

The Provincial Intermediate and Middle Years Teachers' Association (myPITA) requires Zoom workshop co-hosts **on Friday, October 20, 2023** for their annual Fall Conference, <https://mypita.ourconference.ca/>. Volunteer student co-hosts will receive complimentary conference registration and a one-year membership to myPITA.

Your responsibilities will include co-hosting two workshops. For each workshop you will:

- Send a pre-written email introducing yourself to the presenter, requesting a bio, and responses to questions (also provided) about how you can be of assistance during the presentation.
- Possibly meeting your presenter(s) over Zoom before the presentation for a short dress rehearsal. Most presenters will not require a meeting and will just communicate with you over email.
- During the presentation you will:
 - Introduce the presenter,
 - Manage participants using Zoom, which may include: disabling the waiting room, muting participants, managing breakout rooms, sharing and running the slide deck, monitoring the chat, etc.. Familiarity with using Zoom as a host or co-host is preferred but training will be provided.
 - Enjoy the presentation.
 - Let the presenter know when there is 5 minutes remaining.
 - Thank the presenter and remind participants to visit the exhibitors.

Other areas where we need volunteers include online and in-person tech checkers. You will see specific workshops requiring support on the attached form. You are required to volunteer for two areas. Which area or workshop will depend on our need. The form allows you the opportunity to volunteer for a workshop that you may also wish to see.

For more information contact Ingrid at treasurer@pita.ca

To apply complete the form at this link: <https://forms.gle/Ze4d3CZxCh11ok8H8>