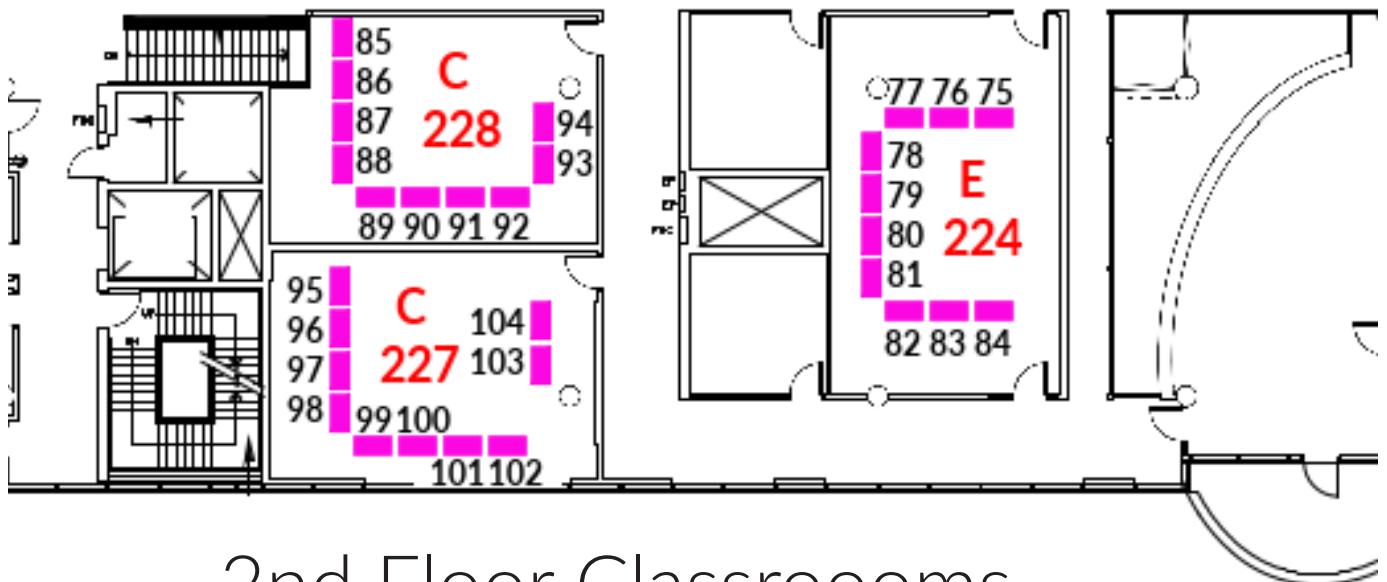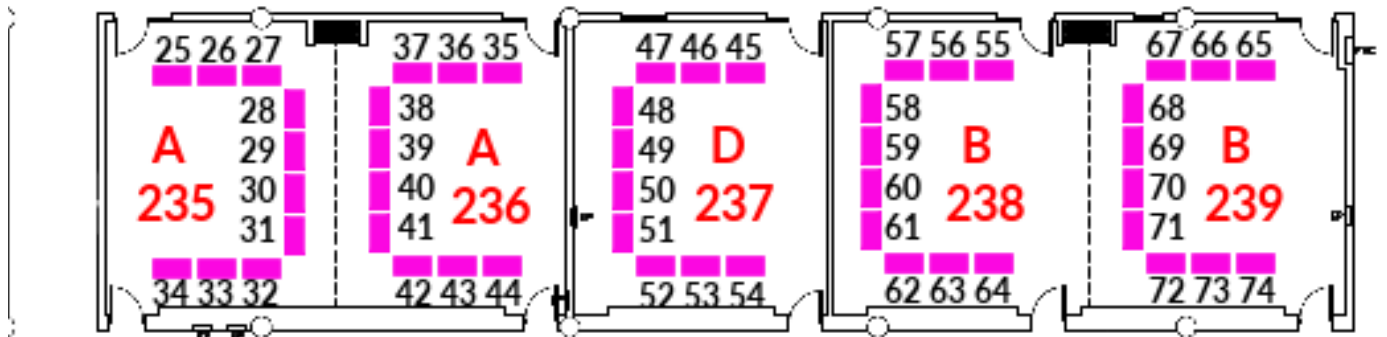
2nd Floor Classroooms

Important Contact Information

For volunteer questions:
Shivaansh Prasann, Volunteer Coordinator, 289 659 7974,
prasanns@mcmaster.ca, slack: shivaansh

For assistance in volunteer role:
Volunteer Heads (Based on shift schedule)
Prithvi Jethwa (Saturday 10 AM to 10 PM) , 819 230 6087 , slack: pj_568
Steph Haak (Saturday 10 PM to Sunday 6 AM) , 289-440-0828, slack: haakeroni
Christine Mitry (Sunday 6 AM - 4 PM) , 416-565-3101, slack: falafels

For logistical inquiries:
Richard Zhang, Head of Logistics, 647 988 9777,
richardzhang96@gmail.com, slack :richardyxzhang

For all emergencies:
Tai Rui Tong, Resolutions Coordinator, 289 689 5146,
Tairui.911@gmail.com, slack: tongtr

Graeme Crawley,Hacker Coordinator, 905-933-2082,
gacrawley@gmail.com, slack: gacrawley